

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov

info@hopewellva.gov

cityclerk@hopewellva.gov

CITY COUNCIL

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

Jasmine E. Gore, Vice Mayor, Ward #4

Rita Joyner, Councilor, Ward #1

Michael B. Harris, Councilor, Ward #2

Janice B. Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

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

Dr. Concetta Manker, City Manager

Danielle Smith, City Attorney

Brittani Williams, City Clerk

Bridetta Williams, Deputy Clerk

February 13, 2024

REGULAR MEETING

Closed Meeting- 6:00 PM

Work Session – 7:00 PM

Regular Meeting-7:30pm

6:00 p.m.

Call to order, roll call, and welcome to visitors

CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section § 2.2-3711 (A) (1) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby.

Roll Call

RECONVENE OPEN MEETING

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

WORK SESSION

WS-1 – Conditional Use Permit for 804 Kenwood Ave – Chris Ward, Director of Development

WS-2 – Right of Way Vacation for 514 Monroe St. – Chris Ward, Director of Development

REGULAR MEETING

7:30 p.m.

Call to order, roll call, and welcome to visitors

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

SUGGESTED MOTION: To amend/adopt Regular Meeting Agenda Roll Call

CONSENT AGENDA

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

- C-1 **Minutes:** January 16, 2024, January 22, 2024, January 23, 2024
- C-2 **Pending List:** December 14, 2023
- C-3 **Information for Council Review:** Police Report
- C-4 **Personnel Change Report & Financial Report:** HR Report
- C-5 **Public Hearing Announcements:**
- C-6 **Routine Approval of Work Sessions:**
- C-7 **Ordinances on Second & Final Reading:**
- C-8 **Routine Grant Approval:**

SUGGESTED MOTION: To amend/adopt consent agenda

INFORMATION/PRESENTATIONS

1. **Special Events Planning Guide Report-**Ginger Holland, Interim Communication and Relations Director
2. **Finance Committee Report Out-** Russell Branson, CFO

COMMUNICATIONS FROM CITIZENS

*CITY CLERK: A Communication from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, **if** they reside in Hopewell, their ward number, and limit comments to three minutes. No one is permitted to speak on any item scheduled for consideration on regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the presiding officer. 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)*

PUBLIC HEARING

*CITY CLERK: All persons addressing Council shall step to the microphone, give name and **if** they reside in Hopewell, their ward number, and limit comments to three minutes. 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. 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. (See Rules 405 and 406)*

PH1 - Lot 77 & 78 Rosedale - Charles Bennett, Economic Development Director

PH2 - Formal Department of Social Services Building – Charles Bennett, Economic Development Director

PH3 – Proposed Rezoning for Butor Tract for Proposed Hopecrest Development - Chris Ward, Director of Development

REGULAR BUSINESS

R-1 – Amended Ordinance of limitation on Service of Terms of Members of Appointed Boards, Commissions, Etc. – Danielle Smith, City Attorney

R-2- School Resource Officer- Grant-Chief Taylor and Kim Parson, Admin Support Manager

R-3- Patrol Officer Overtime Grant- Chief Taylor and Kim Parson, Admin Support Manager

R-4- Cold Weather Shelter-Wanda Williams, Director DSS

R-5- Tyler work Plan Approval New Modules-Concetta Manker, City Manager

R-6- Food Distribution City Location- Concetta Manker, City Manager

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

Councilors Pending Request

Councilor Requests:

Presentations from Boards and Commission

Other Council Communications

BOARD/COMMISSION VACANCIES

Hopewell Economic Development Authority: 1 Vacancy

Planning Commission: 1 Vacancy

Architectural Review Board – 3 Vacancies

Downtown Design Review – 2 Vacancies

Board of Building Code and Fire Prevention Code Appeals – 5 Vacancies

Keep Hopewell Beautiful – 1 Vacancy

Recreation and Parks – 4 Vacancies

Library Board – 1 Vacancies

DSS – 7 Vacancies

Adjournment

CLOSED
MEETING

RECONVENE OPEN MEETING

WORK SESSION

WS-1



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

TPDevOff: Transaction Amount: 300.00 Payment Amount: 300.00 CONDITIONAL USE PERMIT REVIEW 0 - 023490-0004 debra mc... 11/28/2023 01:12PM Permits / Inspect... 2023 Application # 2023-115 City of Hopewell, VA

APPLICATION #

Permit #: _____

APPLICANT: Waakeema Ahevonderae
ADDRESS: 804 Kenwood Avenue Hopewell, VA 23860
PHONE #: 9293604444 FAX #:
EMAIL ADDRESS: Mskeemaa@gmail.com

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

OWNER: Waakeema Ahevonderae
ADDRESS: 804 Kenwood Avenue Hopewell, VA 23860
PHONE #: 9293604444 FAX #:

PROPERTY ADDRESS / LOCATION: 804 Kenwood Avenue Hopewell, VA 23860

PARCEL #: 0500390 ACREAGE: 0.209 ZONING: B2

*** 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.

THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION Art. IX, B, 11, H OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:

My disabled aunt lives there since 2022 and can provide an affidavit when needed

THE CONDITIONAL USE PERMIT WILL ALLOW:

My aunt to live there. She is over 65

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.

This property has previously continuously held a conditional use as far as I know. I purchased the

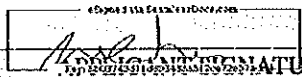
PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

It is well kept and not dilapidated and would become that way if left unoccupied and/or

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.

The building has no affect on anyone else's home or the neighborhood

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


SIGNATURE

11-27-2023

DATE

Waakeema
Ahevonerae

APPLICANT PRINTED NAME

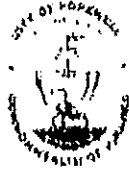
OFFICE USE ONLY

DATE RECEIVED 11-27-23

DATE OF ACTION _____

APPROVED _____ DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:



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

11/28/2023 12:08PM debra m.
023490-0003 000203508
Payment Effective Date 11/28/2023

PERMITS / INSPECTIONS	
FENCE COMMERCIAL - REVIEW	
2023 Item: 20231094 FENC	\$80.60
Payment Id: 325955	

	\$80.60
Subtotal	\$80.60
Total	\$80.60
CHECK	\$80.60
Check Number1308	

Change due	\$0.00



Thank you for your payment.

CUSTOMER COPY



804 Kenwood Avenue
 Owner: Waakeema Ahevonderae
 Conditional Use Permit to use an accessory structure as an apartment

Last Revised January 30, 2024

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

I. MEETINGS & WORK SESSIONS:

MEETING	DATE	MTG. TYPE	ACTION
Planning Commission	January 11, 2024	Public Hearing	Pending
City Council	Feb. 13, 2024	Work Session	1 st Reading
City Council	TBD	Public Hearing	TBD

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning: N/A
 Existing Zoning: R-2, Residential, Medium Density District
 Acreage: 9,000 square feet
 Owner: Waakeema Ahevonderae
 Legal Description: Lots 30-31-32 BLK 7, Kenwood Heights Subdivision

Election Ward: Ward 7
 Land Use Plan Recommendation: Urban Mixed Residential
 Strategic Plan Goal: N/A
 Map Location(s): Sub Parcel #: 050-0390
 Zoning of Surrounding Property: North: R-2
 South: R-2
 East: R-2
 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Waakeema Ahevonderae, owner of 804 Kenwood Avenue, also identified as Sub-Parcel # 050-0410, to renew the expired Conditional Use Permit (CUP) that allows the detached garage located to the rear of the

property to be used as an accessory apartment in the Residential, Medium Density District (R-2). The original CUP was approved by City Council on June 9, 2020 and required renewal by August 18, 2021.

IV. APPLICABLE CODE SECTIONS:

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

Article IX, 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.

Section 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):

11. Accessory apartments with a Conditional Use Permit (see Section H of this Article) from City Council (special definition)

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.*

(Article I. Definitions)

The Zoning Ordinance identifies an accessory apartment located in a detached residential building as a garage apartment. The definition is:

117. GARAGE APARTMENT: A second subsidiary dwelling unit located in an accessory building.

Article XXI. Amendments, Section D. Conditional and Special Use Permits

D. CONDITIONAL AND SPECIAL USE PERMITS.

1. Conditional Use Permit:

Purpose:

The purpose of this section is to provide for certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right, but which may, under the right set of circumstances and conditions, be acceptable in certain specific locations. These uses are permitted only through the issuance of a conditional use permit by the City Council after ensuring that the use can be appropriately accommodated on the specific property, will be in conformance with the Comprehensive Plan, can be constructed and operated in a manner which is compatible with the surrounding land uses and overall character of the community, and that the public interest and general welfare of the citizens of the City will be protected.

No inherent right exists to receive a conditional use permit; such permits are a special privilege granted by the City Council under a specific set of circumstances and conditions, and each application and situation is unique. Consequently, mere compliance with the generally applicable requirements may not be sufficient, and additional measures, occasionally substantial, may be necessary to mitigate the impact of the proposed development. In other situations, no set of conditions would be sufficient to approve an application, even though the same request in another location would be approved.

a. Initiation

The applicant, who shall be an owner of record or contract owner with written approval of the owner of the land involved (if a contract owner, a copy of said contract shall be

filed with and made a part of application), shall make application for the use permit to the Director of Development on the form provided for that purpose, giving all information required by such form, including such other information which the Director of Development may deem necessary for an intelligent consideration of the project for which a permit is desired.

b. Completeness

- 1. A pre-application conference may be scheduled by the applicant with the Director of Development or his designated agent to discuss the proposal.*
- 2. The application shall be accompanied by the required number of copies of the following:*
 - i. A site plan in accordance with Article XVI Site Plan Requirements of the Zoning Ordinance.*
 - ii. The front, side and rear elevations and floor plans of the proposed buildings.*

c. Review of Application

- 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.*
- 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.*

d. *Approval Criteria*

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

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

V. SUBJECT PROPERTY:

The subject property is located in the 800 block of Kenwood Avenue between Poplar and Maple Street. The property is approximately 9,000 square feet. The property has three structures:

- A one story 938 square foot dwelling with three bedrooms, one bathroom, and an attached 275 square feet carport (located in front yard);
- A two story 928 square feet dwelling with three bedrooms and one bathroom located in rear yard;
- A 275 square foot shed

The City of Hopewell Department of Development identifies this property as 804 Kenwood Avenue. At some point in the past, the two dwellings were addressed by the owners as 804-A and 804-B Kenwood Avenue. The R-2 Medium Density District allows an Accessory Apartment with an approved Conditional Use Permit.

VI. OWNER'S POSITION:

The applicant is requesting that the dwelling to the rear of the property be used as an accessory apartment for a disabled aunt. The family resides in the primary structure addressed as 804-A Kenwood Ave. The family and the aunt already reside in these structures. City Council approved of this situation in June 2020 with the approval of a CUP request.

The property is existing and was previously used as a rental. The Development Department has no record of a complaint against this property related to the occupation of the accessory dwelling unit.

Improvements were made to the property by the previous owner who originally obtained the CUP approval. The improved property was then sold to the current owner.

804-B: The unit has been restored to full habitation. The unit is equipped with plumbing, electrical, HVAC, interior improvements. It includes new paint, flooring, kitchen, and bath fixtures.

VII. ZONING/STAFF ANALYSIS:

The owner recently purchased the property in June 2021. The current owner claims to have understood that the original CUP was still valid and was unaware that it required renewal by August 18, 2021. The Development Department sent a renewal notice to the new owner on August 10, 2021 but was sent regular USPS mail and not certified mail. Another notice was sent from the Department in late 2023 and the property owner responded immediately by submitting a CUP application.

Comprehensive Plan Land Use Category

The 2028 Comprehensive Plan designates this property and those immediately in the vicinity as Urban Mixed Residential. This designation and the Multifamily Residential category recommend high density dwellings (including retirement and age-restricted projects) and development flexibility for new, infill and redevelopment projects. The Urban Mixed Residential qualify for selective re-subdivision of qualifying projects where lots or entire blocks could be consolidated for redevelopment.

The following are characteristics of the Urban Mixed Residential Category:

- Primary Land Use Detached and Attached Residences, Small to Medium Lots, Multifamily Permitted within Planned Mixed Residential Neighborhoods
- Typical Density Ranges: Detached- 4-5 Dwelling Units/ Per Acre (DU/PA)
Attached: 6-12 DU/PA
Multifamily: 16-30 DU/PA
- Typical Dwelling Size: 1,000 – 2,000 Square Feet

As constructed, both units are detached structures that are equipped as dwelling units. The square footage (9,000) of the lot conforms to the Urban Mixed Residential land use category. The subdivision meets the density ranges outlined for detached dwelling units. The dwelling size of both units are less than outlined in the Comprehensive Plan for this land use category.

An accessory apartment is allowed by the issuance of a Conditional Use Permit approved by City Council if certain conditions are met. These conditions have been provided on Page 2 of this document and are in Article IX, Residential, Medium Density District (R-2), Section H. of the Zoning Ordinance.

There is sufficient parking for the accessory apartment. The dwelling has a separate driveway from the main dwelling.

The ordinance requires the applicant to certify that the accessory apartment will be occupied by a related family member 55 years of age or older or handicapped, and to acknowledge that when the building is vacated by such family member, it can no longer be used as an accessory structure.

On January 27, 2020, the previous property owner contacted the Development office and informed the Director that she had a possible family that would live in the main structure and a family member, over the age of 55 that would reside in the rear structure.

During the work session there was discussion regarding the intent of the ordinance. The question raised was whether the ordinance **requires** the property owner to reside in the main structure and have their family member utilize the accessory apartment *or* does the ordinance allow the property owner to lease the main structure with the lease's family member residing in the accessory apartment.

Article IV, Residential, Medium Density (R-2) Zoning District, Section H., Accessory Apartments, reads,

“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:”

The issue is the slash between owner and occupants. A slash used in text in the English language depicts the word ‘or’. Therefore the owner or the occupants may apply to the City Council for this permit. The owner is applying for the conditional use permit on behalf of the occupants. The certification of the family member to reside in the accessory apartment has been provided. All other conditions have also been met. As a result, staff

supports the approval of this CUP request with the required condition that the CUP be re-submitted in one year from City Council's approval for renewal consideration.

VII. PREVIOUS PLANNING COMMISSION RECOMMENDATION:

At their meeting on January 16, 2020, the Hopewell Planning Commission, voted, 4-0 to recommend denial of the request submitted by Hyatt Properties LLC, owner of 804 Kenwood Avenue, also identified as Sub-Parcel # 050-0410, to allow the detached garage located to the rear of the property be used as an accessory apartment in the Residential, Medium Density District (R-2). The Planning Commission made this recommendation because the applicant at the time could not certify the accessory apartment would be rented to a family member.

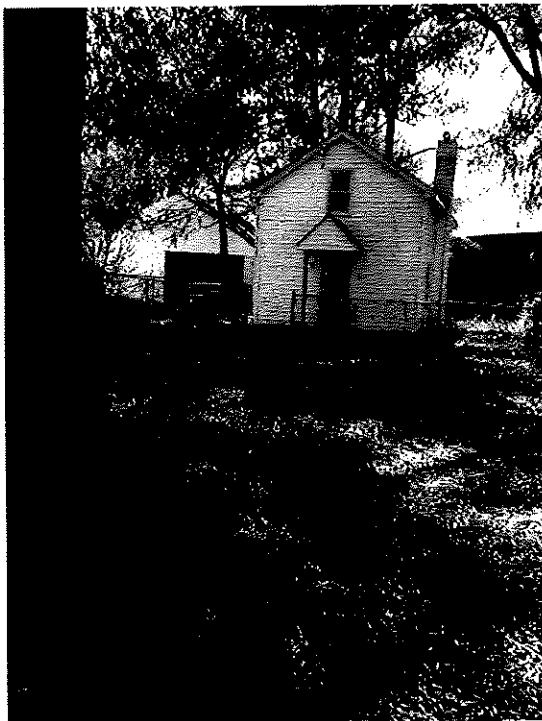
VIII. PREVIOUS CITY COUNCIL RESOLUTION:

On June 9, 2020, the Hopewell City Council approved the request submitted by Hyatt Properties LLC, previous owner of 804 Kenwood Avenue, also identified as Sub-Parcel #050-0420, to allow the detached garage located to the rear of the property to be used as an accessory apartment in the Residential, Medium Density District (R-2). The applicant provided certification verifying the age and relationship of the occupant in the accessory dwelling, thereby satisfying the Planning Commission's one concern with the application.

IX. PLANNING COMMISSION RECOMMENDATION

The Planning Commission recommends to approve with conditions the request by Waakeema Ahevonderae, owner of 804 Kenwood Ave., also identified as Parcel #050-0390, to utilize what is addressed as 804-B Kenwood Avenue as an accessory apartment to be occupied by a family member over the age of 55 years old. The zoning ordinance requires an annual renewal as a mandated condition.

Aerial Map of Surrounding Area - 804 Kenwood Avenue located off of Winston Churchill Drive between Poplar and Maple Street



Detached accessory structure to be used as an accessory apartment.

804 Kenwood – Primary residence.



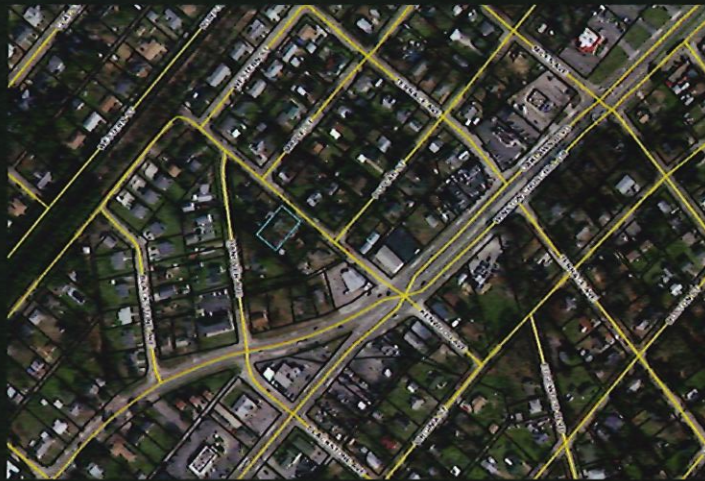
CONDITIONAL USE PERMIT

804 Kenwood Avenue (Parcel #050-0390)
City Council Work Session
February 13, 2024
1st Reading

- APPLICANT: Waakeema Ahevonderae
- REQUEST: CUP to allow accessory apartment
- WARD: 7
- PARCEL SIZE: 9,000sf / 0.21 acres
- CURRENT ZONING: R-2 Medium Density Residential
- ORDINANCE: Article IX, Sec. H, Article XXI, Sec. D
- DATES: Planning Commission PH – Jan. 11, 2024
- PUBLIC NOTIFICATION: Ads – 12/28/23 & 1/4/24
Adj. Prop. – 12/21/23

▀ CUP for this property was originally approved in June 2020 to previous owner.

Current owner is requesting renewal of CUP for accessory apartment.





PRIMARY RESIDENCE

ACCESSORY
APARTMENT





PRIMARY RESIDENCE

ACCESSORY
APARTMENT



Criteria to approve CUP

- Applicant must certify that such apartment will be occupied by a related family member 55+ years of age or handicapped.
- Applicant must acknowledge that upon vacation by such family member, the accessory structure may no longer be used as an apartment unless another family member meets the required criteria. In no case shall it be used as a rental unit.
- Applicant must demonstrate that sufficient off street parking will be provided.

▣ Staff Recommendation

- Staff recommends approval of the CUP request to allow the use of the detached structure located at 804 Kenwood Ave. as an accessory apartment to be occupied by a relative 55 years or older or relative with a handicap.
- The R-2 District requires an annual administrative verification.

▣ Planning Commission Recommendation

The Planning Commission recommends approval of the CUP request to allow the use of the detached structure located at 804 Kenwood Ave. as an accessory apartment to be occupied by a relative 55 years or older or relative with a handicap.

January 11, 2024 Public Hearing

4-0 Vote

No public comment received

▸ Questions?

WS-2

APPLICATION FOR STREET/ALLEY VACATION

I (We) Barbara J. Bowling of 514 Monroe Street
(Names) (Mailing Address)

Hopewell, Virginia 23860

petition the City of Hopewell to vacate the undeveloped right-of-way situated at:

Located between Parcel ID 0780010 and Parcel ID 0801165

There has _____ has not been previously a petition to vacate this right-of-way.

Attached is a drawing of the right-of-way to be vacated.

There is/are no property owner(s) adjoining this right-of-way. Attached is/are the signature(s) of the adjoining property owner(s) and a \$100.00 deposit per property owner.

I (We) agree to pay for two public notice advertisements in the Hopewell News as well as all other costs incurred by me/us associated with this application, regardless of Council's final decision regarding the petition.

I (We) have received Council's Policy concerning right-of-way vacations.

Barbara J. Bowling
(Signature of Petitioner)

(804)458-8666
(Telephone Number)

(Signature of Petitioner)

9/1/23
(Date)

City Council Policy

SUBJECT: Right-of-Way Vacation

Policy No: CC-3

Effective Date: September 14, 1982

Agenda Item # & Date: UB-3 (3/25/03)

Approved by City Council: *Adopted in accordance with
action of City Council
on March 25, 1997*

Amended by City Council: September 22, 2003

Administering Dept: Department of Development

I. POLICIES:

- A. Adjoining property owners may petition the City to vacate any public right-of-way for a street or alley. By State law, the general rule is that when a City vacates a right-of-way, it is divided between the adjoining property owners. This division rule does not apply when a right-of-way is on the edge of a subdivision.
- B. Generally, rights-of-way are owned "in fee simple" by the City, and when vacated, can be acquired by the adjoining property owners. However, there are some cases wherein the City does not own a right-of-way "in fee simple," but merely has the right to use the property. In these cases, the City vacates its right to use the property and ownership reverts to the original owner of the property, not to the adjoining property owners.
- C. As a matter of policy, any vacation of a right-of-way must not result in a dead-end situation which lacks sufficient room for a vehicle to turn around or in public property which is isolated and not connected to a public right-of-way.
- D. All expenses involved in the vacation process shall be borne by the petitioner and receiving property owners.
- E. It is the policy of the City Council not to seek to sell vacated land to adjoining property owners in the vacation of an alley or the vacation of a right-of-way twenty feet or less in width. That is, Council generally does not require that the receiving property owners purchase such rights-of-way.

- C. The Planning Commission will receive a staff report on the request, hold a public hearing, and make its recommendation to Council. Contact: Department of Development.
- D. Council receives the Planning Commission's recommendation. Council may pass on first reading an ordinance of vacation, with or without conditions. Contact: Department of Development
- E. The property owners shall have 90 days to submit to the City Attorney for approval all deeds of vacation. When an individual deed is approved, the respective \$100.00 deposit shall be refunded. Contact: City Attorney.
- F. Deeds of vacation must reflect that vacated parcels are assimilated into, and become a part of, the abutting properties. The property owners are responsible for effecting any resubdivision process necessary to accomplish this.
- G. At the end of the 90 day period, or earlier, the City Attorney shall report to Council:
 - 1. If all deeds have been received and approved, Council then may adopt on second and final reading the vacating ordinance. If adopted, the deeds will be returned to the respective property owners, for filing with the Clerk of the Circuit Court. No property is transferred until the deeds have been filed. Contact: City Attorney.
 - 2. If one or more deeds are not received within the specified 90 day time limit, Council will be requested to defeat the vacating ordinance on second and final reading. If the ordinance is defeated, all deeds shall be returned to the appropriate parties and the petition terminated.
 - 3. For property owners who have not had a deed submitted and approved, the respective \$100.00 deposit shall be forfeited to the City. Contact: City Attorney.

For additional assistance, please contact the Department of Development or the City Attorney.

Policies and procedures adopted in accordance with action of Council on March 25, 1997, amended March 25, 2003 and September 22, 2003.

NOTE: Supersedes Administrative Policy H-4 approved by City Council September 14, 1982.

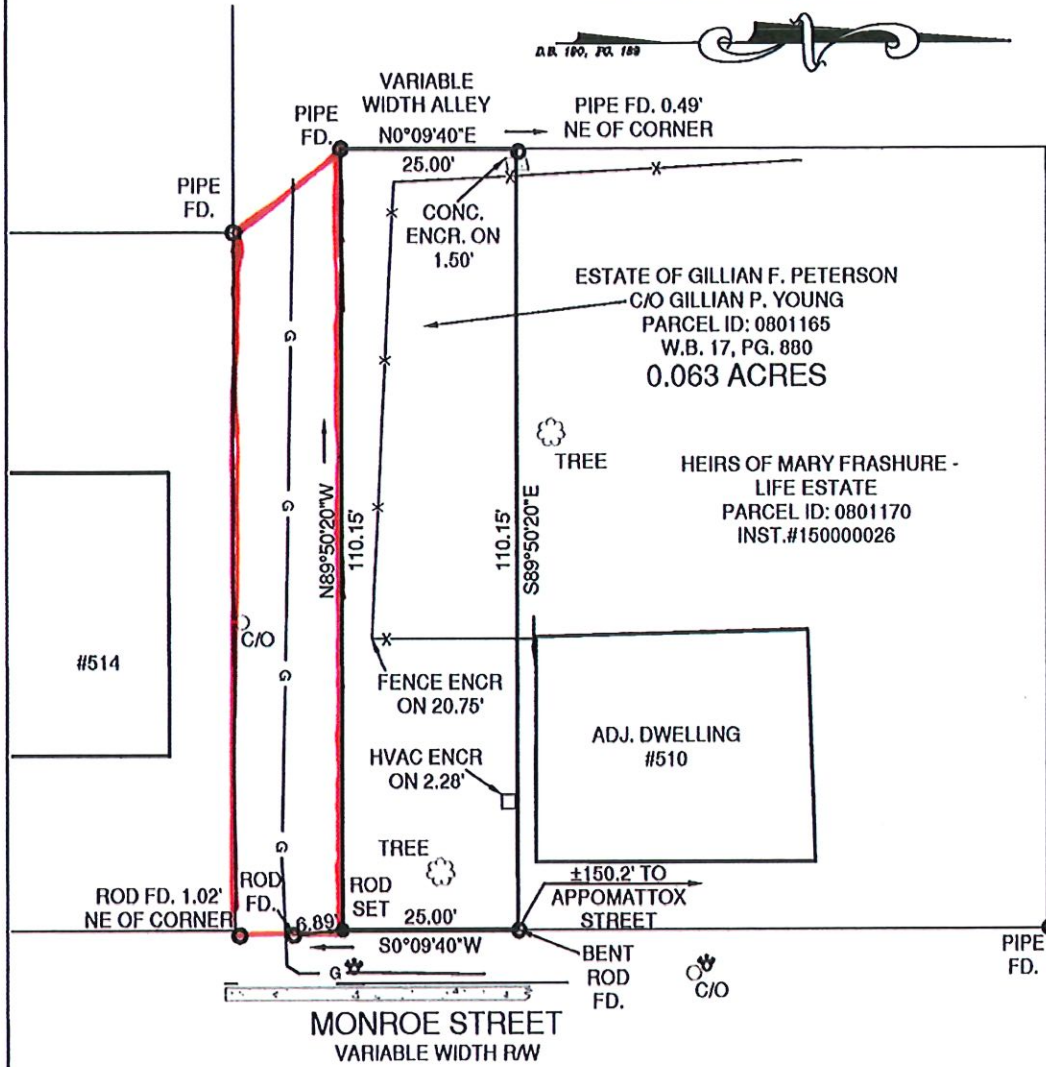
THIS PROPERTY IS LOCATED IN ZONE X AS SHOWN ON THE FLOOD INSURANCE RATE MAP (FIRM), COMMUNITY PANEL #5100800016E, EFFECTIVE DATE DECEMBER 15, 2022.

THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD OR OTHER PERTINENT FACTS THAT A CURRENT TITLE REPORT MIGHT IDENTIFY. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.

THIS SURVEY WAS MADE FOR THE PURPOSE OF IDENTIFYING LEGAL BOUNDARIES AND DOES NOT PURPORT TO IDENTIFY ENVIRONMENTAL FEATURES THAT AN ENVIRONMENTAL ASSESSMENT MIGHT IDENTIFY.

NOTE: ALL DISTANCES SHOWN ARE IN US SURVEY FEET

REFERENCE PLAT: MAP OF WEST POINT CITY ANNEX, DATED DECEMBER 1, 1927 BY WW LAPRADE & BROS.



THIS IS TO CERTIFY THAT I MADE AN ACCURATE FIELD SURVEY ON FEBRUARY 21, 2023. ALL VISIBLE IMPROVEMENTS ARE AS SHOWN HEREON AND THAT THERE ARE NO VISIBLE ENCROACHMENTS OTHER THAN SHOWN.

Charles C. Townes, II
 COMMONWEALTH OF VIRGINIA
 CHARLES C. TOWNES, II
 L.L.C. No. 2803
 2/28/2023
 LAND SURVEYOR

GRAPHIC SCALE



PLAT SHOWING
 PHYSICAL IMPROVEMENTS OF
 LOT 22, BLOCK 14,
 WEST CITY POINT SUBDIVISION

FOR
 BARBARA BOWLING
 CITY OF HOPEWELL, VIRGINIA

DATE: FEBRUARY 28, 2023 SCALE: 1"=20'



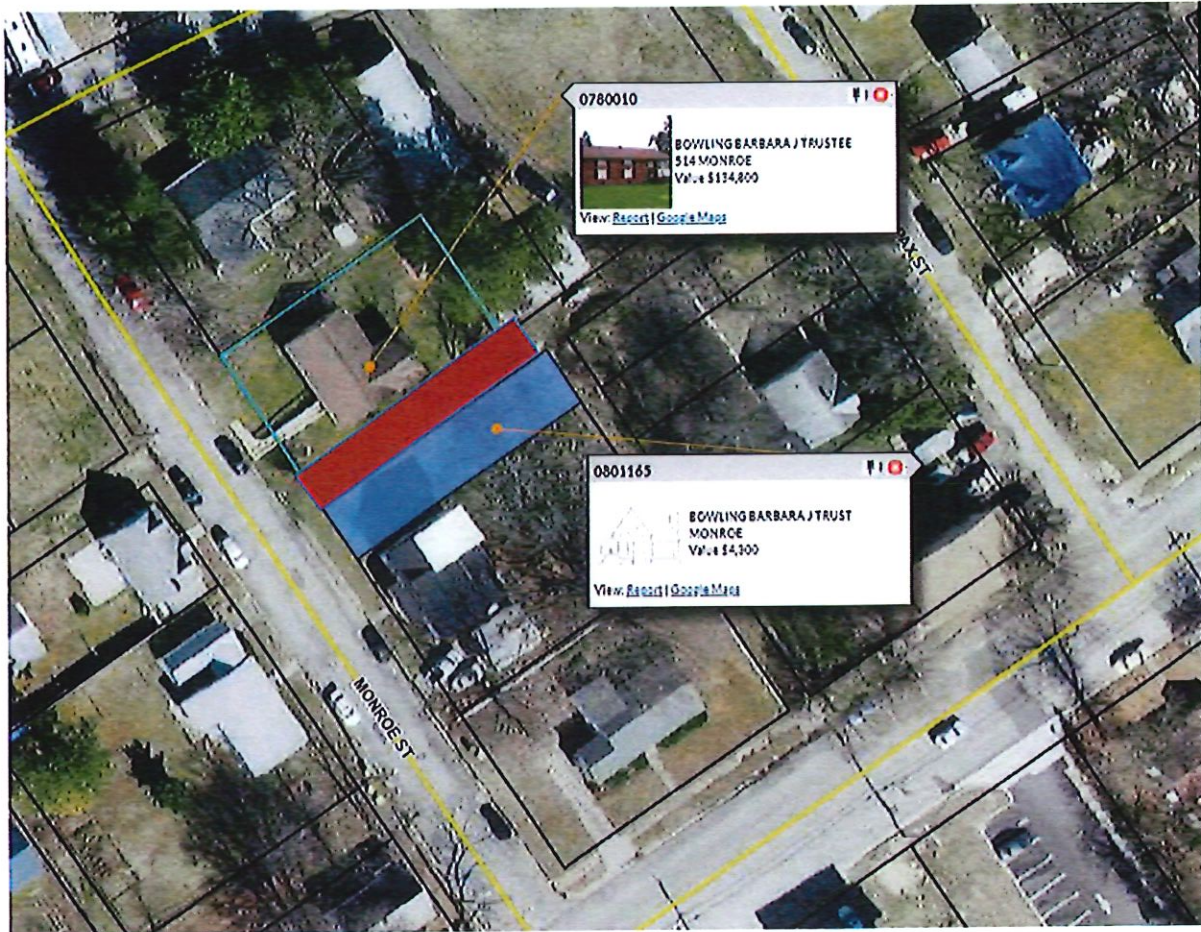
townes consulting engineers, planners, and land surveyors

2463 boulevard
 colonial heights, va 23034
 telephone: 804.520.9015
 facsimile: 804.520.9016
 email: cctownes@townespc.com

DRAWN BY: TSG

CHECKED BY:

ATTN: LAUREN EDMUNDSON



****Red Strip is part to be vacated.**

City of Hopewell, VA

Summary

Parcel ID 0780010
 Tax ID 0780010
 Neighborhood 2
 Property Address 514 Monroe
 Hopewell, VA 23860
 Legal Description S 59' OF 1-2-3 & PT OF 4 BLK 14 SUBDIVISION: WEST CITY POINT ADDITION
 (Note: Not to be used on legal documents)
 Acreage N/A
 Class 1 - 1 Single Family Urban
 Tax District/Area 01

[View Map](#)



Owner

Primary Owner
 Bowling Barbara J Trustee
 514 Monroe St
 Hopewell, VA 23860

Site Description

Zoning R2

Land

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Lot Site - Low		59.000	0.000	59.000	99.000	1.00	0.75		24,000.00	24,000.00	21,600.00	L -5%	21,600.00

Land Detail Value Sum 21,600.00

Residential Dwellings

Card 01
 Residential Dwelling 1
 Occupancy
 Story Height 1.0
 Roofing Material: Asphalt shingles
 Attic None
 Basement Type None
 Basement Rec Room None
 Finished Rooms 6
 Bedrooms 3
 Family Rooms 0
 Dining Rooms 0
 Full Baths 1; 3-Fixt.
 Half Baths 0; 0-Fixt.
 4 Fixture Baths 0; 0-Fixt.
 5 Fixture Baths 0; 0-Fixt.
 Kitchen Sinks 1; 1-Fixt.
 Water Heaters 1; 1-Fixt.
 Central Air Yes
 Primary Heat Forced hot air
 Extra Fixtures 0
 Total Fixtures 5
 Fireplace No
 Features None
 Porches and Decks None
 Yd Item/Spc Flure/Outblgd Wood frame w/sheathing Residential Shed - Small Utility 80 SF
 Last Updated 1/31/2023

Construction	Exterior Cover	Floor	Base Area (sf)	Fin. Area (sf)
Wood frame	Vinyl siding	1.0	1340	1340
		Crawl	1340	0
		Total	1340	1340

Improvements

Card 01

ID	Use	Stry Hgt	Const Type	Grade	Year Const	Eff Year	Cond	Base Rate	Features	Adj Rate	Size/ Area	Cost Value	Phys Depr	Obsol Depr	Mrkt Adj	% Comp	Value
D	DWELL			C-	1971	1989	AV	0.00		0	1340	142480	21	0	100	100	112600
01	UTLSHED	10	Wood frame w/sheathing	C-	1971	1971	AV	16.58		15.92	8 x 10	1270	55	0	100	100	600

Transfers

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
11/27/2017	BOWLING JACK C OR BARBARA M			170002646	\$0
12/13/1971	HARLAN CONSTRUCTION CO INC				\$1
8/24/1971	A				\$0

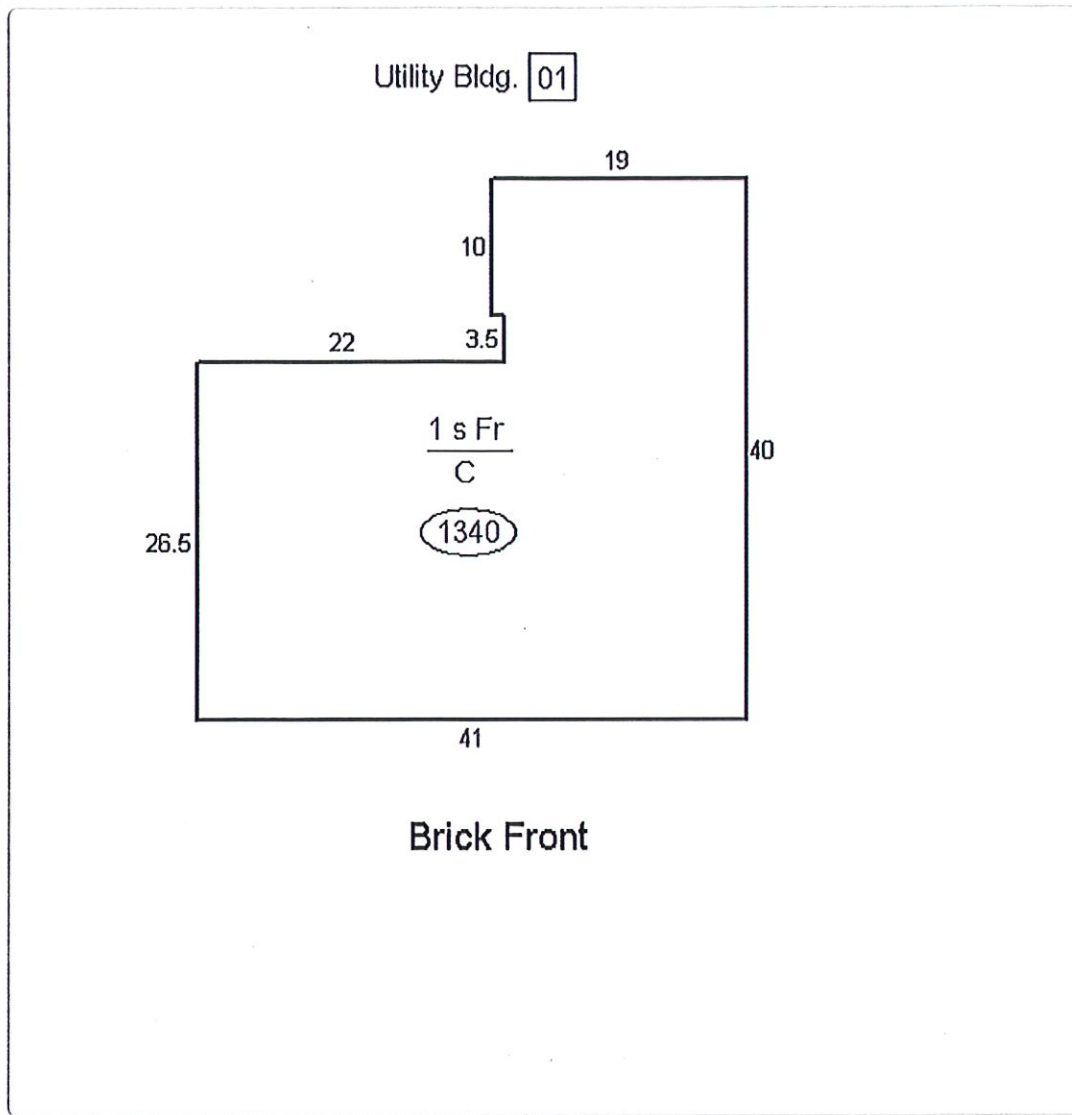
Valuation

Assessment Year		01/01/2023	01/01/2021	01/01/2019	01/01/2017	01/01/2015
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$21,600	\$18,900	\$18,900	\$16,500	\$16,500
(Assessed Value)	Improvements	\$113,200	\$85,500	\$90,800	\$58,600	\$83,600
	Total	\$134,800	\$104,400	\$109,700	\$75,100	\$100,100

Photos



Sketches



No data available for the following modules: Commercial Buildings.

The City of Hopewell Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.
[User Privacy Policy](#) | [GDPR Privacy Notice](#)
Last Data Upload: 9/1/2023, 5:33:39 AM

Contact Us





Barbara J. Bowling
Vacation Request of a portion of undeveloped alley
Adjacent to 514 Monroe Street
Staff Report prepared for the City Council Work Session
February 13, 2024

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

Updated January 29, 2024

I. PUBLIC HEARINGS, WORK SESSIONS, REGULAR MEETINGS:

Planning Commission	Nov. 2, 2023	Tabled
Planning Commission	January 11, 2024	3-1 Rec. Approval
City Council	February 13, 2024	1 st Reading
City Council	TBD	TBD

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	Surrounding properties are zoned R-2, Residential Medium Density
Size of Area:	Approximately 1,533 square feet
Proposed Use:	Combine with existing parcel #078-0010
Location of Property:	Adjacent to 514 Monroe St.
Election Ward:	Ward 1
Land Use Plan Recommendation:	Downtown Commercial Mixed Use
Strategic Plan Goal:	N/A

III. EXECUTIVE SUMMARY:

Barbara J. Bowling has requested the vacation of an undeveloped portion of an alley between her properties located at 514 Monroe Street, also identified as Sub-Parcel #078-0010, and Sub-Parcel #080-1165. The approximate square footage of the right of way in question is 1,533 square feet.

IV. RELEVANT STATE CODE AND POLICY:

Citizens of Hopewell have the ability to petition the Hopewell City Council for the vacation of public rights-of-way under the Code of Virginia, § 15.2-2006, and the City's Right of Way Vacation Policy, amended on October 24, 2023.

V. STAFF ANALYSIS:

The right of way on this block is platted as a T-shaped alley with access to Kippax, Monroe and Appomattox Streets. The alley was never properly developed and does not appear to be utilized as access by neighboring property owners. The undeveloped alley contains public utilities.

VI. PUBLIC UTILITY AND SITE CONSIDERATIONS:

The proposed portion of the undeveloped alley contains a sanitary sewer manhole, 8" gravity main, and a sewer line of unknown size. Hopewell Water Renewal agrees to the vacation request only if an easement is put into place so that sewer lines can be accessed for maintenance/repair. The Director of Public Works agrees with the assessment.

VI. STAFF RECOMMENDATION:

Staff recommends approval of the right-of-way vacation request submitted by Barbara J. Bowling with the execution of an easement between Ms. Bowling and the City of Hopewell so that access to public utilities will remain.

VII. PLANNING COMMISSION RECOMMENDATION:

In accordance with City Council's Right-of-way Vacation Policy, The Planning Commission recommended approval of the request submitted by Barbara J. Bowling to vacate the undeveloped alley adjacent to 514 Monroe Street (Sub-Parcel #078-0010) on a 3-1 vote at their January 11, 2024 meeting.

Chairman Paul Reynolds voted No.

Reason: City should place a moratorium on rights-of-way vacations until the City has a multimodal transportation plan.

Aerial Map of Right-of-Way adjacent to 514 Monroe St.





4 RIGHT-OF-WAY VACATION REQUEST - 514 MONROE ST.

RIGHT-OF-WAY VACATION REQUEST

ADJACENT TO 514 MONROE ST.

Hopewell City Council
Work Session
February 13, 2024
1st Reading

ROW VACATION REQUEST

514 MONROE ST.

DETAILS

- Between Parcels #078-0010 and #080-1165
- Size of requested vacation – approx. 1,533sf
- Located in Ward 1
- Existing Zoning – R-2 Residential Med. Density
- Future Land Use designation – Downtown
Commercial Mixed-Use



Barbara J. Bowling has requested the City to vacate a portion of the right-of-way that adjoins her property at 514 Monroe Street, also identified as Parcel #078-0010.

ROW VACATION REQUEST

514 MONROE ST.



Applicant owns property on either side of the right-of-way.

ROW VACATION REQUEST

514 MONROE ST.



Sanitary sewer lines (8" main and another pipe of unknown size) exist in the right-of-way.

ROW VACATION REQUEST

514 MONROE ST.

STAFF RECOMMENDATION

- Approve with requirement to execute a utility easement with the City.

ROW VACATION REQUEST

514 MONROE ST.

PLANNING COMMISSION RECOMMENDATION

- Recommend approval with 3-1 vote
- Commissioner recommends moratorium on vacation requests until multimodal plan is developed by the City.

PUBLIC COMMENT

- Received one written statement against application if vacation impedes access to neighboring property.

QUESTIONS?

CONSENT
AGENDA

C-1

MINUTES OF THE JANUARY 16, 2024 CITY COUNCIL REGULAR MEETING

A REGULAR meeting of the Hopewell City Council was held on Tuesday January 16, 2024 at 6:00 p.m.

PRESENT: John B. Partin, Mayor
Jasmine Gore, Vice Mayor
Rita Joyner, Councilor
Michael Harris, Councilor
Janice Denton, Councilor
Brenda Pelham, Councilor
Dominic Holloway, Councilor (Late 6:18)

Councilor Joyner makes a motion to allow Councilor Harris and Councilor and Vice Mayor Gore to participate remotely, Councilor Pelham seconds the motion.

ROLL CALL

Councilor Holloway-	(Absent)
Councilor Joyner-	Yes
Councilor Harris-	Abstained
Mayor Partin-	Yes
Vice Mayor Gore-	Abstained
Council Denton-	Yes
Councilor Pelham-	Yes

Motion Passes 4-0

CLOSED MEETING:

Councilor Pelham makes a motion to go into closed session pursuant to Va. Code Section § 2.2-371 1 (A)(I) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and 2.2-3711 (A) (29) “Discussion of the award of a public contract involving the expenditure of public funds, including interview of bidders or offers, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affects the bargaining positions or negotiating strategy of the public body.” and to the extent such discussion will be aided thereby, seconded by Councilor Joyner.

ROLL CALL

Councilor Holloway-	(Absent)
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	Yes
Council Denton-	Yes
Councilor Pelham-	Yes

Motion Passes 6-0

Reconvene Open Meeting

Councilor Joyner makes a motion to reconvene open meeting. Councilor Denton seconds the motion.

ROLL CALL

Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	(Excused)
Council Denton-	Yes
Councilor Pelham-	Yes

Motion Passes 6-0

CERTIFICATION:

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 session?

ROLL CALL

Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	(Excused)
Council Denton-	Yes
Councilor Pelham-	Yes

Motion Passes 6-0

Councilor Holloway makes a motion to appoint Councilor Pelham as a non-voting member to the HRHA board and Councilor Joyner as a non-voting member to the EDA board and to have both of them provide monthly updates to city council, per the resolution. Mayor Partin seconds the motion.

ROLL CALL

Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	(Excused)
Council Denton-	Yes
Councilor Pelham-	Yes

Motion Passes 6-0

WORK SESSION

WS-1- Developmental Fees- Chris Ward, Director of Development explains how the fees are set up in the department and how the planning application fees cause the city to lose a little bit of money. The development department has two sets of fees, the building and trade permit fees for residential commercial construction, and planning application fees. Staff did a comparison of what we charge for permits and applications and the table shows, with building permits, for residential permits. We are on the low end in the region with Hopewell, Petersburg, Colonial Heights and Prince George. We are at \$25 plus the state surcharge, as a basic explanation for our permits. The primary applicants for residential building related permits are going to be property owner and builders and contractors. On the commercial side, we are in the middle for our pricing in the region. Petersburg is lowest and colonial heights also at \$75. We are at \$100 and Prince George ranges between \$100 and \$200. Mr. Ward states that for commercial related building permits, the primary person pulling those types of permits is a contractor or business owner. On the planning applications, such as re-zonings, variances, conditional use permits and zoning ordinance amendments, we are significantly lower than our counterparts in the region; ranging between \$2- \$300 per application. The others are significantly higher. The primary applicants for these type of applications are going to be developers, property owners, real estate investors and business owners. The costs come in is the state law requires us to advertise for public hearings for these applications and the cost of advertisement is really where we end up losing a little bit of money every time one of these applications is submitted. As an example, the fee to file a rezoning application is \$300 but the minimum advertising cost for the

public hearings is \$622.44. By virtue of that application being submitted, the City is going to lose \$322 and change. It's a little different for each one, as you down the list but the net result being the City, over a years' time, based off the average number of applications submitted, the City's going to lose about \$4,000. Mr. Ward states this is not huge amounts of money but he wanted to bring this to our attention. As a summary, our residential building permit fees are the lowest in the region. Our commercial building permit fees are second highest our planning fees are lowest. These planning fees do not cover the cost for advertisement. Mr. Ward concludes tonight's just a work session but at this point staff is proposing to keep residential building permit fees the same. My previous director brought this to you a number of years ago. There was some concern at council level we want to encourage property owners to improve their properties and, therefore, keep residential building fees at a reasonable cost; staff agrees with that. We are in the middle on commercial building permit fees and I think you can make the same argument with commercial building permit fees, staff's not recommending any changes there. We are recommending raising the planning fees to cover the cost of advertisement. We have come up with these numbers that puts us kind of right in the middle. He states they are not settled on these fees but thinks the fees should, at least cover the cost of advertisement.

WS-2- Re-Zoning for Proposed Hope Crest Development-Chris Ward, Director of Development. Mr. Ward states this is a rezoning request for particular parcels, 106-0200, 106-0105, 106-0285, 106-0490 and 106-0735. These parcels are locally referred to as the Butor Tract, near 295 and west of the former Colonial Corner Shopping center. The applicant on this rezoning is Mansour Real Estate, LLC. The owner is Abu M, LLC. The area we are dealing with tonight total is 27.71 acres located in Ward 7. It's commercially zoned B3 and R3 and the proposed zoning of what the applicants requesting is the R3 change to R4, the B3 remain the same and then have a planned unit development zoning overlay applied to all the parcels. In the comprehensive plan, the area is designated as interchange commercial. Mr. Ward states the application was received in October of 2022 and spent a long time working with the applicant on the plans, designs and guarantees that the company was willing to offer. Signs were placed out at this property back in November of 2022. Mr. Ward goes on to describe the actions taken by the applicant to notify adjacent property owners and the public of their property proposal. He also goes into detail of the units, townhomes and landscaping; laying out the concept plan. Mr. Ward talks about particular challenges associated with these particular properties, with the primary challenge being access. Staff has done an extensive review of the application. Mr. Ward has put together a table that shows how their proposal complies or doesn't comply with the comprehensive plan.

If you see a checkmark beside an item, means that staff believes their proposal agrees or is in alignment with the comprehensive plan. If you see a horizontal line, that means it doesn't necessarily align or not align with it; it's sort of even. There are two elements like this. Mr. Ward explains the mixed use element and the Parks and Recreation. An overview was given for the townhomes and multi-family units. Mr. Ward comments more detail will be given by Mr. Mons, the applicant. The applicant was willing to agree to substantial conformance with exhibit C, which I will show I the next slide, which means what's pictured is what they will build. Details for staff comments, the project is generally in alignment with the comprehensive plan. The development does provide new and varied housing the city's' housing stock. With the proffers that have been offered by the developer, staff believes we have been able to secure a quality development. All city departments including the public schools, have provided general support and Development staff have provided general support. Planning commission voted 4-0 to recommend approval for the application. Mr. Ward ends his presentation and introduces David Mons, who is representing the applicant. Mr. Mons talks about being from the City of Hopewell, grew up in Hopewell and graduated in Hopewell. He gives the names and positions of the members of the Hope Crest team. Mr. Mons describes what is Hope Crest and gives details of the town homes, apartment units and the amenities. He discusses the location and rezoning the parcels. He states the estimated construction will begin on the infrastructure late summer of 2024 and gives the estimated units that can be built each year until completed. Mr. Monz gives several reasons why Hope Crest is important to Hopewell. He talks about the details of the landscaping to include a storm water pond and walking trails. Mr. Mons points to the site information and total acreage of the development. There will be a total of 173 townhomes in City of Hopewell and 56 townhomes in Prince George County, making it a total of 229. He gives the site plan legend information. The townhomes will be priced in the high 200s' to mid 300s' contingent upon market conditions. Mr. Monz hopes by the time these townhomes are erected, we'll be in a favorable position for the prospective owners. He concludes his presentation by giving his companies contact information.

REGULAR MEETING

Mayor Partin calls the Regular Meeting to order

PRESENT: John B. Partin, Mayor
Jasmine Gore, Vice Mayor
Rita Joyner, Councilor
Michael Harris, Councilor
Janice Denton, Councilor
Brenda Pelham, Councilor
Dominic Holloway, Councilor

Prayer by Pastor Hart, followed by the Pledge of Allegiance led by Councilor Holloway.

Councilor Holloway makes a motion to adopt the Regular Meeting Agenda and second by Councilor Denton.

ROLL CALL

Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	(Excused)
Council Denton-	Yes
Councilor Pelham-	Yes

Motion Passes 6-0

Councilor Holloway makes a motion to adopt the Consent Agenda and second by Councilor Joyner

ROLL CALL

Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	(Excused)
Council Denton-	Yes
Councilor Pelham-	Yes

Motion Passes 6-0

INFORMATION/ PRESENTATIONS

- 1. Finance Report-Robert Bobb Group-** Jack Reid talks about the milestone of the week from the status report with successfully completing the reconciliation of your cash balances for the fiscal year 2020. He discusses what that has allowed them to do in moving forward on the next months to be 100 percent reconciled. He states he has met with the external auditors and confirmed they will begin working on the audit of 2020. The external auditors will send Mr. Reid a link to upload all of the 2019 remediated reconciliations and all of the 2020 reconciliation. He reminds council they will take a period of 45 to 60 days to complete the audit while Robert Bobb is doing the following fiscal year. He explains as they finish the last audit, we will give them the next years audit and we will keep exchanging that back and forth through the remainder of the winter and into the spring until we bring the accounts current, hopefully by mid-May or end of May of the year 2024. Mr. Reid states he is very optimistic about the status of the reconciliations, and being able to get the audits begun. I consider that a win for the city of Hopewell and I appreciate the tremendous support that we've gotten from the City manager certainly her staff, members of the finance dept., members of the Treasurers' office have been wonderful in providing with documentation and any institutional knowledge that they had of the transactions going on then. It's genuinely been a team effort in all of this. Mr.

Reid states that there has been a concurrent path on standard operating procedures and getting them updated. Robert Bobb greets the City Council and further discusses progress of the Standard Operating Procedures, stating it is moving along extraordinarily well. He talks of working with key departments and his plans and expectations for Standard Operating procedures for the City of Hopewell. Mr. Bobb discusses the Industry Teams and the City's' Enterprise Accountants having identified certain discrepancies in the preparation of the 2018 2019-year end reconciliations. In regard to the Industry of Accounts, we have had a pretty deep meeting this week to really look at the issues that our inner private accountants have. Mr. Bobb adds that they are receiving extraordinary cooperation from Dickie and his team at the utilities. Mr. Bobb gives information of having the Munis team on the ground next week. He gives some details of a very deep schedule for the Munis team and the different departments they will be training. He walks thru what the expectations are for the training while the Munis team is here and taking a harder look at how we staff the on-going work in terms of the Munis System going forward. The team will be here thru the current end of this fiscal year and roll out in early fall of next year. Mr. Bobb states information about an area of risk that he discussed with the city council and having a necessary internal working session with City Council on the utilization of red revenues and how they need to spend some time working thru this particular issue. In summary, we continue to be extraordinarily excited about our work. Mr. Bobb adds, there is no documented process that remediate the risk currently spending, particularly excess current cash balances. Again, we believe all of those issues we work together with the city staff, with the Treasurers' office, who have been most cooperative and with the finance department; that we will be in a position to mitigate these particular issues as well any risk that we see going forward as it relates to our work. Mr. Bobb highlights key points of information in his presentation. Information was given about the Munis training sessions, for the school system, this year and next year. The bottom line is we are continuing to focus on the overall City's' financial operations. Mr. Bobb acknowledges the work and dedication put forth by his colleagues and team. He recognizes the work being done with respect to the City of Hopewell departments.

COMMUNICATIONS FROM CITIZENS

- 1. Sarah' Fuller-** Wanted to say she appreciates everything that you were talking about and appreciates some of the questions. Ms. Fuller talks about the heavy rain, downpours and flooding that has been in and around Ward 5 and what she had to do in her home during the storm. She would like to know what's happening with the storm water and the water flowing off the streets onto our properties. She states storm water fees are being paid when we pay our taxes but what's being done because I see storm water drive by everyday but I'm also seeing water flowing from the street onto my property. And I got to pay somebody to come pump it off to make sure my house doesn't sink or something else. Ms. Fuller asks council if anyone knows of an answer or if that is a fair question and if that is an allowed question. Dr. Manker answers Ms. Fuller to leave her information to the Clerk and will reach out to Public Works and get back to Ms. Fuller. Ms. Fuller apologizes and comments on the new properties coming to Hopewell and the military. She talks about the responsibility of homeowners and renters when it comes to regulations. She mentions the Serenity Prayer in noting to council everything you can do, you do.

- 2. Tommy Wells-** States he has noticed a big problem and he has heard it mentioned at council meeting in past times. When coming in tonight from Clay street, to get to the council meeting, counted seven cars that were parked on the wrong side of the street, one in two block space, that's how many cars were parked on the wrong side of the road. I thought something was being done to address that but I haven't seen anything happen. Mr. Wells also talks about the city not being kept very well. He says there is a house on the corner of Clay and Smithfield, where the grass has not been cut since July of last year. You can't run a city and let people let things run like the dickens all the time. It looks so bad. Mr. Wells states he has a next door neighbor that has not cut his grass. There was never a week that the previous owner didn't cut the grass when he lived there. He states we are letting the city go down, we have rules people are supposed to follow but it's not being done. He wants us to enforce the rules, it's dangerous for people to park on the wrong side of the street because they pullout and don't see you. Mayor Partin asks Dr. Manker if she can have Mr. Ward and Chief Taylor, whichever gets the Right of ways for citations, can someone be sent out to the Farming Dale neighborhood. Previous speaker, Sarah' Fuller, comes up to the podium to add some information to Mr. Wells stated information. Mr. Ward gave the phone number (804)541-2226, to report the code issues or citations for the City of Hopewell, which was then repeated by Mayor Partin.

REGULAR BUSINESS

R-1- Riverside Board of Commissions Resolutions-Dr. Concetta Manker, City Manager. There is a resolution that requires a board to appoint the City Manager to the Riverside Community Criminal Justice Board. The city is asking for your approval to appoint the city manager as the City liaison.

Councilor Denton makes the motion to appoint Dr. Manker to the Riverside Jail Board, per the resolution. Councilor Holloway seconds the motion.

ROLL CALL

Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	(Excused)
Council Denton-	Yes
Councilor Pelham-	Yes

Motion Passes 6-0

R-2- Re-appropriate Faced Improvement Grants funds- Chris Ward, Director of Development. In February of 2022, City Council approved an appropriation of \$40,000 from rescue plan money to the downtown Façade grant money program. It was for four particular properties that had undergone some rehabilitation work. Monies from that \$40,000 were used as part of the Facade Improvement grant program to reimburse 50 percent of some eligible costs. Mr. Ward states that he thinks when the former director asked for the \$40,000, she was basing that number off \$10,000 per property. When staff reviewed all the documentation that was turned in to verify costs, there was \$8,622.57 that was not claimed. The money remains un-spent today. Tonight, Mr. Ward asks for re-appropriation of these funds back to the Façade Improvement Grant Program. If you are to do so, Staff

would put the word on the street with a revised program seeking applicants where an applicant could receive up to 50 percent of reimburse costs for eligible façade improvements and we were going to limit it to \$2,000 for specific Façade improvements or up to \$1,500 for just signage related improvements. Mr. Ward is here tonight to ask for council to re-appropriate those funds back to the Façade Improvement Grant Program.

Councilor Pelham makes the motion to re-appropriate the unspent Façade Improvement Grant funds totaling \$8,622.57 back into the city's Façade Improvement Grant fund for new eligible recipients. Councilor Holloway seconds the motion.

ROLL CALL

Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	(Excused)
Council Denton-	No
Councilor Pelham-	Yes

Motion Passes 5-1

R-3- Resolution Adopting Emergency and Inclement Weather Operations and Safety Policy- Dr. Manager, City Manager. Every year, the first Tuesday in January, we vote to approve and adopt the Inclement Weather Operation Policy. It states that if we have to move a meeting, it is to be moved to the next Tuesday or if the council so chooses, they can choose another date. The city requests action on this tonight.

Councilor Pelham makes a motion that we adopt the resolution for Emergency and Inclement Weather Operations and Safety Policy. Councilor Joyner seconds the motion.

ROLL CALL

Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	(Excused)
Council Denton-	Yes
Councilor Pelham-	Yes

Motion Passes 6-0

For the sake of time, Mayor Partin moves the Reports of City Clerk item (Adoption of FY24 Council Meeting Schedule) to the next Regular City Council on January 23, 2024

ADJOURNMENT:

Councilor Holloway motions to adjourn

Yes- 6

No- 0

Johnny Partin, Mayor

Brittani Williams, City Clerk

**MINUTES OF THE JANUARY 22, 2024 CITY COUNCIL SPECIAL
MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Monday, January 22, 2024 at 6:00 p.m.

PRESENT: John B. Partin, Mayor(Virtual, Closed session)
Jasmine Gore, Vice Mayor
Rita Joyner, Councilor
Michael Harris, Councilor(Virtual, Closed session)
Janice Denton, Councilor
Brenda Pelham, Councilor (Absent)
Dominic Holloway, Councilor (Absent)

Council Joyner moves to make a motion to allow Councilor Harris and Councilor Pelham to participate virtually. Councilor Denton seconds the motion.

ROLL CALL:	Councilor Joyner	Yes
	Mayor Partin	Yes
	Vice Mayor Gore	Yes
	Councilor Denton	Yes

Motion Passes 4-0

CLOSED MEETING:

Councilor Denton makes a motion to go into closed meeting pursuant to VA Code § 2.2-3711(A)(29) "Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining

position or negotiating strategy of the public body.” and to the extent such discussion will be aided thereby. Mayor Partin seconds the motion.

ROLL CALL:	Councilor Joyner	Yes
	Councilor Harris	Yes
	Mayor Partin	Yes
	Vice Mayor Gore	Yes
	Councilor Denton	Yes
	Councilor Pelham	Yes

Motion Passes 6-0

RECONVENE OPEN MEETING:

Councilor Joyner moves to make a motion to reconvene open meeting.
Councilor Denton seconds the motion.

ROLL CALL:	Councilor Joyner	Yes
	Councilor Harris	Excused
	Mayor Partin	Yes
	Vice Mayor Gore	Yes
	Councilor Denton	Yes
	Councilor Pelham	Yes

Motion Passes 5-0

CERTIFICATION:

Immediately thereafter, council responded to the question pursuant to Virginia § 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:	Councilor Joyner	Yes
	Councilor Harris	Excused
	Mayor Partin	Yes
	Vice Mayor Gore	Yes
	Councilor Denton	Yes
	Councilor Pelham	Yes

Motion Passes 5-0

ADJOURNMENT:

Councilor Denton motions to adjourn,

Yes 5

No 0

Johnny Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE JANUARY 23, 2024 CITY COUNCIL REGULAR MEETING

A REGULAR meeting of the Hopewell City Council was held on Tuesday January 23, 2024 at 6:00 p.m.

PRESENT: John B. Partin, Mayor
Jasmine Gore, Vice Mayor (Virtual)
Janice Denton, Councilor (Virtual)
Brenda Pelham, Councilor
Dominic Holloway, Councilor
Rita Joyner, Councilor
Michael Harris, Councilor (Virtual)

Councilor Joyner makes a motion to allow Councilor Harris and Councilor Denton to participate for meeting virtually, Councilor Pelham seconds the motion.

ROLL CALL

Mayor Partin	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Abstained
Councilor Denton-	Abstained
Vice Mayor Gore -	Excused

Motion Passes 4-0

Councilor Joyner makes a motion to go into closed meeting pursuant to Va. Code Section § 2.2-3711 (A) (I) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby, Mayor Partin seconds the motion.

ROLL CALL

Councilor Harris	Yes
Mayor Partin	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Vice Mayor Gore -	Excused

Motion Passes 6-0

Reconvene Open Meeting

Councilor Holloway makes a motion to reconvene open meeting and second by Councilor Joyner.

ROLL CALL

Councilor Harris	Excused
Mayor Partin	Yes
Councilor Denton-	Excused
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Vice Mayor Gore -	Excused

Motion Passes 4-0

CERTIFICATION:

Immediately thereafter, council responded to the question 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

Councilor Harris	Yes
------------------	-----

Mayor Partin	Yes
Councilor Denton-	Excused
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Vice Mayor Gore -	Excused

Motion Passes 5-0

Councilor Holloway makes a motion to appoint Wanda Williams, Tina Fonteneau, and Cynthia Parker to the Healthy Families Board, Williams Stewart to the library board, and Herbert Bragg as the legislative representative, Councilor Pelham seconds the motion.

ROLL CALL

Councilor Harris	Yes
Mayor Partin	Yes
Councilor Denton-	Excused
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Vice Mayor Gore -	Excused

Motion Passes 5-0

WORK SESSION

WS-1 – B3 Zoning Amendment – Chris Ward – Mr. Ward begins his presentation stating this is request to add single family dwelling as an allowable use with a conditional use permit in the B3 zoning district. He states currently there is no single dwelling in B3 and they would like to amend that. He goes over in detail the powerpoint he presented to council explaining the slides to them. He states a lot of properties in B3 district were constructed as single family homes ranging from 40 ft. wide to 115 ft. deep. It has not been permitted in the district in over 30 years. It

was anticipated if the use was removed the properties would convert to commercial use. He states the numbers in 87 properties in B3, 31.7 percent are still currently used as single family dwellings which makes them non-conforming. He gives further detail of why this request is necessary from a staff perspective. He mentions the whole B3 district should be re-examined. He mentions planning commission voted 3 to 1 on the vote, the concern was the use could be a mistake and would not support the transition of these properties transitioning to commercial use. Councilor Holloway asks how far does B3 go up. His question was answered by Mr. Ward based on the presentation provided.

WS-2 – 2707 Oaklawn Conditional Use Permit – Chris Ward, Mr. Ward begins his presentation stating it is the same applicant located in zone 6. This will be under consideration at the next public hearing. The request is to have the addition added to this zone, he then goes over the comprehensive plan with council based on the presentation he provided. He discusses the difficulties of how they could convert to commercial use which is the reason for concern from some. He states the comprehensive plan recognizes the challenges with this request. Staff would like to see where changes can be made to better accommodate the conversion of these properties to commercial. He stated this is a task they will look into this year.

WS-3 Proposed redevelopment for Victoria Landing – Charles Bennett – Mr. Bennett begins his presentation stating this was created internally by EDA in coordination with other staff within the city. He states this is for the purpose of feedback for advertising for this property. He gives history of this property and when the city purchased it. Mr. Bennett gives further history of the building and how it looked when built and how it looks presently. He explains in the comprehensive plan what it would include and explained what staff did when completing the survey and establishing the boundaries. He met all requirements for firetruck turn around and most boxes are checked with open requirements. He stated it will have public access to the water from the public right away. Lot sizes would be 20 ft. wide and 85 ft. deep. Mr. Bennett gives details of the property and what would be included if approved to include walking trails and amenities. He opens the floor for council to ask any questions. Councilor Pelham asked at what point do they consult with the school division? Mr. Bennett responds that when plans are submitted they would go around to get that feedback at that time. Councilor Joyner mentions replicating a success like cobble stone she hopes he will look into that. Mayor Partin asks for entry way when coming in could he require them to add the digital technology that has been invested into the city to know who is coming in and who is coming out for an extra level of safety. He stated because it is right on the river

houses with siding get mildew faster, he would like to see all brick or predominantly brick to help with the value and esthetics.

Mayor Partin Opens up the regular meeting, roll call is called for attendance.

PRESENT:

John B. Partin, Mayor
Jasmine Gore, Vice Mayor (Not Present)
Janice Denton, Councilor (Virtual)
Brenda Pelham, Councilor
Dominic Holloway, Councilor
Rita Joyner, Councilor
Michael Harris, Councilor (Virtual)

Prayer takes place by Pastor Wyche followed by the Pledge of Allegiance led by Councilor Pelham.

Councilor Holloway makes a motion to amend the agenda to move up the Robert Bobb presentation to before information and presentations, Councilor Joyner seconds the motion.

ROLL CALL

Councilor Harris	Yes
Mayor Partin	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Vice Mayor Gore -	Excused

Motion Passes 6-0

Councilor Holloway makes a motion to approve the consent agenda, motion is seconded by Councilor Joyner.

ROLL CALL

Councilor Harris	Yes
Mayor Partin	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Vice Mayor Gore -	Excused

Motion Passes 6-0

R1 – Standard Operating Procedures – Heather Ness – Ms. Ness Begins by thanking Council for allowing the agenda to be amended to allow her presentation to go first. She begins her presentation with the powerpoint that was provided to council. She mentions they finished the recons for fiscal year 2020 and staff will be viewing everything beginning 1.29.24. They are currently on schedule to hit FY 2021 Feb 28 date. They have begun some batches so far for 2021. She passes her presentation to guest speaker Ms. Christy to speak. She explains that an SOP is and how it operates. She goes over what it includes briefly which is included in the slides provided. She mentions you need SOP's because it fills in gaps that are needed. It identifies what and how it needs to happen. She states they need to train people on how to use provided documents and provide updates to ensure they remain current going forward. There are 22 narratives done that gave them an understanding to give them a current state of how things are done currently. She states they receive benefits of improving services, faster and more reliable information, more transparency of why things are required to be completed. It provides proactive leadership as well. She goes over the breakdown of an SOP beginning with the table of contents. Ms. Christy goes over the purpose of the SOP, the scope of the document, definitions and appreciations, the background, and the process. She goes over the steps and color coded instructions with council to help understand what is included in their documents. Ms. Christy goes further into the detail of her documents with council based on the powerpoint slides that was provided to all. There was question and answer between Council and Heather, Robert, and Christy. Heather goes into detail about MUNIS and approval levels that prevents unnecessary issues or mistakes. A second guest speaker Audriana Luna speaks to discuss the overview of what they have been doing so far. She goes in detail of where they started and what they plan to continue to do to get through

completion of planning to get to the execution stage. She mentions they are currently with Tyler PACE program and explains what that is. She mentions it is important to have an EPR team put together a functional leader department head for each major module. Councilor Harris asked what is the procedure for identifying individuals being trained that cannot get it. Ms. Ness answers this question for Councilor Harris. She states they identify them early on and work with them to get them trained. Mr. Bobb speaks as well stating they will provide all the tools they need in order to have people trained as necessary. He states they need to fix the systems and then train employees on how to use the systems.

Councilor Pelham makes a motion to extend the meeting until completion of the reports of the city clerk, Mayor Partin seconds the motion.

ROLL CALL

Councilor Harris	Yes
Mayor Partin	Yes
Councilor Denton-	Excused
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Vice Mayor Gore -	Excused

Motion Passes 5-0

INFORMATION/PRESENTATIONS

New Trash Service Vendor, Ms. Hynes – Ms. Hynes begins her presentation with a brief introduction of herself and her team. She goes over what will be coming down the pipeline for citizens with new things such as all residents will get a new trash cart. She mentions the service will remain as a weekly collection and residents can purchase an additional can. She mentions carts will be delivered mid-June. She mentions residents can keep their old cans, however, CVWMA will not pick the trash up out of the old cart. She speaks about bulky waste and states it is collected on collection date up to what will fit in a half ton pickup truck load. She

states residents will need to call in their pick up by 2:00 pm the day prior to collection to let them know what is on the curve for waste management. She speaks about communication to get the changes to residents, she states they use spotlight and news media and social media as well. She opens the floor for any questions. Councilor Holloway asks the price increases and are there any services they will decrease. Ms. Hynes answered the question that services will stay the same and the cost increases about 30 percent. He asks how much is that number wise, she states 2.60 difference. Councilor Pelham asks does that include the cost of the container, and Ms. Hynes answered no, the cost for container is over 10 years of .60 cents. Councilor Holloway asks what is the easiest for citizens to complain. She provides that number to council. Councilor Pelham asks that citizen can keep the old cart, will meridian give them permission to keep them, but they are only able to keep the city owned carts.

Planning Commission Annual Report – Paul Reynolds – Mr. Reynolds begins his presentation speaking about the Planning Commission status stating they only have 4 members, state law mandates to have at least 5. He goes over his accomplishments and then goes through each of them briefly. He stated they came up with 7 capital improvement plan recommendations. He goes through each one briefly with council, all 7 are included in his presentation.

COMMUNICATION FROM CITIZENS

1. Gregory Carden – War 7 – He states he stumbled upon something that was very disturbing and he requested a private meeting with the mayor. He states he is who caught the new appointed sergeant recklessly driving and he showed the secretary a photo of him. He states they have been retaliating against him since that occurred.

PUBLIC HEARING

PH1 - Modifications to Development Standards – Chris Ward – He being his presentation stating this request is to modify the development standards the currently limits them to one sign, they are requesting a second sign at the second entrance. The location has an existing sign at their primary entrance but request a sign at their secondary entrance. He goes over 4 questions that should be considered before granting modifications to development standards. Staff recommends the granting of the modifications based on the 4 questions that need to be met. Councilor Holloway asks about the sign at bojangles, stating they cannot see to the right when pulling out at Woodlawn. Mr. Ward gives explanation and states he will look into getting it resolved.

Councilor Joyner makes a motion to approve the sign at 3609 Oaklawn Blvd. in accordance with article 18 section G of the Hopewell zoning ordinance on behalf of Advance Auto for modification to new development standards to construct a free standing sign, Mayor Partin seconds the motion. Councilor Holloway asks based on the photo provided is that where the sign is going to be placed. Mr. Ward stated it is just a visual aid.

ROLL CALL

Councilor Harris	Yes
Mayor Partin	Yes
Councilor Denton-	Excused
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Vice Mayor Gore -	Excused

Motion Passes 5-0

UNFINISHED BUSINESS

UB-1 Reports of city Clerk – Brittani Williams – Ms. Williams begins by explaining the currently schedule provided with alternate dates and original dates. Councilor Pelham states most do not attend the March NLC and should keep the original schedule for March, and keep the alternate date for the NLC in November.

Councilor Pelham makes the motion to accept the Calendar and keep March 12 and November 19, all other dates will remain the same, Councilor Joyner seconds the motion.

ROLL CALL

Councilor Harris	Yes
Mayor Partin	Yes
Councilor Denton-	Excused
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Vice Mayor Gore -	Excused

Motion Passes 5-0

City Attorney has agreed to move her item to the next meeting as unfinished business for the sake of time. All council agree.

City Clerk reads all current vacancies for each board and commission.

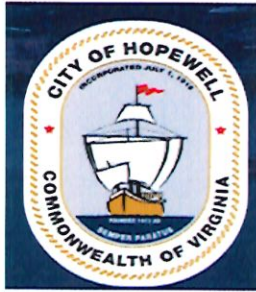
Councilor Holloway makes a motion to adjourn

5 – Ay

0 – Nay

MEETING IS ADJOURNED

C-2



CITY OF HOPEWELL
COUNCILOR PENDING LIST



<u>REQUEST</u>	<u>REQUESTOR</u>	<u>DATE</u>	<u>NOTES</u>
Delinquent Funds	Jasmine Gore	12/14/2023	City Manager
Housing Commission	Jasmine Gore	12/14/2023	CCR - Hold
Poet Lareate	Brenda Pelham & Jasmine Gore	12/14/2023	CCR (Defer to Pelham)
Beacon Theater LLC	Jasmine Gore	12/14/2023	City Manager
Crisis Support	Jasmine Gore	12/14/2023	City Manager
City Human Resource Policy	Brenda Pelham	12/14/2023	HOLD
Business License Policy	Jasmine Gore	12/14/2023	HOLD
City Credit Card Policy	Brenda Pelham	12/14/2023	CCR
RFP For Financial Services	Councilor Joyner	12/14/2023	HOLD

C-3

Hopewell Police Department Crime Summary

Feb 13, 2024



HOPEWELL POLICE DEPARTMENT
 CRIME SUMMARY
 Reporting Date: February 5, 2024

Year-to-Date Comparison		Thru February 4th				
	2023	2024	# Change	% Change	5 Year Average	% Change to Average
MURDER	4	0	-4	-100%	2	-100%
FORCIBLE RAPE	0	0	0	#DIV/0!	0	-100%
ROBBERY	2	0	-2	-100%	3	-100%
AGGRAVATED ASSAULT	7	6	-1	-14%	8	29%
Violent Crime Total	13	6	-7	-54%	14	-56%
ARSON	1	0	-1	-100%	0	-100%
BURGLARY	5	2	-3	-60%	9	-78%
LARCENY	29	21	-8	-28%	49	-57%
MOTOR VEHICLE THEFT	9	5	-4	-44%	13	-60%
Property Crime Total	44	28	-16	-36%	71	-61%
Total Major Crime	57	34	-23	-40%	85	-60%

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

5 Year Average to 2/28

HOPEWELL POLICE DEPARTMENT
Reporting Date: February 5, 2024

Suspected Opioid Overdoses 2/28							
	2019	2020	2021	2022	2023	2024	Grand Total
Fatal	4	1	3	2	4	2	16
Non-fatal	8	6	13	8	16	6	57
Grand Total	12	7	16	10	20	8	73

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
Reporting Date: February 5, 2024

Verified Shots Fired Jan 2023 Vs Jan 2024		
2023	2024	2023 Total-61
9	5	

Neighborhood Watch Meetings

City Point – 1st Wednesday of every month @ 1800 Hrs. @ PD Multipurpose Room.

Farmingdale – 1st Monday of every month @ 1830 Hrs. @ Wesley United Methodist Church.

Cobblestone – 3rd Wednesday every other month @ 1300 Hrs. @ Cobblestone Rec. Center.

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

Autumn Woods – Will be starting up again in May 2024 and the location is to be determined.

Ward 3 – Usually every quarter, nothing has been planned yet.

Arlington Heights – Usually meet last Tuesday of the month @ 1305 Arlington Rd.
Friendship Baptist Church

Hiring-Recruitment

- Mr. Kenneth Shearin was hired on 01/18/24 as a part time School Crossing Guard.
- 7 Police applicants were recommended to continue to backgrounds.
- The city website in regards to recruitment was updated including a new QR code directing interested parties to our “Join Our Team” page.
- The recruitment brochure was updated including a QR code, phone number and e- mail address.
- February 13, 2024 – The recruitment team will be participating in a Career Fair at VSU from 10:00am-3:00pm.
- February 20, 2024 –The recruitment team will be participating in a career fair at Old Dominion University from 10:00am-2:00pm.

Community Policing Officers by Ward

- Corry Young Ward -1- cyoung@hopewellva.gov
- Ryan Hayberg Ward-2 rhayberg@hopewellva.gov
- Michael Redavid Ward-3&-6 mredavid@hopewellva.gov
- Thomas Jones Ward-4 &7 tjones@hopewellva.gov
- Jonathon Bailey Ward-5 jbailey@hopewellva.gov

C-4

DATE: February 07, 2024
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – January 2024

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
MATTIA, KEVIN	PUBLIC WORKS	PW MAINT SPEC	01/10/2024
DAVIS, KELLY	GENERAL DISTRICT COURT	ADMIN ASSISTANT	01/10/2024
BILICKI, ALAN	HOPEWELL WATER RENEWAL	WWT OPERATOR II	01/24/2024
SIZEMORE, AUDRA	COMMISSIONER OF REVENUE	ADMIN ASSISTANT	01/24/2024
OWENS, JULIANA	SHERIFF	PT SHERIFF DEPUTY	01/24/2024

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
HAWKES, KAYLA	CITY MANAGER	DIRECTOR OF COMM AND GOV RELAT	01/05/2024
COUSINS, RYAN	INFORMATION TECHNOLOGY	IT SYSTEMS ADMINISTRATOR	01/09/2024
BROOKS, MARKEE	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	01/09/2024
CICHON, RYAN	FIRE	FIREFIGHTER II/MEDIC	01/12/2024

CC: Concetta Manker, City Manager
 Jay Rezin, IT Director
 Arlethia Dearing, Customer Service Mgr.
 Kim Hunter, Payroll
 Russell Branson, Finance Director

INFORMATION/PRESENTATION



City of Hopewell



Special Events Planning Guide

This guide provides essential information for the planning and permitting of public assemblies (Special Events) on City property. It is further intended to assist event organizers who wish to stage events in the City of Hopewell.

Questions? Contact the Communications Office 804-541-2244 (131)
<https://hopewellva.gov/586/Communications-and-Government-Relations>

Special Events Review Panel
300 N Main St.
Hopewell, VA 23860
Tele: 804-541-2244 (131)
Email: info@hopewellva.gov
Web: [https://hopewellva.gov/586/
Communications-and-Government-Relations](https://hopewellva.gov/586/Communications-and-Government-Relations)



Scan me! City of Hopewell



APPLYING FOR A PERMIT

Who Needs a Special Event Permit?

Special Event Permits are required for Special Events that utilize public spaces, such as streets, greenways, public parks and plazas. Indoor events contained to the inside of a private property do not require a special event permit, however, vendors attending these events are required to have a proper business license on file with the Commissioner of Revenue Office.

How to Apply

Submit a Special Event application online at

<https://www.hopewellva.gov> click quick links in upper right hand corner

! APPLYING FOR AN EVENT DOES NOT GUARANTEE THAT YOUR EVENT WILL BE APPROVED !

The City assumes no liability if an event is not approved — Selling tickets, advertising, gaining sponsorship, and other activities done prior to event approval is done at the risk of the event organizer.

Role of Special Events Review Panel

It is our goal to enhance the quality of life and economic development of Hopewell through the support of special events while balancing the needs of residents and business owners affected by these events. The Special Events Review Panel (SERP) is responsible for processing applications, sharing event information with the public through city marketing channels, maintaining an Event Feedback Form for citizens, reviewing event requests for compliance with city policies, and serving as a liaison between event organizers, City departments, and partner agencies throughout the permit process and during events.

Role of Event Organizer

Communication between the event organizer and the City is critical before, during, and after the special event to ensure a smooth permitting process and a successful event. Event organizers should be responsive to correspondence from the City and should submit all required items by their deadline. All Special Events are subject to the conditions outlined in the Special Event Permit, and it is the organizer's responsibility to ensure compliance.



DEADLINES AND FEES

Application Deadlines

SPECIAL EVENT TYPE	APPLICATION DEADLINE
Parade	90 days prior to event date
Walk/Race 5K or less	90 days prior to event date
Race over 5K	120 days prior to event date
General Event	30 days prior
Neighborhood Block Party	30 days prior
Filming & Photography	14 days (one day shoot); 30 days (multiple days or locations)

An application is not considered a *complete application* until the signed application form and all required supporting documents (e.g. site map, Emergency Action Plan, Certificate of Insurance) have been received by the City. Upon approval, the applicant will receive an email with approval documents to the email address provided in the application.

Definitions

Races, Walks, and Parades: Organized non-stationary activities involving running, biking, walking, marching, or other means of transportation, utilizing a fixed course that involves the use or obstruction of City street rights-of-way, City sidewalks, City parks or greenways.

General Events: Organized activities that have a stationary footprint in an identifiable location for a specific duration of time, often involving amplified sound, vendors, food, beverage, merchandise displays, and/or other forms of entertainment.

Examples include festivals, performances, rallies, markets, parties, weddings, conventions and other similar events.

Neighborhood Block Parties: Organized small-scale activities that close a limited number of blocks on a low traffic volume, residential street. These small-scale gatherings are initiated by and are intended to attract only local residents who live on or in close proximity to the street being closed. They are not intended for the general public.

Not sure what type of event you are hosting?

Contact us before proceeding any further! It is the event organizer's responsibility to identify the event type and associated deadline, and we can help you with this in advance.

**See event codes in glossary or call the
Commissioner of Revenue Office**



DEADLINES AND FEES

Additional Expenses and Service Fees

Pricing structures and application deadlines of listed agencies are outlined for the convenience of the event organizer and are subject to change. This list reflects common event expenses and is not inclusive of all charges a Special Event may incur. It is the event organizer's responsibility to supply or source barricades, fencing, tents, and other event infrastructure needs.

RECREATION AND PARKS - VENUE RENTAL FEES

Rental fees and reservation deadlines vary by venue. Contact Hopewell Recreation and Parks at 804-541-2353 or visit <https://hopewellva.gov/160/Parks> for more information on park or pavilion rental pricing.

FIRE DEPARTMENT PERMIT FEES (If applicable) — Due 30 days prior to event. (see Page 7)

SECURITY FEES -- Due 30 days prior to event (see Page 9)

Regular Officers -- \$46.00/hour (3 hour min.)

Traffic Officers -- \$46.00/hour (3 hour min.)

Supervisor (needed when 4 or more are requested) -- \$51.75/hour (3 hour min.)

CITY FEES -

Commissioner of Revenue Fee - \$250 -- 30 days prior to event - Contact commish@hopewellva.gov

City Alcohol Permit (see Page 8) \$50 -- 30 days prior to event - Contact commish@hopewellva.gov

Temporary Food Establishment (see Page 6) \$0 - \$40 -- Hopewell Health Dept. 10 days prior to event

OUTSIDE VENDOR FEES -

VA ABC Banquet Permit (see Page 8) \$50 - \$115 -- ABC Commission 12 days prior to event a copy must be provided to the city before issuance of the event permit.

Waste Management (see Page 6) -- Varies

Insurance (must be \$1,000,000 min.) (see Page 8) -- Varies Depending on Provider

Event Fencing and Portable Toilets (see Page 7)- Varies

Promotion Materials of Choice (see Page 10) -- Varies

***Off-duty police officer fees vary and are subject to change. Contracts for hiring off-duty police officers are due 2 weeks prior to the event. More details, including current hourly rates for officers and supervisors, can be found at the following address: <https://odm.officertrak.com/Hopewell-VA-PD>**

For questions, contact 1-877-636-8300.



PERMIT PROCESS OVERVIEW

How Does It work?

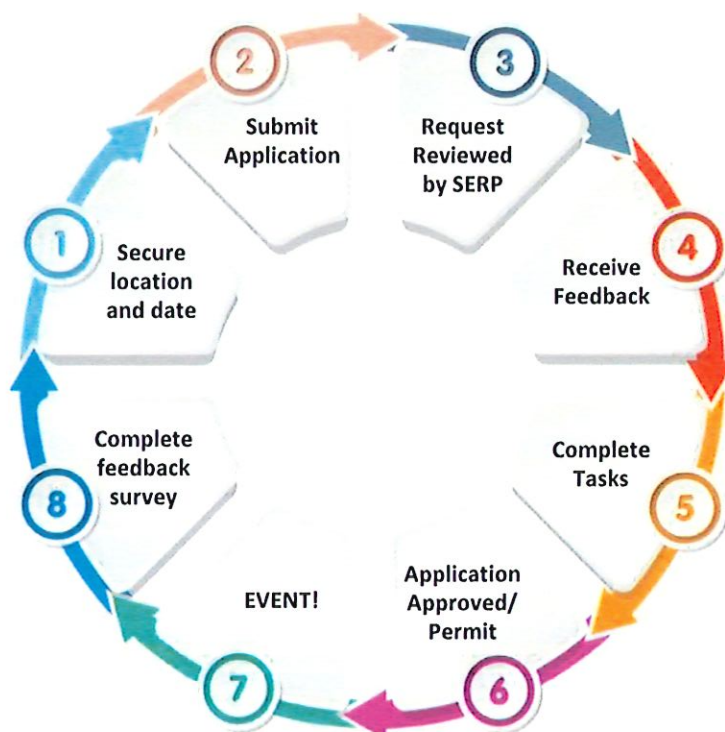
As we begin processing your application, we will contact you with updates and requests to facilitate the approval process. Simultaneously, we will coordinate with multiple City departments and other agencies to assess the needs of your event and to determine if the City will approve, modify, place conditions upon, or deny the event request. The Special Events Review Panel (SERP) has the discretion to disallow any event if it will create an undue burden on a particular geographic area or the City as a whole.

How Long Does It take?

The process can take anywhere from a few days to a few months to complete, so it is critical that you meet the corresponding application deadline for your event.

New Special Events

New events may require consultation with City staff prior to submitting your permit application. This initial consultation will serve to verify availability and suitability of the date, venue and event footprint proposed for the event. The initial consultation is also critical in identifying public safety considerations which must be addressed prior to permit approval.





RESERVATIONS & LIMITATIONS

Reservation Policy

New events reserve dates and locations on a first-come, first-served basis. Your date will be *tentatively* held once the Communications Department has received a *complete* application. Event organizers planning to reserve a city property should contact us before applying to ensure their preferred date and location are available.

Annual events have the priority to reserve the same annual date through a written *Letter of Intent*. Event organizers are invited to submit this letter to info@hopewellva.gov immediately after the current year's event. Please note, annual events will still need to submit a complete permit application every year. View a sample letter of intent in the glossary.

Special Events Calendar

Our online Special Events Calendar is a resource which provides details about scheduled events. You can use this resource to view other planned events and to identify potentially available dates. The online Special Events Calendar is also used to share street closure details with the public and to provide information for vendors interested in participating in events.

View the calendar VISIT HPG.COM/EVENTS

Limitations on Race, Walk, and Parade Events

The City of Hopewell is committed to supporting special events, recognizing the societal benefits, enhanced quality of life, and economic development such events can generate. To manage the impacts on traffic flow and access to local neighborhoods and businesses, the following limitations have been placed on all races, walks, and parades hosted within the City:

- Not more than one race, walk, or parade that impacts the same geographic location can be held on the same day, consecutive days, or consecutive weekends.*
- City-wide, there can be no more than 2 non-stationary events requiring street closure (i.e. race, walk or parade) per weekend, regardless of location.
- City-wide, no more than 1 race using City rights-of-way can be over 10K in distance on the same weekend, regardless of location.

* For the purpose of this section, a weekend event will be considered as any event held on a Friday, Saturday, and/or Sunday.



EVENT INFRASTRUCTURE

Closure of City Streets

The temporary closure of City streets for an event must be approved by the Public Works Department. If granted, a street closure gives the requestor use of the streets and sidewalks within the areas designated by the Special Event Permit. Typically (but not always) this will include access to parking spaces within the closed right-of-way as well. All sidewalks must be accessible to the public.

Noise Control and Amplified Sound

An exception to the City's Noise Control Ordinance can be obtained through issuance of a permit for a Special Event. As a condition for issuance of the permit, limitations may be imposed regarding the allowable times for generating noise during the Special Event. Likewise, an exception by permit to use Sound Equipment and Amplified Sound may be issued, subject to such restrictions as may be deemed reasonable by the City Manager. Be sure to include a description of noise in your application.

Downtown Hopewell has a noise curfew of 11:00 PM

Food

If a food vendor is planning on operating at a temporary event, the vendor is required to obtain the applicable permit from the Local Health Department prior to operation. The permit must be posted where it can easily be seen by the public. The vendor must also have a business license on file with the Commissioner of Revenue. For further information on how to apply for a Temporary Food Establishment Permit, or the rules for holders of a valid permanent VDH Food Establishment Permit wanting to operate at a temporary event, **call the Hopewell City Health Department (804) 458-1297** or visit http://www.vdh.state.va.us/lhd/crater/hopewell_clinic.htm

Waste Management Plan

The City requires that event spaces be thoroughly cleaned during and following each event. It is imperative that the Special Event organizer (i.e. Assembly Permit holder) have a detailed plan to manage and dispose of trash and recyclable materials, as well as a general clean-up plan to ensure a clean event space during and following the event. The Special Event organizer may use volunteers, professional cleaning, or contracted companies for these services. The Special Event organizer is responsible for ensuring that all materials are removed completely from the event site and that all trash and recycling receptacles are emptied after the event.





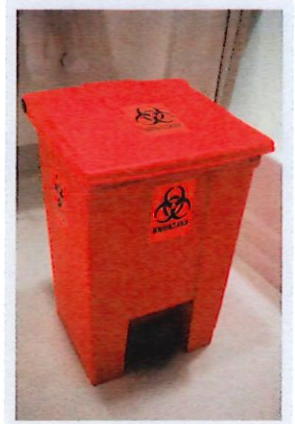
EVENT INFRASTRUCTURE

Restrooms

Event organizers are required to provide adequate restroom facilities for participants and attendees. Event organizers can meet this requirement by renting portable toilets. It is required by code that each event have one (1) portable toilet for every 150 people anticipated to attend the event during peak attendance time. Ten percent (10%) of the portable toilets must be **ADA accessible**.

Liquid or Semi-solid Waste Disposal

It is strictly prohibited to discharge any waste to the municipal storm sewer system or any part thereof (e.g. drain inlet, street, gutter, drainage ditch), or to the ground surface, or to any water body. If your event will generate liquid or semi-solid wastes (e.g. fats, oils, grease, wash water, soap) you must submit a plan for collection, containment, and proper disposal.



Temporary Structures

Events that use any of the following temporary structures will need a basic development plan review and building permit from the Department of Planning, Building & Development: 1) Tents or other air supported structures greater than 900 square feet in area. 2) Tents or other air supported structures with an occupancy greater than 50 people. 3) Temporary structures greater than 120 square feet in area. 4) Amusement devices and inflatables.

Fire Department/EMS Permits

You may need a separate permit issued by the City of Hopewell's Fire Marshal's Office if your event involves the use of fire, open flames, or fireworks.





INSURANCE REQUIREMENTS AND ALCOHOL

Liability Insurance

Your event requires a certificate of insurance for a minimum of \$1,000,000. The company you choose to purchase insurance from is up to you. Prior to purchasing this insurance, make sure that the company is licensed to do business in the Commonwealth of Virginia.

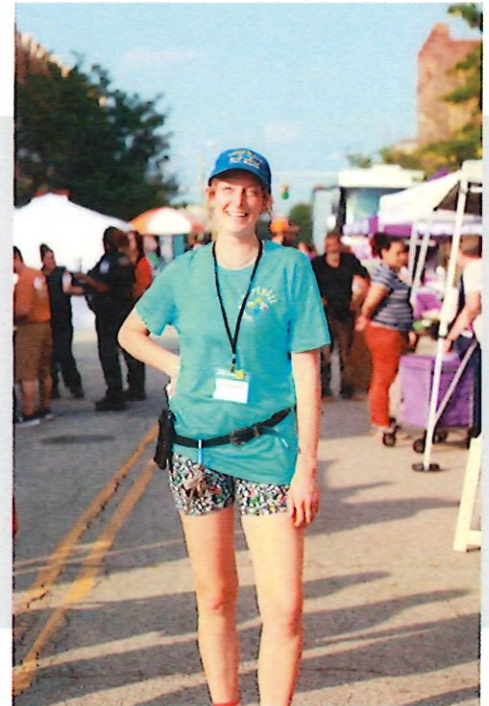
City of Hopewell must be listed as an additional insured as seen below.

*City of Hopewell
300 North Main St.
Hopewell, VA 23860*

ABC Permit Requirements

If the Special Event will involve the use of alcoholic beverages, you will need to contact the State ABC office for additional guidance and approval.

For more information on licensing types and associated fees go to www.abc.virginia.gov/licenses/get-a-license/banquet-licenses. See further information below.



Alcohol on City Property

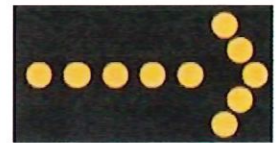
Alcohol is only permitted at Crystal Lake Park and The Hopewell City Marina with valid ABC permit.



EVENT SAFETY

Traffic Control for Street Closures

Events involving the closure or obstruction of a public street or right-of-way will require use of traffic control devices and/or hiring sworn officers. The number, type, and placement of traffic control devices will be determined by the Public Works Department. This is a critical measure and is strictly enforced to help ensure public health and safety at Special Events. Depending on the scope of the event and the number of street closures involved, event organizers may be required to hire a VDOT certified traffic control contractor for their event. Our office can provide traffic control device rental and contractor options if needed.



Emergency Action Plan

If 1,000 or more persons are anticipated to congregate at any one time or if the public assembly is non-stationary (e.g. parade, walk, distance run), an Emergency Action Plan (EAP) is required. If this is necessary, the Hopewell Emergency Management office will reach out. You can view the EAP Template in the Glossary.

Weather Conditions

It is the responsibility of the event organizer to track and monitor the weather and make the call on the potential cancellation of an event. City staff may provide guidance, but the ultimate decision will be made by the event organizer. The only exception to this is in times of a major crisis or a severe meteorological event that is a direct threat to public health and safety.



Security

GUIDELINES FOR DETERMINING HOW MANY OFFICERS YOU NEED

You can access the online form for hiring off-duty police officers at <https://odm.officertrak.com/Hopewell-VA-PD>.



PUBLIC NOTIFICATION

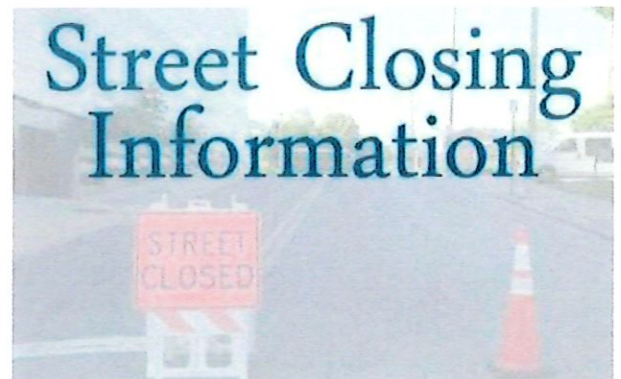
Notification Policy

The Applicant shall be responsible for notifying as soon as possible after approval all businesses and residences which adjoin any right-of-way that will be barricaded as a result of the Public Assembly. Any establishment that will be inconvenienced or for which access will be blocked must be notified. Neighborhood Organizations and Home Owner Associations must also be notified when applicable.



Each notification must include the following:

- Name of event
- Sponsoring organization
- Date and timeframe of event
- Description of street closures (locations and times)
- Information and timeframe for noise impacts (such as music)
- Organizer's name and contact information



Notification Methods

Option 1: Mailed Postcards: Event organizers may mail postcards detailing event information to all affected businesses and residences.

Option 2: Individualized Notification: Event organizers may individually contact affected businesses and residences in person, over the phone, or via email. For businesses, the owner or general manager must be notified.

Option 3: Apartment or Business Complex Notification: Event organizers may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex.

These are considered our minimum requirements — we do encourage, for the benefit of both the Special Event organizer and Hopewell community members, that organizers use additional notification means such as social media, local calendars and newspapers, etc.



City of Hopewell Special Venues

LOCATION	Time slot	RESIDENT	NON-RESIDENT
CRYSTAL LAKE PARK	Small shelter full day	\$40	\$65
	Large shelter full day	\$40	\$150
ARLINGTON PARK	Full day	\$40	\$65
ATWATER PARK		\$40	\$65
ATWATER SOCCER COMPLEX PAVILION	Full day	\$40	\$65
HERITAGE GARDENS	Full day	\$40	\$65
WOODLAWN PARK	Full day	\$40	\$65

Full day



PARKING AND TRANSPORTATION

No Parking Postings

If your event will close public streets, it is necessary to purchase and post. You must post "Prohibitive parking signs shall be professionally printed, be rectangular or square, have a red legend and border on a white background, and when the parking prohibition symbol is used, the symbol "P" shall be black." behind "The sign must include the date, hours, and a contact number." signs a minimum of 48 hours in advance of street closure. The sign must include the date, hours, and a contact number. It will be the event holders responsibility to have the appropriate no parking signs posted in the approved area for the special event.

"No Parking signs should conform to Chapter 2B of the 11th Edition of the Manual on Uniform Traffic Control Devices (MUTCD): Section 2B.53 Design of Parking, Standing, and Stopping Signs. Sign types are displayed in Figure 2B-25. https://mutcd.fhwa.dot.gov/kno_11th_Edition.htm"

In the glossary under the Emergency Action Plan, Medical Plan & procedures. That is not the number for Hopewell EMS.



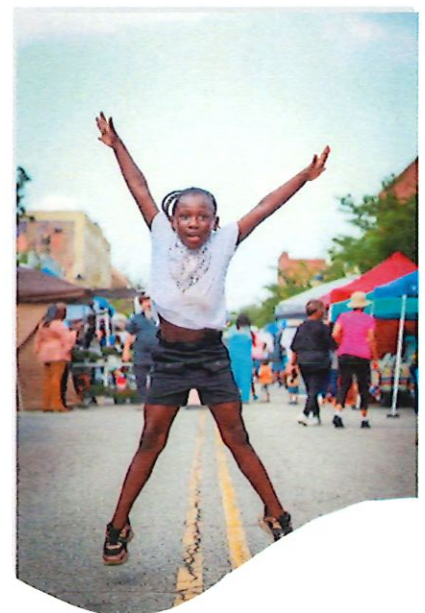
Towing

At times, events will require that cars be removed from within the footprint of the event. A car can only be towed if the parking space was clearly posted "No Parking" and only pre-determined Special Event organizers or representatives may request that the police have a car towed during a Special Event. To request a car towing, Special Event organizers should contact an on-site event police officer from the Hopewell City Police Department at 804-541-2222.

Transit and Parking Options

Public transit can be a great option for the transportation of your event attendees. The Petersburg Area Transit provides both local and regional bus services. Attendees can also choose to bike or walk through the pedestrian-friendly downtown streets.

Downtown Hopewell has many parking lots and street parking available for public use. Check the glossary for a downtown parking map.





POST-EVENT EVALUATION

Site Visit

Staff may conduct site visits during Special Events to gather information for compiling a Post-Event Evaluation. During this visit, we will continue to serve as a liaison for event organizers to address last-minute event needs should they arise. We will also ensure compliance with the conditions outlined in the Special Events Permit and with the regulations enforced by other City departments or partner agencies as applicable.

Post-Event Evaluation

The Special Events Review Panel will utilize a Post-Event Evaluation Form that will measure the success of event organizers in conforming to all policies and permitted activities. This evaluation will help event organizers improve events from year to year, identify issues which adversely impact public agencies, and provide the approving agencies with a means to prioritize the reservation of dates in the approval process. Events with an unsatisfactory evaluation risk losing the preferred date, having additional fees imposed, or the denial of permits for future events. Event organizers will receive their evaluation shortly after their event. View the Post-Event Evaluation Form in the Glossary.

Feedback Form

The City of Hopewell maintains an Event Feedback Form, accessible to members of the community and event participants, for collecting feedback after special events. The Special Events Review Panel will use the collected event feedback information when assessing current and future events.

Letter of Intent

Once an event organizer receives their post-event evaluation, they will have 30 (thirty) calendar days to submit a Letter of Intent stating their desire to hold the event with the same date and location the following year. This letter reserves the date and location; however, an official application will still need to be submitted by the corresponding application deadline. View a template of this letter in the Glossary.



FREQUENTLY ASKED QUESTIONS

I have an idea for an event—how do I get started?

The first thing you should do is apply for a Special Event Permit. Visit <https://hopewellva.gov/602/Special-Event-Permits>. Once you submit all needed information, your date will be held temporarily while the SERP determines what else is needed.

I'm hosting an annual event. Do I need to reapply?

Yes, annual events must submit a complete application each year. Even the smallest logistical change can require careful evaluation— and with a growing city, neighborhoods will have an evolving relationship with events from year to year.

What can I do if I miss the application deadline?

We recommend that you reschedule your event for a later date. In some cases, the SERP may consider late applications. The City cannot guarantee that any event application will be reviewed if it is submitted in less than the number of days prescribed in the City of Hopewell Special Event Policy.

Why was my event permit application denied?

Private use of the public right-of-way is a privilege. There is no guarantee that any event request will be approved. Denials may result from missed deadlines, incomplete applications, policy violations, or a determination by the Special Events Review Panel that the event will place an undue burden on a particular geographic area or the City as a whole. Should an application be denied, the applicant may appeal the decision within ten (10) business days of the date notice is given to the applicant by submitting a written notice of appeal to the City Manager.

I'm a vendor—how can I participate?

The City does not coordinate vendors at events. Vendors should work directly with event organizers to arrange for vending at an event, and can find event organizer contact information on the online Special Events Calendar.

I've submitted my application. What are the next steps?

Your date and location have been *tentatively* held and our office will be in contact with you to provide an explanation of the permit process and requirements applicable to your event. Simultaneously, our office will also begin coordinating with various departments and agencies to evaluate the potential approval of your event. The process can take anywhere between a few days to a few months, depending on a variety of factors.

How can I make a complaint about an event?

To report issues related to an event, please complete our Event Feedback Form and we will consider this feedback when assessing future events.

How do I plan an event or gathering in a City park?

The Recreation and Parks Department considers requests for events on park property. For more information visit hopewellreandparks.com



RESOURCE GLOSSARY

Letter of Intent Template.....G1

Post-Event Evaluation Form.....G2

Emergency Action Plan Template.....G3

Downtown Parking Map.....G4

City of Hopewell Event Codes....G5

Special Events Permit ChecklistG6



[Company/Organization] Letter of Intent

Attention: City of Hopewell Special Events Review Panel
300 N Main St
Hopewell, VA 23860

It is my intention to hold [name of event] in the year of 2014. We request the Special Events Review Panel to reserve [event location] on [event date].

We understand that this letter does not serve as a guarantee to this date, and that certain circumstances may affect this request including but not limited to:

- Poor post-event evaluations
- Outstanding invoices
- Street, park, or greenway construction
- Damages or flooding caused by severe weather
- Calendar irregularities
- Scheduling adjustments requested by the Special Events Review Panel pursuant to the City of Hopewell's Special Event Policy

Furthermore we understand this letter is not a replacement for an official application which we will submit by the appropriate deadline. We understand that failure to submit a completed application in a timely manner negates any and all reservation of aforementioned location on said date.

Sincerely, [Name]
[Organization]
[Contact Information]

Please note that in your letter of intent you may reserve the same day of the same week of the following calendar year (e.g. the second Saturday in February) or the same exact date of the following calendar year (e.g. February 14th.)

Post-Event Evaluation Form

Event Name: _____

Applicant: _____ **Event Date :** _____

Positive Results:

Examples: Timely and complete application submission; proper street closure notification to affected community; event site left clean and damage-free; favorable response from attendees and the community; full compliance with all permit requirements; proper security and on-site event management; the event engaged local businesses and residents.

Negative Results:

Examples: Late/incomplete application; insufficient street closure notifications; poor event management/lack of volunteers and security; non-compliance with permit requirements; leaving trash, grease spills, signs, course markings at event site; alcohol service perimeter violations; unfavorable response from attendees and the community.

Future Improvements:

Examples: Better volunteer coverage; detailed refuse collection and disposal plan; comprehensive advance street closure notifications and early engagement with businesses and residents; revise event footprint, set-up timeframe and layout to reflect needs for actual attendance, number of vendors, etc.

SERP Evaluation Compiled By: _____

EMERGENCY ACTION PLAN

Name of Event: _____

Date of Event: _____

Type of Event: _____

Start Time: _____

End Time: _____

Who is the person who has overall responsibility for the event (Event Manager)?

Name: _____

Method of contact during event (include phone or radio numbers):

Who is the alternate point of contact for the day of the event?

Name: _____

Method of contact during event (include phone or radio numbers):

Who is the identified Safety Officer for the event?

Name: _____

Method of contact during event (include phone or radio numbers):

Who is responsible for Security during the event (if applicable)?

Name: _____

Method of contact during event (include phone or radio numbers):

What location is considered the main event area? (where staff will be located as well as a central point for staff to meet in emergencies or with lost/found persons or items).

How will communication with event staff be conducted (radio, cell phone, etc.)? List details including specific phone numbers, radio frequencies, tactical channels, etc.:

In the event of an emergency describe what equipment is available to communicate with the public (public address system, loud speaker, etc.):

Weather Information: The Event Manager will monitor weather radar and will obtain regular reports (every hour at minimum) from the National Weather Service (NWS) using www.weather.gov In the event severe weather becomes imminent – either by observed conditions or by NWS issuing a “warning,” the Event Manager will immediately contact Emergency Management officials assigned to the incident and follow the direction given by officials.

Missing persons: All event personnel operating at the event site should be made aware of the missing person report. Determine the description of missing person including the gender, age, clothing and last known vicinity. If the missing person is a juvenile, immediately notify police. Immediately have available staff stage at each public entrance/exit, if available, additional staff can walk the crowd and try to visually locate the missing person. If located escort the missing person to the main event area located at

Lost persons: Upon discovering a lost person, immediately escort the lost person to the main event area located at _____ . Determine who the lost person has been separated from including the name, gender, age, clothing and last known vicinity of that person. If the lost person is a juvenile, ensure two event staff remain with the lost person at all times. When possible make event staff aware of the lost person. Make an emergency announcement using the public address system for the event when possible using the following example: instead of saying “we have located a 10 year old male wearing a red shirt”, say “Mr. Troy Jones please report to the main event area”. The main event area should be used as a reunification point and will be located at

Lost/Found Property: Upon discovering lost/found property, take the property to the main event area located at _____ where the Event Manager will be responsible for safely storing the property. If a person comes to the lost/found area and describes the lost property it may be turned over to the person making the claim. However, if the property is not claimed at the close of the event, then the property must be turned over to local police, without exception.

Evacuation Plan:

The purpose of the evacuation plan is to provide for safe, efficient and orderly evacuation of the event site should severe weather, fire, or other man made situations warrant such action.

Evacuation Decision:

Describe how staff will be notified of the need for evacuation prior to evacuation:

In the event that evacuation is called for the following announcement should be made:

In the interest of public safety, event officials have ordered an evacuation of the area. Please calmly evacuate the building and seek shelter in your vehicle or at the temporary shelters and safe assembly points as designated:

Medical Plan & Procedures:

EMS availability:

Will Emergency Medical Services (EMS) units be on 'standby' at locations near the event? _____

Identify locations: _____

If yes, has EMS been notified of the request? _____

(Please call 853-5854 to request EMS, no less than **30 days prior** to the event)

Calls in to 911:

~~Patrons and~~ event staff may call 911 via cellular phone for emergencies that happen on site. Fire-EMS command will coordinate the response. Event staff will assist in locating the patient.

Requests on site:

~~Event Staff may~~ discover patrons having a medical emergency on site, upon discovery the information should be immediately relayed to onsite officials (Fire, EMS, Police) if not onsite, event staff will notify the E-911 center and will assist the responding EMS unit in locating the patron.

I understand that event staff will need to be briefed on the emergency action plan, the safe assembly points, and will be given maps of the locations prior to the event: _____ (Initial that Organizer understands requirements)

! Attach Map Of Evacuation Routes !

Parking in Downtown Hopewell



City of Hopewell Event Codes

Sec. 20-57. Peddlers and itinerant merchants.

(a) Except as otherwise provided, any peddler or itinerant merchant as defined in Section 58.1.3717 of the Code of Virginia shall pay an annual license fee of five hundred dollars (\$500) which may not be paid in semiannual payments.

(b) Definitions, fees and additional requirements:

General Merchandise Peddlers

- One who engages in “peddling goods, wares, merchandise, or products of any description”.
- \$500 license fee
- Letter from merchant approving peddler to set up at their location is required.

Itinerant Merchant

- Any person who engages in , does, or transacts any temporary or transient business in any county, city or town and who, for the purpose of carrying on such business, occupies any location for a period of less than one year.
- \$500 license fee

Confection Peddler

- One who engages in “peddling ice cream and other ice confectionaries, candies and confections”.
- \$50 license fee.
- Proof of insurance required for licensed vehicle.
- Trustee tax of meals, remitted to the City of Hopewell. In addition, the applicant should register with the Virginia Department of Taxation.
- Department of Agriculture registration required for hand scooped ice cream, ices, and slushy drink peddlers.
- Letter from merchant approving peddler to set up at their location is required.

Perishable Peddler

- One who engages in “peddling meat, milk, butter, eggs, poultry, fish, oysters, game, vegetables, fruit, or other family supplies of a perishable nature not grown or produced by them”.
- \$50 license fee per vehicle used in peddling in the city.
- License shall be issued for a separate vehicle and shall be in the possession of such person in charge of such vehicle at all times when business is being transacted.

Producers

- Persons who sell or offer for sale in person or by their employees, ice, wood, charcoal, meats, milk, butter, eggs, poultry, fish, oysters, game, vegetables, fruits, or other family supplies of a perishable nature, or farm products grown or produced by them and not purchased by them for sale.
- Permit from the Commissioner of Revenue is required.

Seafood Peddler

- One who “as a peddler of seafood that buys the seafood they peddle directly from persons who catch or take the same”.
- \$10 license fee.

Wholesaler Peddler

- One who “as a peddler, shall peddle goods, wares or merchandise by selling and delivering the same at the same time, to licensed dealers or retailers, at other than a definite place of business operated by the seller”.
- \$100 license fee per vehicle used in peddling in the city.

Mobile Canteen

- One who engages in “peddling bottled soft drinks, hot dogs and wrapped sandwiches from a cart, wagon, truck, automobile, basket or tray”.
- \$250 license fee.
- Trustee tax for meals, remitted monthly to the City of Hopewell. In addition, the applicant should register with the Virginia Department of Taxation.
- Health Department registration required.
- Letter from merchant approving peddler to set up at their location is required.

City Sponsored Event

- Sponsor purchases a \$250 blanket license. The sponsor is responsible for collecting \$30 per vendor to cover their costs.

Farmers Market

- Each vendor that sells at the farmers market, and is not considered a perishable peddler or a producer, will pay a license fee of \$30.

Flea Markets and Craft Shows

- No individual participating in a flea market or craft show as a retail merchant shall be liable for any license taxation on his gross receipts generated as such show under this chapter if the promoter, manager, or organizer obtains a license and pays the license tax as provided in this section, and if the merchant reports to such promoter, manager, or organizer the merchant’s total gross receipts from such show.
- Promoters fee \$200
- License taxes imposed by this section shall not apply to any show or sale, if the only sales thereunder are made directly by a nonprofit organization.

Sponsor Promoted Special Event

- Sponsor is responsible for license fee of \$200 per event or \$50 per vendor, whichever is the lesser of the two.
- Meals tax will be collected and remitted by the sponsor

(c) Every person claiming to be exempted from having to secure a license required by subsections (a) and (b) of this section shall on or before January first of each year, file with the Commissioner of Revenue, a certificate under oath, on a form to be prepared by the Commissioner of Revenue, in which shall be given the name and post office address of the person filing the certificate, the location of the land on which the family supplies of a perishable nature are produced, whether the person filing the certificate is owner thereof, or renter, and in the latter case, the name of the landlord or owner and the time from which and to which the lease is to run.

(d) Upon receipt of a certificate, as provided for in subsection (c) above, and such other evidence under oath as may be sufficient to establish the fact that the person filing such certificate is entitled to an exemption under subsection (a) Producers above, the Commissioner of Revenue shall furnish to such a person a tag suitable to be displayed on his vehicle on which shall be printed “City of Hopewell, Producer No. _____” together with the year for which issued. Such producer or grower shall display such tag conspicuously on his vehicle in a prominent position so that it can be easily read at all times while such producer is engaged in selling or offering for sale any family supplies mentioned within subsections above, within this city.

(e) The Commissioner of Revenue may administer the oaths required by subsection (c), (d), and (e) of this section.



CUSTOMER SATISFACTION SURVEY

Full Name _____ Contact Phone _____

Address _____ Gender Male Female

Please rate your satisfaction with

1. How would you rate your overall satisfaction with this event? 1 2 3 4 5
2. How likely are you to recommend our this event to a friend or colleague? 1 2 3 4 5
3. Did the vendors meet your expectations? 1 2 3 4 5
4. How easy was it to navigate from the different stations setup? 1 2 3 4 5
5. Are you likely to participate in this event in the future? 1 2 3 4 5

Additional comments or suggestions

THANK YOU FOR YOUR TIME!

City of Hopewell Finance Committee

January 30, 2024

Agenda

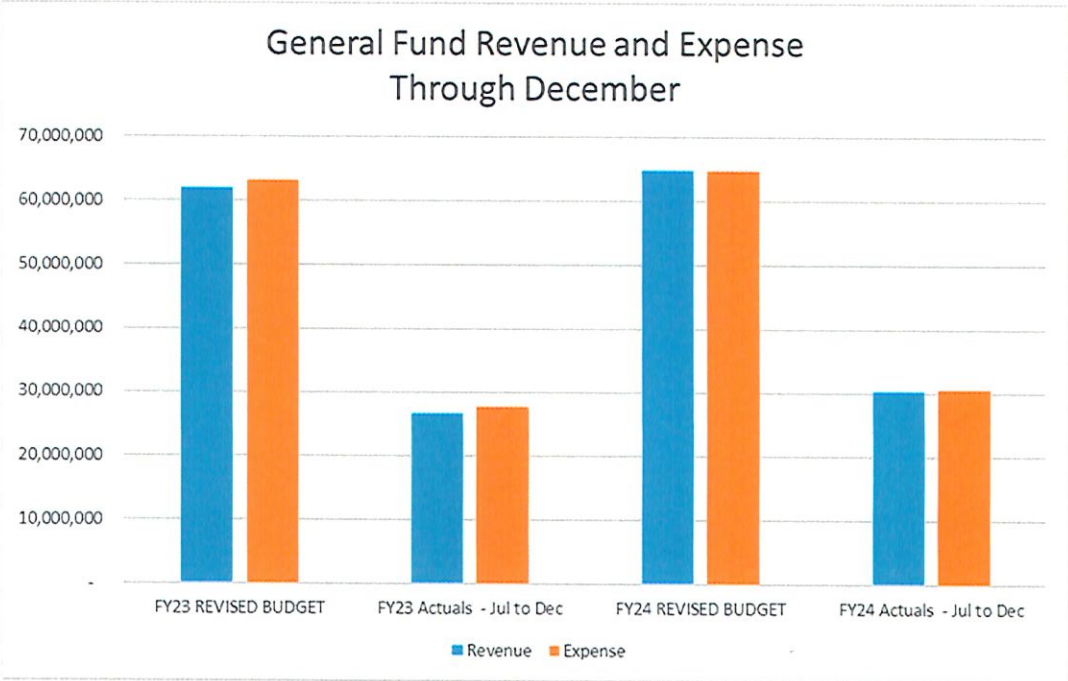
1. Minutes from Last Meeting
2. Monthly Financial
 - Citywide
 - General Fund
 - Enterprise Funds
3. Cash Flow Analysis
4. Tax Rate Changes
5. Old Business

Monthly Reports

General Fund Financials -- Through December

- General Fund* spending is equal to revenues through December, as Real Estate and Mach. & Tools taxes began to come in

* General Fund excludes other Governmental Funds such as Parks and Recreation

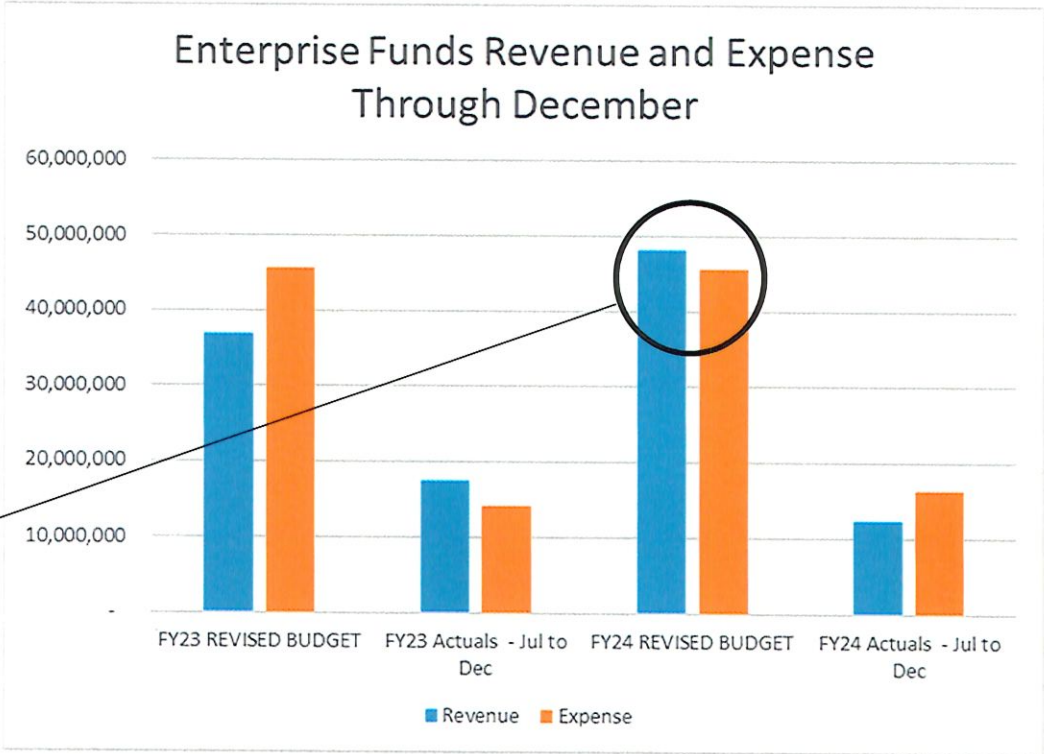


CITY OF HOPEWELL
FY2023 - FY2024 BUDGET VS ACTUALS
FOR PERIODS JULY TO DECEMBER
GENERAL FUND

REVENUES	FY23 REVISED BUDGET	FY23 Actuals - Jul to Dec	FY23 % Rec'd	FY24 REVISED BUDGET	FY24 Actuals - Jul to Dec	FY24 % Rec'd
REAL ESTATE TAXES	16,048,566	7,223,838	45.0%	20,979,167	9,225,367	44.0%
PUBLIC SERVICE CORP TAX	4,201,137	(11,283)	-0.3%	4,100,000	610,137	14.9%
PERSONAL PROPERTY TAX	5,872,900	1,720,247	29.3%	5,636,800	2,364,561	41.9%
MACH & TOOL TAX	8,984,874	5,202,612	57.9%	8,783,500	4,419,855	50.3%
PPTRA STATE REIMBURSEMENT	1,618,030	1,294,424	80.0%	1,618,030	1,294,424	80.0%
OTHER TAXES	4,157,000	2,663,359	64.1%	4,235,000	2,292,710	54.1%
USE OF MONEY & PROPERTY CHARGES FOR SERVICES	65,000	44,057	67.8%	65,000	49,309	75.9%
PENALTIES & INTEREST	731,533	469,048	64.1%	774,348	613,350	79.2%
PERMITS, FEES AND LICENSES	460,500	237,796	51.6%	487,500	477,552	98.0%
FINES & FORFEITURES	2,583,300	615,617	23.8%	2,519,600	657,398	26.1%
GRANTS	861,500	529,607	61.5%	861,500	672,255	78.0%
STATE REVENUES	219,302	224,051	102.2%	7,016	2,396	34.1%
FEDERAL REVENUES	7,422,479	3,919,392	52.8%	8,194,190	4,367,530	53.3%
MISCELLANEOUS REVENUE	8,370	1,230,756	14704.4%	1,894,753	1,994,329	105.3%
IN LIEU OF TAXES	6,412,832	100,517	1.6%	2,410,433	124,318	5.2%
TRANSFERS IN	1,257,500	628,750	50.0%	1,257,500	628,750	50.0%
TRANSFERS IN	1,009,000	504,500	50.0%	1,009,000	504,500	50.0%
TOTAL REVENUES	61,913,823	26,597,286	42.96%	64,833,337	30,298,741	46.73%
EXPENDITURES	FY23 REVISED BUDGET	FY23 Actuals - Jul to Dec	FY23 % Used	FY24 REVISED BUDGET	FY24 Actuals - Jul to Dec	FY24 % Used
SALARIES & WAGES	18,369,817	8,196,578	44.6%	19,895,261	8,926,094	44.9%
HEALTH BENEFITS	3,441,578	1,627,349	47.3%	3,554,597	1,601,282	45.0%
EMPLOYEE BENEFITS	212,258	73,345	34.6%	262,613	83,688	31.9%
RETIREMENT	2,559,559	1,098,666	42.9%	2,882,371	1,212,231	42.1%
OTHER PERSONNEL	1,502,974	695,466	46.3%	1,628,552	762,339	46.8%
PROFESSIONAL SERVICES	4,446,685	2,021,199	45.5%	4,679,430	2,812,791	60.1%
WORKERS COMPENSATION	436,567	202,297	46.3%	429,097	224,077	52.2%
SERVICE & SUPPLIES	4,681,160	1,657,377	35.4%	5,971,854	2,387,026	40.0%
OUTSIDE AGENCIES	4,872,532	2,188,064	44.9%	5,182,813	2,434,606	47.0%
NON-DEPARTMENTAL	15,687	-	0.0%	6,388	832	13.0%
OTHER	2,985,462	54,397	1.8%	215,685	50,085	23.2%
CAPITAL	517,779	345,928	66.8%	436,334	199,165	45.6%
SUPPORT OF SCHOOLS	13,580,075	6,790,038	50.0%	13,580,000	6,790,000	50.0%
TRANSFERS OUT	5,530,894	2,765,447	50.0%	6,108,345	3,054,173	50.0%
TOTAL EXPENDITURES	63,153,027	27,716,151	43.9%	64,833,340	30,538,390	47.1%
NET INCOME	(1,239,204)	(1,118,865)	-0.93%	(3)	(239,649)	-0.37%

Enterprise Financials -- Through December

- Enterprise Funds include: *Regional Water, Sewer, Solid Waste, and Storm Water*
- Operation and repair of oxygen plant for Regional Water spiked expenses in the first half of FY24
- **Expected \$6.5M budget adjustment to finish out year**

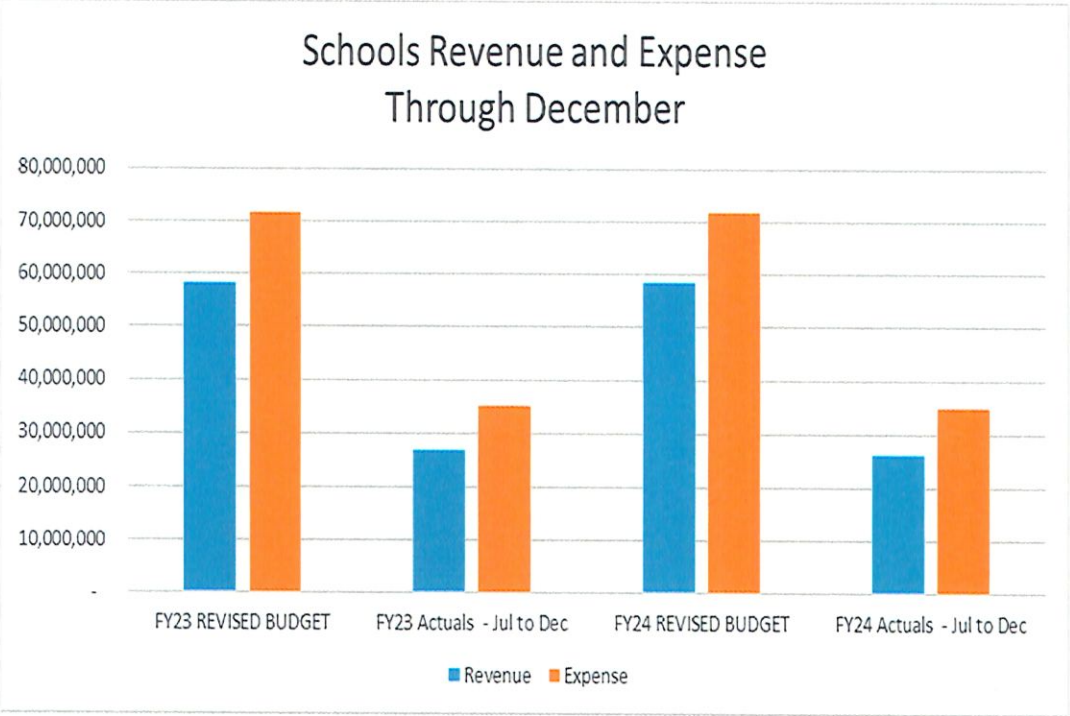


CITY OF HOPEWELL
FY2023 - FY2024 BUDGET VS ACTUALS
FOR PERIODS JULY TO DECEMBER
ENTERPRISE FUNDS

REVENUES	FY23 REVISED BUDGET	FY23 Actuals - Jul to Dec	FY23 % Rec'd	FY24 REVISED BUDGET	FY24 Actuals - Jul to Dec	FY24 % Rec'd
USE OF MONEY & PROPERTY	235,000	202,289	86.1%	235,000	308,479	131.3%
CHARGES FOR SERVICES	26,864,705	16,491,935	61.4%	36,547,435	11,399,281	31.2%
MISCELLANEOUS REVENUE	6,533,708	5,805	0.1%	9,905,933	3,855	0.0%
IN LIEU OF TAXES	334,011	167,006	50.0%	334,011	139,171	41.7%
DEBT SERVICE	1,139,596	569,748	50.0%	1,120,526	466,886	41.7%
NITROGEN CONTROL	1,800,000	-	0.0%	-	-	---
TOTAL REVENUES	36,907,020	17,436,782	47.25%	48,142,905	12,317,673	25.59%
EXPENDITURES	FY23 REVISED BUDGET	FY23 Actuals - Jul to Dec	FY23 % Used	FY24 REVISED BUDGET	FY24 Actuals - Jul to Dec	FY24 % Used
SALARIES & WAGES	4,452,074	2,003,702	45.0%	4,491,662	1,913,131	42.6%
HEALTH BENEFITS	654,215	289,435	44.2%	640,213	269,509	42.1%
EMPLOYEE BENEFITS	74,730	19,193	25.7%	74,182	21,836	29.4%
RETIREMENT	604,737	262,347	43.4%	624,982	246,931	39.5%
OTHER PERSONNEL	352,561	183,610	52.1%	353,036	160,299	45.4%
PROFESSIONAL SERVICES	8,297,248	3,219,646	38.8%	8,899,463	3,503,739	39.4%
WORKERS COMPENSATION	57,150	26,231	45.9%	50,674	24,869	49.1%
SERVICE & SUPPLIES	13,471,865	6,592,445	48.9%	14,881,012	9,112,495	61.2%
OUTSIDE AGENCIES	4,000	4,537	113.4%	6,000	1,356	22.6%
NON-DEPARTMENTAL	1,257,500	628,750	50.0%	1,257,500	628,750	50.0%
OTHER	75,708	30,726	40.6%	61,400	17,025	27.7%
CAPITAL	13,795,653	990,795	7.2%	11,849,103	574,621	4.8%
DEBT	2,588,815	1,954,099	75.5%	2,588,642	1,975,475	76.3%
TOTAL EXPENDITURES	45,686,256	16,205,517	35.5%	45,777,869	18,450,037	40.3%
NET INCOME	(8,779,236)	1,231,265	11.77%	2,365,036	(6,132,364)	-14.72%

Schools Financials -- Through December

- Expenses estimated through December – Schools have not provided actual spending reports
- Schools cost is still uncertain for the end of the year

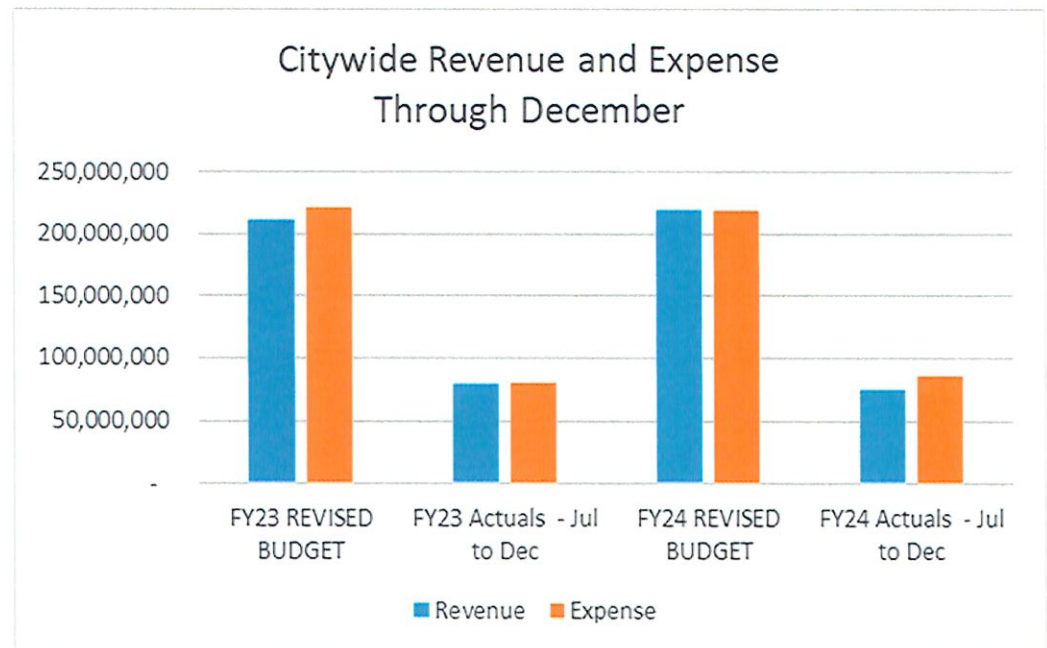


CITY OF HOPEWELL
FY2023 - FY2024 BUDGET VS ACTUALS
FOR PERIODS JULY TO DECEMBER
SCHOOLS

REVENUES	FY23 REVISED BUDGET	FY23 Actuals - Jul to Dec	FY23 % Rec'd	FY24 REVISED BUDGET	FY24 Actuals - Jul to Dec	FY24 % Rec'd
CHARGES FOR SERVICES	3,303,779	57,097	1.7%	5,023,384	1,171,724	23.3%
STATE REVENUES	39,042,242	25,826,370	66.1%	39,351,282	24,976,042	63.5%
FEDERAL REVENUES	15,775,373	1,066,913	6.8%	13,980,744	63,426	0.5%
TOTAL REVENUES	58,121,394	26,950,380	46.37%	58,355,410	26,211,192	44.92%
EXPENDITURES	FY23 REVISED BUDGET	FY23 Actuals - Jul to Dec	FY23 % Used	FY24 REVISED BUDGET	FY24 Actuals - Jul to Dec	FY24 % Used
SERVICE & SUPPLIES	2,670,408	-	0.0%	3,072,226	-	0.0%
OTHER	68,983,881	35,252,754	51.1%	68,816,004	35,000,000	50.9%
CAPITAL	47,180	-	0.0%	47,180	-	0.0%
TOTAL EXPENDITURES	71,701,469	35,252,754	49.2%	71,935,410	35,000,000	48.7%
NET INCOME	(13,580,075)	(8,302,375)	-2.80%	(13,580,000)	(8,788,808)	-3.74%

Citywide Financials -- Through December

- Citywide, the financials show \$11.4M more expenses than revenue
- This should catch up over the second half of the year with City taxes and Schools Federal and State revenues coming in
- However, **this creates a cash flow concern in May (see Slide 13)**



CITY OF HOPEWELL
FY2023 - FY2024 BUDGET VS ACTUALS
FOR PERIODS JULY TO DECEMBER
CITY-WIDE

REVENUES	FY23 REVISED BUDGET	FY23 Actuals - Jul to Dec	FY23 % Rec'd	FY24 REVISED BUDGET	FY24 Actuals - Jul to Dec	FY24 % Rec'd
REAL ESTATE TAXES	16,048,566	7,223,838	45.0%	20,979,167	9,225,367	44.0%
PUBLIC SERVICE CORP TAX	4,201,137	(11,283)	-0.3%	4,100,000	610,137	14.9%
PERSONAL PROPERTY TAX	5,872,900	1,720,247	29.3%	5,636,800	2,364,561	41.9%
MACH & TOOL TAX	8,984,874	5,202,612	57.9%	8,783,500	4,419,855	50.3%
PPTRA STATE REIMBURSEMENT	1,618,030	1,294,424	80.0%	1,618,030	1,294,424	80.0%
OTHER TAXES	7,507,000	4,490,922	59.8%	7,785,000	3,475,025	44.6%
USE OF MONEY & PROPERTY	541,500	346,762	64.0%	340,000	515,057	151.5%
CHARGES FOR SERVICES	31,126,817	17,078,687	54.9%	40,154,435	13,290,737	33.1%
PENALTIES & INTEREST	465,500	239,116	51.4%	488,500	481,698	98.6%
PERMITS, FEES AND LICENSES	2,583,300	615,617	23.8%	2,519,600	657,398	26.1%
FINES & FORFEITURES	874,910	543,017	62.1%	861,500	679,348	78.9%
GRANTS	259,302	247,301	95.4%	171,516	238,091	138.8%
STATE REVENUES	52,876,843	33,211,712	62.8%	54,730,232	33,176,451	60.6%
FEDERAL REVENUES	24,273,285	5,618,788	23.1%	20,820,289	3,342,386	16.1%
MISCELLANEOUS REVENUE	20,895,571	187,024	0.9%	17,551,807	223,182	1.3%
IN LIEU OF TAXES	1,591,511	795,756	50.0%	1,591,511	767,921	48.3%
DEBT SERVICE	1,139,596	569,748	50.0%	1,120,526	466,886	41.7%
NITROGEN CONTROL	1,800,000	-	0.0%	-	-	---
TRANSFERS IN	28,389,749	10,059,984	35.4%	29,933,944	10,348,673	34.6%
TOTAL REVENUES	211,050,391	79,374,287	37.61%	219,186,357	75,228,523	34.32%
EXPENDITURES	FY23 REVISED BUDGET	FY23 Actuals - Jul to Dec	FY23 % Used	FY24 REVISED BUDGET	FY24 Actuals - Jul to Dec	FY24 % Used
SALARIES & WAGES	27,173,823	12,089,961	44.5%	29,268,158	13,022,766	44.5%
HEALTH BENEFITS	4,891,018	2,243,495	45.9%	4,960,733	2,221,079	44.8%
EMPLOYEE BENEFITS	332,880	100,900	30.3%	378,852	119,393	31.5%
RETIREMENT	3,768,227	1,626,514	43.2%	4,183,854	1,768,865	42.3%
OTHER PERSONNEL	2,218,159	1,037,274	46.8%	2,388,137	1,101,895	46.1%
PROFESSIONAL SERVICES	13,600,231	5,443,850	40.0%	13,980,723	6,484,269	46.4%
WORKERS COMPENSATION	529,766	237,874	44.9%	509,172	259,140	50.9%
SERVICE & SUPPLIES	34,273,718	11,622,127	33.9%	35,312,715	15,602,346	44.2%
OUTSIDE AGENCIES	5,566,980	2,200,504	39.5%	5,699,334	2,436,853	42.8%
NON-DEPARTMENTAL	1,273,187	628,750	49.4%	1,263,888	629,582	49.8%
OTHER	72,218,261	35,365,193	49.0%	69,243,463	35,095,552	50.7%
CAPITAL	20,573,454	3,546,837	17.2%	15,644,303	2,616,410	16.7%
DEBT	7,425,414	4,817,256	64.9%	7,428,083	5,237,129	70.5%
SUPPORT OF SCHOOLS	13,580,075	6,790,038	50.0%	13,580,000	6,790,000	50.0%
TRANSFERS OUT	13,800,674	2,765,447	20.0%	15,344,944	3,054,173	19.9%
TOTAL EXPENDITURES	221,225,867	80,960,536	36.6%	219,186,359	86,595,278	39.5%
NET INCOME	(10,175,476)	(1,586,249)	1.01%	(2)	(11,366,755)	-5.19%

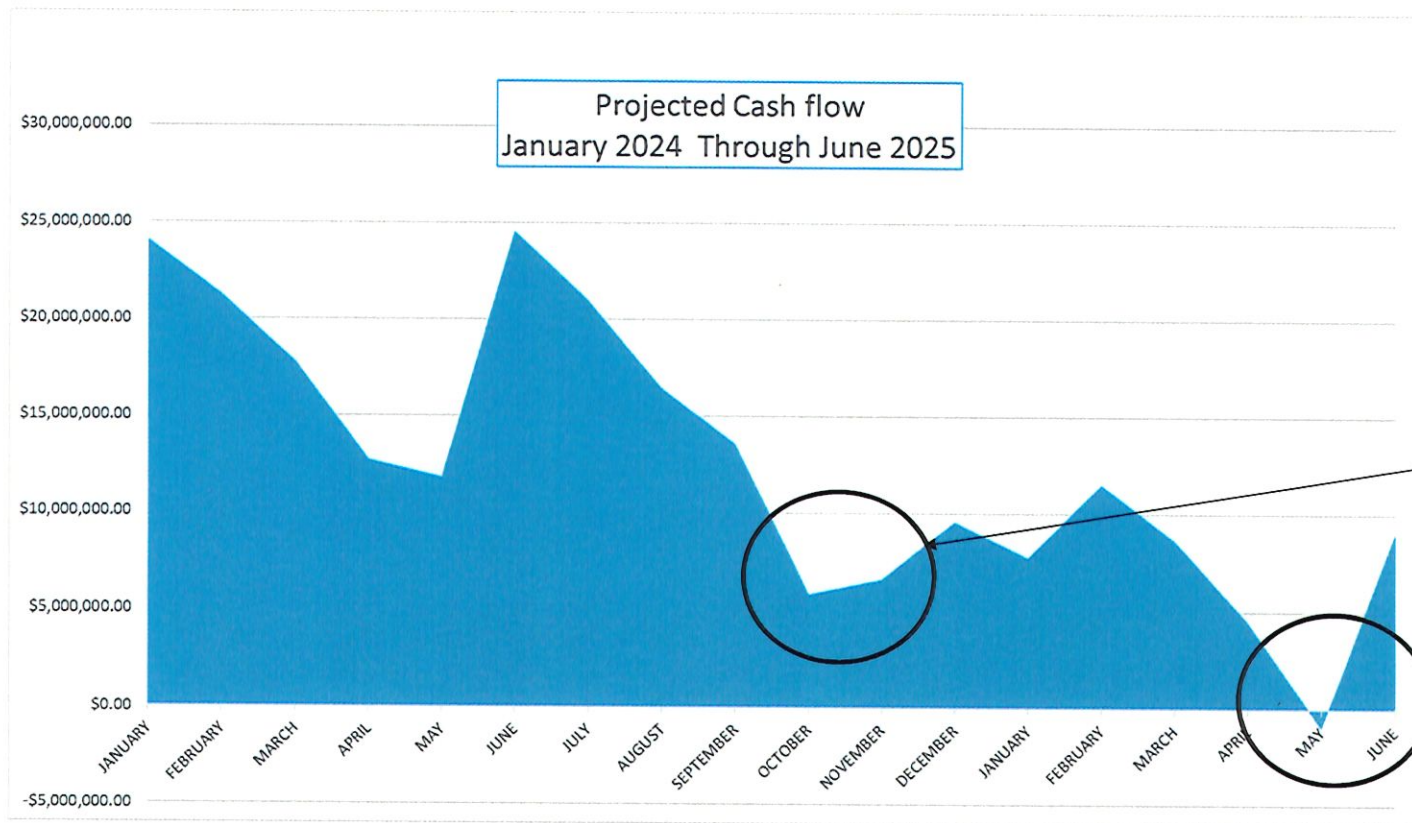
Cash Flow

- The City has dips in cash flow during the first five months of the year and then leading up to the end of the fiscal year
- City has been spending down cash with investments in capital projects – primarily Regional Water
- The attached graph provides a current look at cash flow through June of 2025. **Changes are required to prevent negative dip in Spring of 2025**

“It’s difficult to make predictions, especially about the future”

- Niels Bohr Mathematical (1885-1962)

Projected Cash Flow Through June 2025



Cash flow analysis is used to anticipate and proactively address cash flow issues that could impact the City

Need to: 1) Slow down spending, 2) Increase revenue, and/or 3) implement RANs to improve cash flow

Tax Rate Changes

City Tax Rate Increases -- Options

Options for Consideration

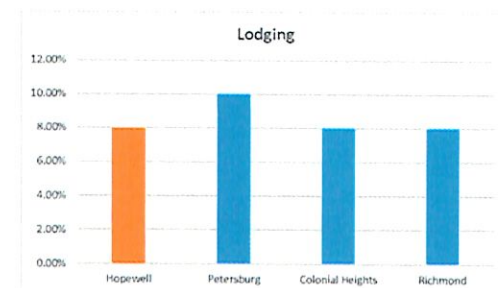
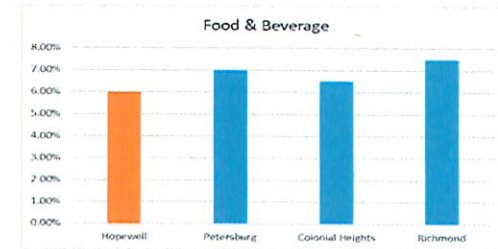
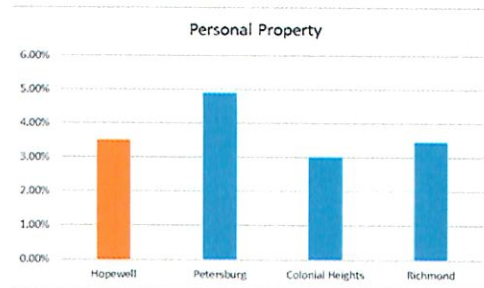
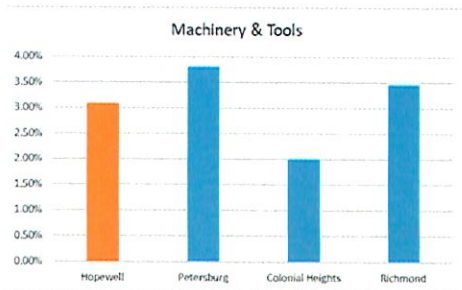
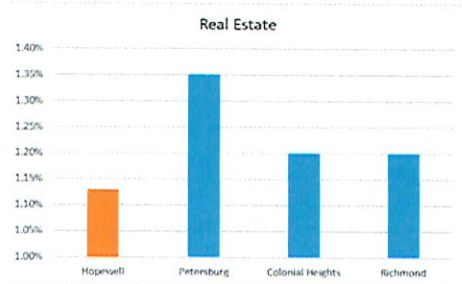
- Increases to existing tax rates
- Add cigarette tax
- [Sales tax for Schools still making its way through Legislature]

The following presents information of current rates and the additional revenue that could be captured by moderate rate increases for each tax rate

Current Tax Rates

Comparative Tax Rates Hopewell and Nearby Cities

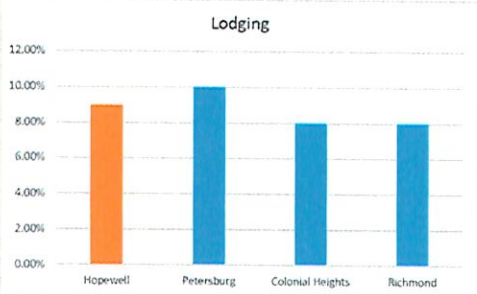
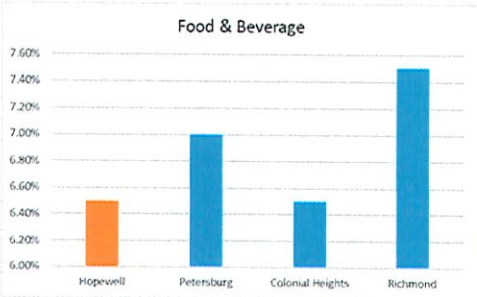
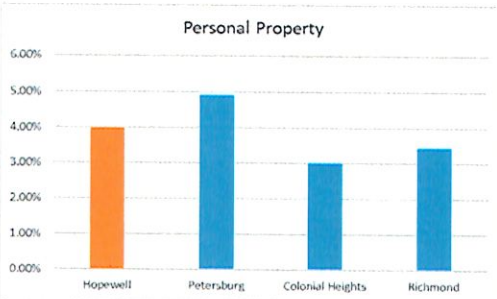
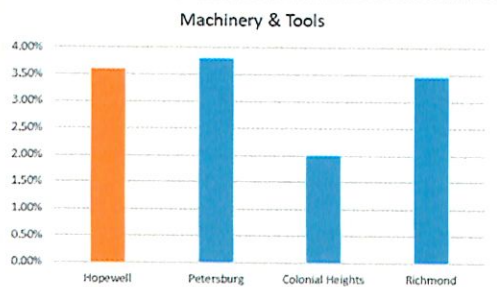
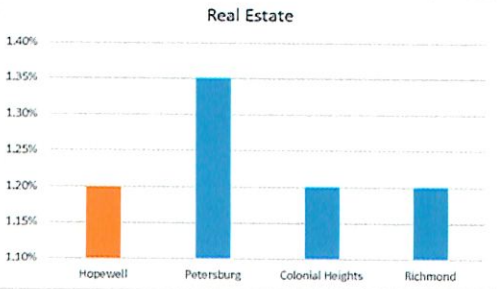
	Real Estate	Personal Property	Machinery & Tools	Food & Beverage	Lodging
Hopewell	1.13%	3.50%	3.10%	6.00%	8.00%
Petersburg	1.35%	4.90%	3.80%	7.00%	10.00%
Colonial Heights	1.20%	3.01%	2.00%	6.50%	8.00%
Richmond	1.20%	3.45%	3.45%	7.50%	8.00%



Potential Tax Rate Increase

**FY25 Revenue Forecast
And Potential Rev. From Increase**

Tax	Rate	2025 Rev.	Rev/100th %	Potential Inc.	Annual Amt.	New Rate
Real Estate	1.13%	\$21,976,000	\$194,478	0.07%	\$1,361,345	1.20%
Personal Property	3.50%	\$6,800,000	\$19,429	0.50%	\$971,429	4.00%
Mach. & Tools	3.10%	\$10,100,500	\$32,582	0.50%	\$1,629,113	3.60%
Food & Beverage	6.00%	\$2,110,000	\$3,517	0.50%	\$175,833	6.50%
Lodging	8.00%	\$600,000	\$750	1.00%	\$75,000	9.00%



Potential Cigarette Tax

- Maximum tax amount is \$0.02 per cigarette, or \$0.40 per pack
- Revenue dependent on amount of cigarettes sold
- Petersburg's cigarette tax brought in \$722,000 in FY23, or \$21.62 per capita (population of 33,400)
- **Based on this per capital amount, Hopewell (pop. 23,140) cigarette tax revenue would be approximately \$500,000 per year**

Old Business

Old Business

- **School Independence** - By State Law, the City must hold and distribute all School Funds

§ 22.1-116. How and by whom funds for school division kept and disbursed. *The treasurer or comparable officer of each county, city or part thereof constituting a school division or town, if the town constitutes the school division, shall be charged with the responsibility for the receipt, custody and disbursement of the funds of the school board and shall keep such funds in an account or accounts separate and distinct from all other funds.*

Old Business

- **Expansion of Finance Committee:** The committee can be expanded by a resolution of the City Council – **Need to present to City Council as option**
- **CIP in FY25 Budget:** A 5-year CIP will be included in the budget. Additionally, former CIP roll-overs from previous fiscal years will not occur automatically in FY25, and will need to be re-appropriated
- **Issuance of RANs for City Cash Flow:** Bring City’s Municipal Advisor to Committee to advise on process and likelihood of this cash flow debt

Old Business

- **Finance Committee Meeting Dates:** Suggesting the third Wednesday of the month

COMMUNICATIONS FROM CITIZENS

PUBLIC HEARINGS

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing City Purchase Lots 77,78 Rosedale

ISSUE: Public Hearing regarding City Purchase of lots 77-78 Rosedale

RECOMMENDATION: Conduct the public hearing, approve the purchase of Lot's 77, 78 Rosedale: Parcel ID 0690095

TIMING: Public Hearing scheduled for February 13th 2024

BACKGROUND: The Department of Public Works recommends the purchase of these lots due to safety concerns of migrating gases from the City's landfill.

ENCLOSED DOCUMENTS:

- **Public Works email regarding the lots**
- **Sellers records provided to the City**
- **Qpublic.net records and maps**
- **Letter of intent to purchase lots**
- **Advertisement of Public Hearing**

STAFF: Charles Bennett, Director of Economic Development

Danielle Ferguson Smith, City Attorney

Randy Hicks & Michael Campbell, Public Works

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

FOR IN MEETING USE ONLY

MOTION: Motion to approve the purchase of Lots 77 and 78 Rosedale, Tax ID 0690095

Roll Call

SUMMARY:

Y N

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

Y N

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

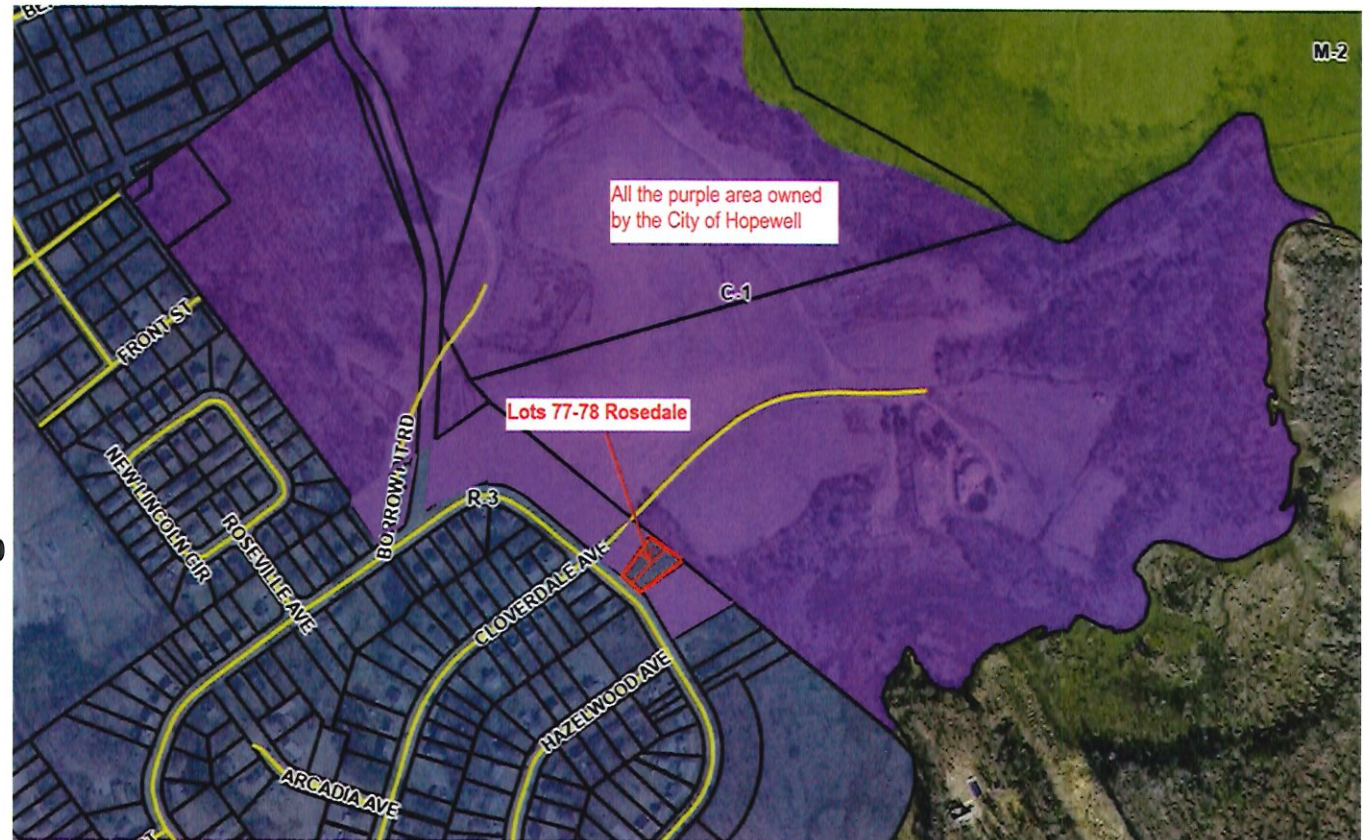


City of Hopewell
Economic Development
and Tourism
Proposed Purchase of Lots 77&78
Rosedale Subdivision
February 13th 2024



Lots 77-78 Rosedale Subdivision

- Land is .34 Acres
- Assessment \$18,400.00
- Zoning R-3
- Purchase price \$15,000.00
- Future development post gas monitoring activities



Charles J. Bennett

From: Randy Hicks
Sent: Tuesday, July 25, 2023 10:54 AM
To: Charles J. Bennett
Cc: Michael Campbell; Monique Robertson
Subject: Dellrose Parcel #0690095 Lots 77-78
Attachments: map.jpg; DOC.pdf; Parcel by Landfill - 0690095

(Attached is an image of Parcel lots 77-78 in the Dellrose Subdivision.)

Charles,

In early June we discussed these lots adjacent to the landfill. For some unknown reason the City did not purchase lots 77-78. The City does own all the property surrounding these two lots as part of the landfill.

Currently the City is still in Post Closure Care and is closely monitoring potential migrating gas at the landfill. A flare station and boundary pipeline is in place to help capture any migrating gases. This pipeline is located directly behind these lots as well as test ports in the City lot on the left side of this Property.

I believe and would strongly recommend that the City Purchase these two lots and not allow any structures to be built on them. The potential for migrating gas and /or the need for additional sensors and monitoring could pose a great cost and liability on the City.

Randy Hicks
Public Works Superintendent
City of Hopewell VA
(804)541-2295 Office
rhicks@hopewellva.gov



Assignment of Real Estate Contract

This Assignment of Contract ("Assignment") is made on (date) February 24, 2022 between

CVA HOMES LLC ("Assignor(s)"), And

Angel Blanco ^{AD. FR} BLANCO ("Assignee").

Assignor is a party to the "Real Estate Purchase Agreement" dated, December 29, 2021 with

(Seller) Reginald Mason, regarding property located at: Lots 77 & 78 Rosedale Subdivision
the city/ county of Hopewell, in the State of Virginia. Dellrose Drive.
(A copy of which is attached hereto (the "Contract").

"Contract" price to purchase the Real Estate (inclusive of any addendums): \$ 4,200.00

Assignor now desires to assign its interest in the Contract to Assignee, which Assignee desires to acquire.

NOW, THEREFORE, for the sum of \$ 10,800.00, to be paid by the Assignee to the Assignor and in consideration of the mutual agreements of the parties; and a **\$1,000.00 non-refundable deposit, paid to and held by CVA HOMES LLC**, and applied to the final purchase cost due at the time of Assignment execution, it is agreed:

1. **Effective Date.**

Assignment of Assignor's rights in the Contract and other benefits and obligations in this Assignment are effective (date) February 24, 2022.

2. **Closing Date:**

Closing date of the original Purchase and Sales Agreement March 29, 2022.

2. **Assignment.**

Assignor is a party to the Contract. Assignor does hereby grant, bargain, sell, convey, transfer and assign to Assignee all of Assignor's interest in the Contract.

3. **Assumption by Assignee.**

Assignee assumes and agrees to perform all of the duties of Assignor in the Contract, which accrue and become due on or after the effective date. Assignee will indemnify, protect, defend and hold Assignor harmless from and against any and all loss, cost, damage and expense arising out of or in any way related to a breach or default of the Contract after the effective date. Assignor will indemnify, protect, defend and hold Assignee harmless from and against any and all loss, cost, damage and expense arising out of or in any way related to a breach or default of the Contract on or before the effective date.

4. **Realtor Commission:** NONE.

[Signature] 2-24-22
Assignor Date

Forrest McGhee Owner CVA Homes LLC
Printed/ Title/ Company Name

[Signature]
Assignee Date

Angel Blanco
Printed/ Title/ Company Name

email: linilla83@gmail.com

Note: CVA Homes to pay All closing costs in the original agreement.

Angel Blanco

[Signature]

Forrest McGhee

[Signature]

Phone: 804-245-0533

Sellers Records



PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS

REMIT TO: P.O. BOX 4068
ROANOKE, VA 24015
PHONE: 540-772-9580

PLEASE INCLUDE PROJECT NUMBER ON YOUR CHECK

ANGEL BLANCO
425 S 20TH AVENUE
HOPEWELL, VA 23860

September 19, 2022
Invoice No: 55220272.MS-1

LOT 77-78 DELLROSE DRIVE
ROSEDALE LOT 77 - LOT 78
HOPEWELL

Project: 55220272.MS DELLROSE DRIVE LOT 77 - 78

For Services Rendered Through 9/1/2022

Task 3055 MORTGAGE SURVEY

Fee

Table with fee breakdown: Total Fee 975.00, Percent Complete 100.00, Total Earned 975.00, Previous Fee Billing 0.00, Current Fee Billing 975.00, Total Fee 975.00, Total this Task 975.00, Total Current Invoice \$975.00

Terms: Net 30 Days. FINANCE CHARGE at a rate of 1.5% per month on unpaid balance.

THANK YOU

INVOICE

110



DATE: October 22, 2022

From:

AL Gomez Construction Inc
425 S 20th Ave
Hopewell VA 23860
804-245-0533

To:

Angel Blanco
77-76 Delrose Dr, Hopewell VA 23860
804-245-0533

Tree Services

Cutting and Stump trees -----\$625.00(six hundred and twenty-five dollars)

Total -----**\$625.00** (six hundred and twenty-five dollars)

NOTES: If you have any questions or concerns, please let us know as soon as possible.



Contemporary Concepts & Design

Mechanicsville, VA 23116
 (804) 304-6110
 wjoseph3rd@ccdllc.net

Invoice

Bill To: Angel Blanco

Ship To: NA

Invoice No.:00195

Customer ID: AB

Date	Order No.	Sales Rep.	FOB	Ship Via	Terms	Tax ID
09/12/22	000195	\$2000.00		Email	Upon Receipt	

Quantity	Item	Description	Discount	Taxable	Unit Price	Total
1	CAD Drawings	Architectural House Plans	N/A	NA	N/A	\$2000.00

Subtotal:	\$2000.00
Tax:	0.00
Shipping:	0.00
Design Changes:	0.00
Initial Deposit (PAID):	\$2000.00
Total Balance:	\$0.00

City of Hopewell, VA

Summary

Parcel ID 0690095
 Tax ID 0690095
 Neighborhood 41
 Property Address Dellrose Dr
 Hopewell, VA 23860
 Legal Description LOTS 77-78 SUBDIVISION: ROSEDALE
 (Note: Not to be used on legal documents)
 Acreage N/A
 Class 1 - 1 Single Family Urban
 Tax District/Area 02

[View Map](#)

Owner

Primary Owner
 Blanco Angel F
 425 S 20th Street
 Hopewell, VA 23860

Site Description

Zoning R3

Land

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Homesite			0.346			1.00	1.00	15,062	18,500.00	18,500.00	20,400.00	1 -10%	18,400.00

Land Detail Value Sum 18,400.00

Transfers

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
3/21/2022	MASON REGINALD			220000780	\$4,200
6/26/2017	PEEPLES DORIS C			CWF170000078	\$0
2/20/1954	A				\$1

Valuation

Assessment Year		01/01/2023	01/01/2021	01/01/2019	01/01/2017	01/01/2015
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$18,400	\$16,800	\$16,800	\$16,700	\$16,700
(Assessed Value)	Improvements	\$0	\$0	\$0	\$0	\$0
	Total	\$18,400	\$16,800	\$16,800	\$16,700	\$16,700

No data available for the following modules: Residential Dwellings, Commercial Buildings, Improvements, Photos, Sketches.

The City of Hopewell Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.
[| User Privacy Policy](#) | [GDPR Privacy Notice](#)
 Last Data Upload: 9/21/2023, 5:32:04 AM

Contact Us





Overview



Legend

-  Parcels
-  Roads
-  Water
-  2023 Yearly Sales

Parcel ID	0690095	Alternate ID	0690095	Owner Address	BLANCO ANGEL F
Sec/Twp/Rng	n/a	Class	1 Single Family Urban		425 S 20TH STREET
Property Address	DELLROSE DR HOPEWELL	Acreage	n/a		HOPEWELL, VA 23860
District	02				
Brief Tax Description	LOTS 77-78 SUBDIVISION: ROSEDALE				

(Note: Not to be used on legal documents)

Date created: 7/25/2023
Last Data Uploaded: 7/25/2023 5:34:45 AM

Developed by 

Letter of Intent



City of Hopewell

300 N. Main St., Ste. 214
Hopewell, VA 23860

Charles J. Bennett

Director of Economic
Development and Tourism

cbennett@hopewellva.gov
Office: 804.541.2270 ext. 132
Cell: 804.640.3482

www.hopewellva.gov

October 20, 2023

Blanco Angel F
425 S 20th Street
Hopewell, VA 23860

Re: Letter of Intent to purchase property at Lots 77 and 78 Dellrose
Drive, Hopewell, VA

Dear Mr. Blanco,

I am pleased to present this letter of Intent from the City of Hopewell
for the purchase of the property 77 and 78 Dellrose Drive, Hopewell, VA
(Parcel ID 0690095).

Outline of Offer: The City of Hopewell (Buyer) intends to purchase the
property for the total sum of \$15,000.00 which is the purchase price
paid for the Property in March of 2022.

Due Diligence Period: The Buyer request 1 month due diligence period
before closing on the property. The seller will clean up any trash or
environmental hazards placed on the site.

Purchase Sale Agreement: Upon acceptance of this letter of intent, the
Parties will proceed to negotiate in good faith a formal purchase
agreement which will include, among other matters, the conveyance of
a fee simple marketable title to the Purchaser of the Property by
reference to an accurate survey subject only to matters of records as
are approved by the Buyer, typical representations and warranties of
the parties and other similar matters contained in real estate purchase
agreements.

Sincerely,

Charles Bennett

Director of Economic Development and Tourism

Accepted by :

Date:

12/19/23

Progress Index Advertisement for Public Hearing

our Advertising Dept. All ads are subject to a...
be reported in the first day of publication. The P...
cancellation of order.

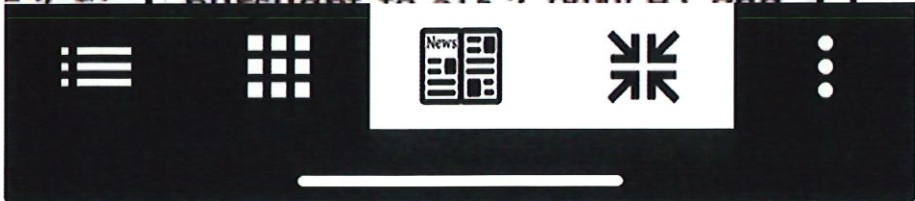
 **Public Notices**

been
ation
icker,
office
Glen
105,
t due
ed to
ation
Jr.,
office
Road,
3803;
is a
te of
nown
9005
Fort

**Notice of Public Hearing
CITY OF HOPEWELL
Purchase of Land**
Notice is hereby given pursuant to §15.2-1800 and §15.2-1813 that the City of Hopewell will conduct a Public Hearing on Tuesday, February 13th, 2024, 7:00 pm in City Council Chambers, 300 N. Main Street; Hopewell, VA regarding the City's purchase of Tax ID#, 0690095, lots 77-78 Rosedale. Comment from citizens welcomed. Contact 804-541-2270 for information.
1/28-2/9/2024 #9779798

this
ice a
ssive
sburg
it the
appear
24, at

**Notice of Public Hearing
CITY OF HOPEWELL,
VIRGINIA
Sale of Real Estate**
Notice is hereby given pursuant to §15.2-1800(B) and



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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Public Hearing City Sale of former DSS Building**ISSUE:** Public Hearing regarding City of Hopewell sale of 256 E Cawson St Tax ID 0800812**RECOMMENDATION:** Conduct the public hearing, approve contract for sale of 256 E Cawson St Tax ID 0800812**TIMING:** Public Hearing scheduled for February 13th 2024**BACKGROUND:** This is the former DSS building that is proposed for redevelopment.**ENCLOSED DOCUMENTS:**

- **Proposed purchase/sale agreement dated January 22nd 2024**
- **Qpublic.net records and maps**
- **Advertisement of Public Hearing**

STAFF: Charles Bennett, Director of Economic Development

Danielle Ferguson Smith, City Attorney

Michael Campbell, Public Works

FOR IN MEETING USE ONLY**SUMMARY:****Y N**

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

Y N

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

MOTION: Motion to approve the sale of 256 E Cawson St Tax ID 0800812 as outlined in attached purchase agreement dated 1.22.2024

Roll Call

SUMMARY:

Y N

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

Y N

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



City of Hopewell Economic Development and Tourism

Proposed sale of former DSS
Building 256 Cawson
February 13th 2024



Sale of 256 East Cawson

- Land is .23 Acres
- Land Assessment \$60,000.00
- Zoning B-1
- Not a Historic Structure, not in historic boundary
- Sale price \$60,000.00
- 182 Day Feasibility Period
- Purchaser required to remediate mold 6 months post closing, replace & install temporary lighting 12 months post closing.
- Future uses: retail, medical office, food & beverage entertainment establishment.



Summary

Parcel ID 0800812
 Tax ID 0800812
 Neighborhood 410
 Property Address 256 Cawson E
 Hopewell, VA 23860
 Legal Description LOTS 28-29-30-31 BLK 8 SUBDIVISION: WEST CITY POINT
 (Note: Not to be used on legal documents)
 Acreage N/A
 Class 73 - 73 EXEMPT: Local Govt
 Tax District/Area 01

[View Map](#)



Owner

Primary Owner
[City Of Hopewell](#)

Hopewell, VA 23860

Site Description

Zoning B1

Land

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Primary Commercial/Indust Land		100.000	0.230		100.000	1.00	1.00	10,000	6.00	6.00	60,000.00		60,000.00

Land Detail Value Sum 60,000.00

Improvements

Card 01

ID	Use	Stry Hgt	Const Type	Grade	Year Const	Eff Year	Cond	Base Rate	Adj Rate	Size/ Area	Cost Value	Phys Depr	Obsol Depr	Mrkt Adj	% Comp	Value
C	GOVTBLDG			C+	1947	1974	VP	0.00	0	9057	0	0	0	0	100	492000
01	COVMALL		Wood frame w/sheathing	C+	1947	1974	VP	44.10	48.51	176	8540	90	0	100	100	900
02	WALLS	4	4" concrete block	C+	1947	1974	VP	40.20	44.22	24	1060	90	0	100	100	100
03	CONCAPRN			C+	1947	1974	VP	4.27	4.7	284	1330	90	0	100	100	100

Transfers

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
3/10/1977	A		151/743		\$1

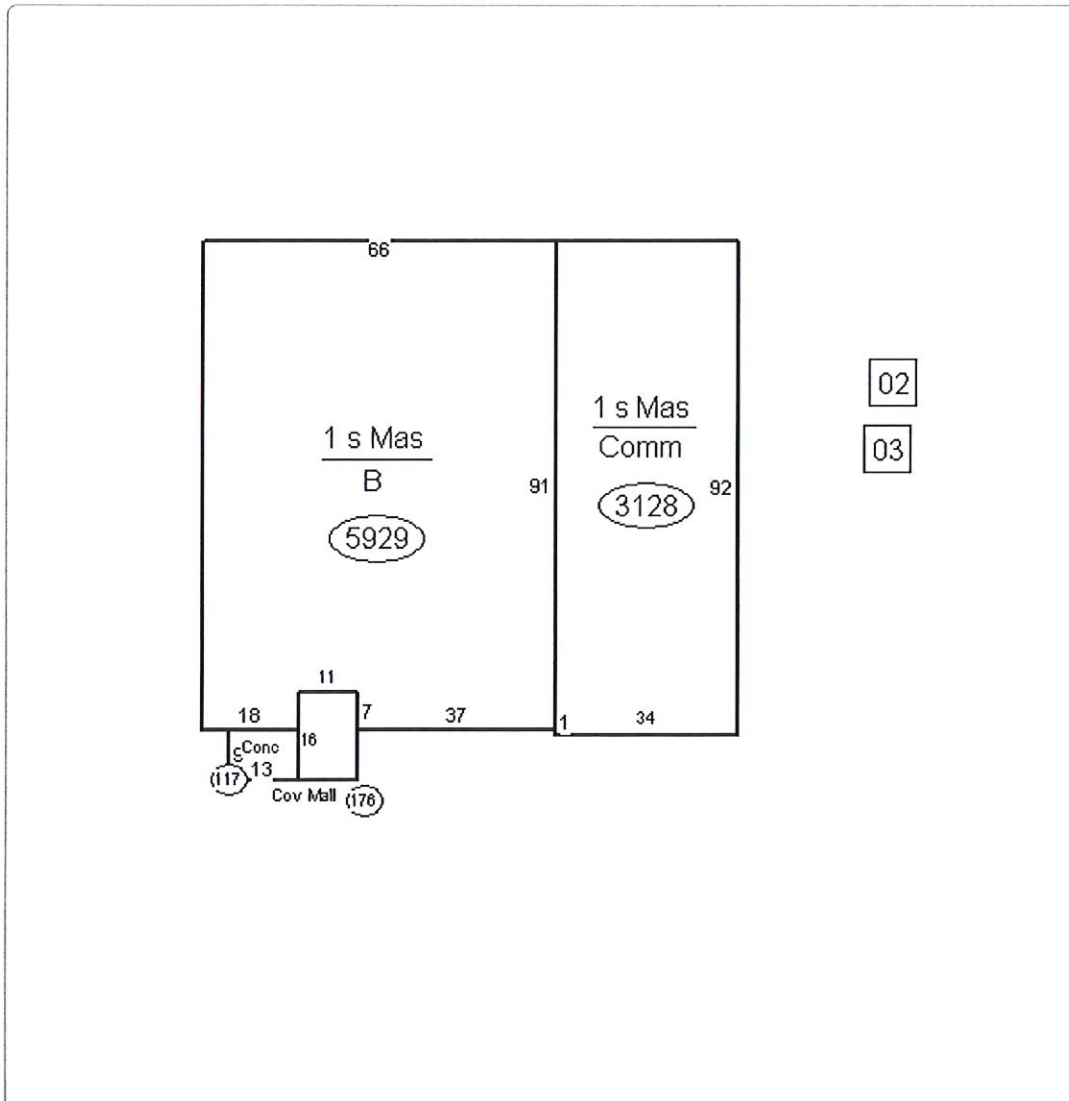
Valuation

Assessment Year		01/01/2023	01/01/2021	01/01/2019	01/01/2017	01/01/2015
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$60,000	\$60,000	\$65,000	\$65,000	\$65,000
(Assessed Value)	Improvements	\$493,100	\$339,300	\$386,400	\$386,400	\$386,400
	Total	\$553,100	\$399,300	\$451,400	\$451,400	\$451,400

Photos



Sketches



No data available for the following modules: Residential Dwellings, Commercial Buildings.

The City of Hopewell Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

[User Privacy Policy](#)
[GDPR Privacy Notice](#)

Last Data Upload: 4/14/2023, 5:34:28 AM

Developed by
 Schneider
 GEOSPATIAL

Version 3.1.1

REAL ESTATE PURCHASE AGREEMENT

BETWEEN

City of Hopewell
("Seller")

AND

Cheshire Developments, LLC ("Purchaser")

Authentisign
JKB

Dated: ~~September~~ Jan 22, 2024, 2023

PURCHASE AGREEMENT



This Purchase Agreement (the "Agreement") is made and entered into as of ~~September~~ January 22, 2024~~3~~, by and between the **City of Hopewell** (the "Seller"); and **Cheshire Developments, LLC**, or assigns (the "Purchaser"), and recites and provides as follows:

RECITALS

The Seller owns that certain parcel of improved property, and all improvements thereon and appurtenances thereto located in the City of Hopewell, Virginia, and commonly known as 256 E Cawson St., Hopewell, VA 23860, and having Tax Map Number 0800812 (the "Property").

Purchaser desires to purchase the Property and Seller agrees to sell the Property subject to the terms and provisions of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and conditions set forth herein, the parties hereto agree as follows:

1. Sale and Purchase. Subject to the terms and conditions hereof, Seller shall sell and Purchaser shall purchase the Property. The last date upon which this Agreement is executed shall be hereinafter referred to as the "Commencement Date".
2. Purchase Price. The purchase price for the Property shall be Sixty Thousand and No/100 Dollars (\$60,000.00) (the "Purchase Price"). The Purchase Price shall be payable with Six Thousand and No/100 Dollars (\$6,000.00) earnest money to be paid by the Purchaser to Seller upon mutual execution of this Agreement (the "Deposit") and the balance of the Purchase Price shall be payable by wire transfer of immediately available funds at Closing, as hereinafter defined. The deposit shall be held by an escrow agent appointed by Purchaser (the "Escrow Agent").
3. Financing. This Agreement is not contingent upon Purchaser obtaining a written commitment or commitments, as the case may be, for a conventional commercial loan secured by a first deed of trust lien on the Property.

Except as provided to the contrary below, within Fifteen (15) business days after execution of this Purchase Agreement, the Seller, at its sole cost and expense, shall deliver to Purchaser, for inspection, review and photocopying, true copies of all Property Documents as hereafter defined to the extent said documents are Seller's possession. The "Property Documents", to the extent they are in existence and available to provide to the Purchaser, shall include:

- i) The latest survey plats and site plans related to the Property;
- ii) All architectural drawings and specifications, appraisals, zoning and access documents relating to the Property;

- iii) All Permits.
- iv) All assessments for real estate, personal property, and any other taxes affecting the Property and for special assessments for the preceding calendar year, and in any summary of any contested tax assessments.
- v) The Seller's last available title insurance policy for the Property and all amendments, endorsements and exhibits.
- vi) A list of all threatened, pending, or ongoing claims or lawsuits and all outstanding judgments relating to the Property including, without limitation, suits for non-payment of rent or for the purpose of tenant eviction.
- vii) Copies of all engineering and physical inspection reports related to the Property, including but not limited to, those Hazardous Materials.
- viii) Such other documents relating to the construction, operation, management and leasing of the Property as may be reasonably requested by Purchaser.

In the event a title search done by Purchaser within thirty (30) business days of the Feasibility Period, as defined in term 12 of this Agreement (the "Title Review Period), reveals any title defects that are not acceptable to the Purchaser, Purchaser will notify the Seller of such defects in writing during the Title Review Period. The Seller shall have a period of ten (10) days after Seller receives Purchaser's notice to notify the Purchaser in writing whether or not Seller elects to cure any such title objections. If the Seller elects to cure any such defects, the Seller shall have a reasonable time to cure such defects, but in no event later than the date of Closing or as may otherwise be agreed upon by the parties hereto. If the Seller elects not to cure such defects or fails to notify Purchaser within the required ten (10) day period of its option to cure, the Purchaser shall have the right to either (a) terminate this Agreement, in which event this Agreement shall then be deemed null and void, none of the parties hereto shall then have any further obligation to any other party hereto or to any third party, except as hereinafter provided, and the Escrow Agent shall return the Deposit in full to the Purchaser or (b) waive the title objections and proceed to Closing as set forth in this Agreement, without reduction in the Purchase Price.

4. Closing. The closing shall take place within thirty (30) days after the Feasibility Period, as defined in term 12 of this Agreement (the "Closing"). At the Closing, Seller shall convey to Purchaser, by General Warranty Deed, good and marketable title to the Property in fee simple, subject to any and all easements, covenants and restrictions of record and affecting the Property and current taxes. Seller shall deliver possession of the Property to the Purchaser as of the date of Closing. Seller shall be responsible for paying the real estate commissions (if any), applicable grantor's tax, and the costs associated with the preparation of the General Warranty Deed and other Seller's documents required hereunder. There will be no real estate commission for representation of the Purchaser. Purchaser shall be responsible for paying all other closing costs.

5. Taxes and Assessments and Pro-Rations. Real property taxes, utilities, water rates, and sewer charges, insurance costs and rent, if any, shall be prorated between Seller and Purchaser at the time of Closing on the basis of a 365-day year. Any roll back taxes due on the Property shall be paid by Seller. All security deposits, if any, shall be turned over, in full, to Purchaser at Closing.

6. Default by Purchaser. If Purchaser shall default in the performance of any terms and conditions of this Agreement, or if the Closing shall not occur because of the fault of Purchaser, the Deposit shall be paid to the Seller on demand as liquidated damages, and Seller shall by receiving such payment of the Deposit, waive any other rights or remedies it may have in connection with this Agreement.

7. Default by Seller. If Seller fails or refuses to comply fully with the terms of this Agreement, or any part hereof, the Purchaser may either (1) waive such breach and proceed to Closing, (2) pursue all remedies available at law or in equity including, but not limited to, specific performance, or (3) terminate this Agreement, in which event this Agreement shall then be deemed null and void, none of the parties hereto shall then have any further obligation to any other party hereto or to any third party, except as otherwise provided in this Agreement, and the Escrow Agent shall return the Deposit in full to the Purchaser.

8. Seller's Representations and Warranties. Seller represents and warrants as follows:

(a) To the best of Seller's knowledge, there is no claim, action, suit, investigation or proceeding, at law, in equity or otherwise, now pending or threatened in writing against Seller relating to the Property or against the Property. Seller is not subject to the terms of any decree, judgment or order of any court, administrative agency or arbitrator which results in a material adverse effect on the Property or the operation thereof.

(b) To the best of Seller's knowledge, there are no pending or threatened (in writing) condemnation or eminent domain proceedings which affect any of the Property.

(c) To the best of Seller's knowledge, there are no leases, whether written or oral, other than those leases disclosed to the Purchaser as part of the Property Documents, of or respecting the Property and, to the best of Seller's knowledge, no parties other than Seller, and those tenants named in the Property Documents, which are entitled to possession of the Property or any part thereof. This Purchase Agreement is subject to those leases, if any, disclosed to Purchase as part of the Property Documents.

(d) Seller discloses the building has not been maintained in accordance to building code and is not safe for occupancy.

(e) To the best of Seller's knowledge, neither the execution nor the delivery of this Agreement or the documents contemplated hereby, nor the consummation of the conveyance of the Property to Purchaser, will conflict with or cause a breach of any of the terms

and conditions of, or constitute a default under, any agreement, license, permit or other instrument or obligation by which Seller or the Property is bound.

(f) Seller has full power, authorization and approval to enter into this Agreement and to carry out its obligations hereunder. The party executing this Agreement on behalf of Seller is fully authorized to do so.

(g) To the best of Seller's knowledge, there has not been and there is not now any condition on, in, or otherwise concerning the Property that has or would constitute a violation of any regulations, statutes, or other requirements of government authorities concerning Hazardous Materials (as hereafter defined). "Hazardous Materials" means (1) any "hazardous waste" as defined by the Resource Conservation and Recovery Act of 1976, as amended from time to time, and the regulations promulgated under the act; (2) any "hazardous substance" as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended from time to time, and the regulations promulgated under that act; (3) any oil, petroleum products, or their byproducts; and (4) any substance now or later regulated by any federal, state or local governmental authority.

(h) Seller has not received any written notice of default under, and to the best of Seller's knowledge, Seller and the Property are not in default or in violation under, any restrictive covenant, easement, or other condition of record applicable to, or benefiting, the Property.

(i) Property is being sold "As is Condition"

As used in this Agreement, the phrase "to the best of Seller's knowledge," or words of similar import, shall mean the actual, conscious knowledge (and not constructive or imputed knowledge) of Seller. Seller shall certify in writing, at the Closing, that all such representations and warranties are true and correct as of the date of Closing, subject to any changes in facts or circumstances known to Seller.

9. Purchaser's Representations and Warranties. Purchaser represents and warrants to as follows:

(a) There is no claim, action, suit, investigation or proceeding, at law, in equity or otherwise, now pending or threatened in writing against Purchaser, nor is Purchaser subject to the terms of any decree, judgment or order of any court, administrative agency or arbitrator, that would affect Purchaser's ability and capacity to enter into this Agreement and the transaction contemplated hereby.

(b) Purchaser has full power, authorization and approval to enter into this Agreement and to carry out its obligations hereunder. The party executing this Agreement on behalf of Purchaser is fully authorized to do so, and no other signatures are required.

10. Indemnification.

(a) Purchaser shall indemnify and hold harmless Seller from all claims, actions, suits, damages, judgments, losses, costs, and expenses (including without limitation reasonable attorneys' fees) arising out of or relating to the Property from and after the date of Closing.

(b) Seller shall indemnify and hold harmless Purchaser and Purchaser's officers, affiliates, members, and agents from all claims, actions, suits, damages, judgments, losses, costs, and expenses (including without limitation reasonable attorneys' fees) arising out of or relating to the Property before the date of Closing.

The representations, covenants, and obligations set forth in this Section shall survive Closing and/or the termination of this Agreement.

11. Brokerage Fees. Seller and Purchaser covenant that they have not engaged or dealt with any real estate broker, finder or other person with respect to this Agreement. Should any other claim for commission be asserted, each party hereby expressly agrees to indemnify and hold the other harmless with respect thereto to the extent that such indemnifying party is shown to have been responsible for the creation of such claim. Jason Bhattacharya is the Sole Member of Cheshire Developments, LLC and is an active real estate broker licensed in the Commonwealth of Virginia.

12. Inspection of the Property. For a period of one hundred eighty two (182) days after the Commencement Date (the "Feasibility Period"), Purchaser shall have the right to enter, or allow the Purchaser's contracted engineers, architects, and/or any other contractors deemed necessary by the Purchaser, onto the Property at reasonable times and conduct, at Purchaser's sole expense, any and all feasibility studies, improvements inspections, mechanical and plumbing inspections, roof inspections, soil borings and analysis, utility location availability, environmental reports, zoning and land use studies, any other engineering or environmental studies, title searches, surveys and any and all other tests, studies or analysis, which, in Purchaser's sole discretion, it determines are necessary in order to determine the feasibility of this transaction.

During the Feasibility Period, Purchaser shall also have the right to remove any portion of drywall necessary to assess the Property's existing framing and the suitability of said framing for the purposes of the Property's use in accordance with its intentions or if Purchaser. These purposes include, but are not limited to, the feasibility of the purchaser to constructing two new stories to the Property, constructing a roof top food and drink establishment, repairing any structural and cosmetic deficiencies, mold remediation, repairs to the basement to address any water damage, market analysis of the Hopewell area, and analysis of potential future tenants of the Property.

In the event that Purchaser determines, in its sole discretion, that for any reason the Property is not appropriate for its use in accordance with its intentions or if Purchaser is unsatisfied for any reason with the results of any such inspections, tests, studies or analyses, Purchaser may, upon written notice to the Seller within the Feasibility Period, terminate this Agreement, in which event this Agreement shall then be deemed null and void, none of the parties hereto shall then have any further obligation to any other party hereto or to any third party and the Escrow Agent shall return the Deposit in full to the Purchaser.

In the event that Purchaser determines that an extension to the Feasibility Period is required to address any of the above, Seller agrees to negotiate said extension to the Feasibility in good faith not to exceed 45 calendar days. Reasons that Purchaser may elect to negotiate an extension to the Feasibility Period may include, but are not limited to, discovery of additional repairs or framing needed to the roof of the Property or additional repairs needed to any other structure or system of the Property.

13. Post-Closing Purchaser Responsibilities. After Closing, the Purchaser shall complete any additional mold remediation and trash removal required by the Seller as a condition of this Agreement within six (6) months of the Closing. Purchaser shall also complete installation of a new roof on the Property within twelve (12) months of the Closing. After the installation of the aforementioned roof, Purchaser shall also install temporary lighting to facilitate the showing of the Property to potential future tenants.

Notwithstanding any of the above, Purchaser shall retain any and all rights to sell the Property prior to the completion of the responsibilities of this term 13 of the Agreement. In the event that the Purchaser closes on the Property and sells the Property prior to the completion of responsibilities of this term 13 of the Agreement, Purchaser shall be under no further obligation to the Seller to complete the work needed to fulfill the responsibilities of this term 13 of the Agreement but shall contractually require a subsequent purchaser to fulfill the responsibilities of this term 13 of the Agreement in any subsequent contract to sell the Property after Closing.

Failure by the Purchaser or any future Owner to complete the Post-Closing Responsibilities as described in section 13 will cause the property to revert back to the City of Hopewell at the original purchase price, plus the actual value of real property improvements made to the property at of the time of the Notice of Default. Real property improvements shall not include soft cost, ie drawings, engineering, project management or similar developer fees.

Such a failure to complete Post-Closing Responsibilities shall be deemed as a cessation of continuous and diligent performance where such failure continues for a period of ten (10) days or more without a definable excuse such as Force Majeure, then the City of Hopewell may deliver written notice of default to the Purchaser. If the Purchaser fails to resume Post-Closing Responsibilities within fifteen (15) days from the Purchaser's receipt of said notice from the City of Hopewell, then the City of Hopewell shall notify all parties of its exercise of its reversionary right of ownership. The Purchaser shall have fifteen (15) days from the receipt of said notice from the City of Hopewell to cure its failure to perform its Post-Closing Responsibilities. Should the Purchaser cure within the defined period, this Agreement shall remain in effect with its original terms, without a reversion of title of the Property to the City of Hopewell. In the event of a default without cure, the Purchaser shall cooperate fully with the City of Hopewell during the reversionary process in the reversion of title to the Property absent any lien or defect of title caused by the Purchaser and shall execute all documents necessary to do so during the reversionary process."

14. Escrow Agent. Escrow Agent shall hold the Deposit in accordance with the terms and provisions of this Agreement. In the event of doubt as to Escrow Agent's duties or liabilities under the provisions of this Agreement, the Seller may, in its sole discretion, continue to hold the monies which are the subject of this escrow until Purchaser and Seller mutually agree to the disbursement thereof, or until a judgment of a court of competent jurisdiction shall determine the rights of the parties thereto, or he may deposit all the monies then held pursuant to this Agreement with the Clerk of the Circuit Court of Hopewell, Virginia, and upon notifying all parties concerned of such action, all liability on the part of the escrow agent shall fully terminate, except to the extent of accounting for any monies theretofore delivered out of escrow. In the event of any suit wherein Escrow Agent interpleads the subject matter of this escrow, the Escrow Agent shall be entitled to recover a reasonable attorney's fee and costs incurred, said fees and costs to be charged and assessed as court costs in favor of the prevailing party. All parties agree that the Escrow Agent shall not be liable to Purchaser for misapplication or misdelivery of monies subject to this escrow, unless such misdelivery shall be due to willful breach of this Agreement or gross negligence on the part of the Escrow Agent. The Seller shall not be liable or responsible for loss of the Deposit (or any part thereof) or delay in disbursement of the Deposit (or any part thereof) occasioned by the insolvency of any financial institution unto which the Deposit is placed by the Escrow Agent or the assumption of management, control or operation of such financial institution by any government entity.

15. Risk of Loss. All risk of loss or damage to the Property by fire, windstorm, casualty or other cause is assumed by Seller until Closing. In the event of a loss or damage to the Property or any portion thereof before Closing, Purchaser shall have the option of either (a) terminating this Agreement, in which event this Agreement shall then be deemed null and void and none of the parties hereto shall then have any further obligation to any other party hereto or to any third party, or (b) affirming this Agreement, in which event Seller shall assign to Purchaser all of Seller's rights under any applicable policy or policies of insurance and pay over to Purchaser any sums received as a result of such loss or damage. Seller agrees to exercise reasonable and ordinary care in the maintenance and upkeep of the Property between the Commencement Date

and Closing. Purchaser and his representatives shall have the right to make an inspection at any reasonable time prior to or at Closing.

16. Condemnation. The building is being sold “as is” and is not currently approved for occupancy.

17. Notices. All notices and demands which, under the terms of this Agreement must or may be given by the parties hereto shall be delivered in person or sent by Federal Express or other comparable overnight courier, or certified mail, postage prepaid, return receipt requested, to the respective parties hereto as follows:

SELLER: City of Hopewell
Attn: Charles J. Bennett
300 N. Main Street, Suite 214
Hopewell, VA 23860
cbennett@hopewellva.gov

PURCHASER: Cheshire Developments, LLC
Attn: Jason Bhattacharya
7619 Pocoshock Way
Richmond, VA 23235
804-307-2247
JasonSells4you@yahoo.com

With a copy to: Paul Williams, Esq.
MeyerGoergen PC
1802 Bayberry Court, Suite 200
Richmond, VA 23226
williams@mg-law.com
804-288-3600

Notices shall be deemed to have been given when (a) delivered in person, upon receipt thereof by the person to whom notice is given, (b) if sent by Federal Express or other comparable overnight courier, two (2) days after deposit with such courier, courier fee prepaid, with receipt showing the correct name and address of the person to whom notice is to be given, or (c) if by certified mail, upon receipt if delivery is accepted, or if delivery is rejected, within three (3) days after so depositing such notice in a United States Post Office or branch thereof.

18. Attorneys' Fees and Costs. If either party to this Agreement brings suit or other legal proceedings to enforce the provisions of this Agreement against the other, then the party substantially prevailing in such suit shall be reimbursed by the other for all reasonable attorney's fees and litigation costs incurred by the substantially prevailing party in connection with such suit or proceeding.

19. Modification. The terms of this Agreement may not be amended, waived or terminated orally, but only by an instrument in writing signed by the Seller and Purchaser.

20. Assignment; Successors. This Agreement may be transferred or assigned by Purchaser without requiring the prior written consent of Seller. In the event of such transfer or assignment this Agreement shall inure to the benefit of and bind the parties hereto and their respective successors and assigns.

21. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one of the same instrument.

22. Survival. All of the representations, warranties, covenants and agreements made in, or pursuant to this Agreement made by Seller shall survive the Closing and shall not merge into the Deed or any other document or instrument executed and delivered in connection herewith.

23. Captions and Counterparts. The captions and paragraph headings contained herein are for convenience only and shall not be used in construing or enforcing any of the provisions of this Agreement.

24. Governing Law. This Agreement and all documents and instruments referred to herein shall be governed by, and shall be construed according to, the laws of the Commonwealth of Virginia.

25. Entire Agreement. This Agreement contains the entire agreement between Seller and Purchaser, and there are no other terms, conditions, promises, undertakings, statements or representations, expressed or implied, concerning the sale contemplated by this Agreement.

26. Facsimile or Electronic Delivery. Purchaser and Seller agree that a facsimile or e-mail transmission of any original document shall have the same effect as an original. When a facsimile copy has been signed, any signature and/or initials required on an original shall be completed prior to Closing.

27. Non-Business Days. If the date of Closing or the date for delivery of a notice or performance of some other obligation of a party falls on a Saturday, Sunday or legal holiday in the Commonwealth of Virginia, then the date for Closing or such notice or performance shall be postponed until the next business day.


28. Acceptance of Agreement. Seller shall have until ~~September-Feb 24,~~ 2023~~2024~~, to accept this Agreement; otherwise, this Agreement will become null and void.

Handwritten signature "JKB" in a blue box.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

PURCHASER:

CESHIRE DEVELOPMENTS, LLC

By:  Jason Bhattacharya, for Cheshire Developments
Jason Bhattacharya, Manager

01/22/24

Date: 01/22/24

SELLER:

CITY OF HOPEWELL

By: _____
Dr Concetta Manker
City Manager

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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Public Hearing on Rezoning Request of Parcels #106-0200, 106-0105, 106-0285, 106-0490 and 106-0735, also identified as the Butor Tract

ISSUE: The applicant requests the rezoning of Parcels #106-0200 from R-3 Residential High Density District to R-4 Residential Apartment District. The rezoning includes a Planned Unit Development District overlay for Parcels #106-0200, 106-0735, 106-0105, 106-0285, 106-0490.

RECOMMENDATION: **The City Administration recommends approval of the rezoning of Parcels #106-0200 from R-3 to R-4 and the PUD overlay of Parcels #106-0200, 106-0735, 106-0105, 106-0285, and 106-0490**

TIMING: City Council action is requested on Tuesday, February 13, 2024.

BACKGROUND: Please review staff report for complete background.

ENCLOSED DOCUMENTS: Application, Staff Report, Presentation

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|------------------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

SUMMARY:

Y N

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

Y N

- Councilor Janice Denton, Ward #5
- Councilor Brenda Peigham, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

City of Hopewell, VA
23061-4304
RE ZONING - REVIEW
CITY OF HOPEWELL, VA
CHECK # 1087-032200



The City
of
Hopewell, Virginia

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

APPLICATION FOR REZONING

Application #: 20220852

APPLICATION FEE: \$300

Permit #: _____

APPLICANT: David Mond's of Mansour Real Estate LLC
ADDRESS: 5740 General Washington Drive
Alexandria, VA 22312 Email - david@davidmonds.com

PHONE #: 804-605-6705 FAX #: _____

INTEREST IN PROPERTY: _____ OWNER OR X AGENT

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

OWNER: LAWRENCE LANCASTER
ADDRESS: 2843 PINE FOREST DR
Southport, NC 28461

PHONE #: 919-800-9358 FAX #: _____

PROPERTY ADDRESS / LOCATION: MONROE

LEGAL DESCRIPTION: REM PT OF PARCEL 3-A 19.79 ACRES BUTOR TRACT SUBDIVISION: MISC ACREAGE

PARCEL #: 1060200 ACREAGE: 19.79

PRESENT ZONING DISTRICT: R-3

REQUESTED ZONING DISTRICT: R-4
PRESENT USE OF PROPERTY: VACANT, RAW LAND

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:
TOWNHOMES

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:
INCREASED NEED FOR HOMEOWNERS IN HOPEWELL. PROPERTY BORDERS:
R-3 (HIGHWAY COMMERCIAL DISTRICT) to the North, Interstate 295 to the West,
R-4 (HOPEWELL HEIGHTS APTS) to the Northeast

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

INCREASED DEMAND ON STORMWATER, ROADING, ENERGY, WATER SUPPLY AND SEWERAGE

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

AUTUMN WOODS TOWNHOMES BORDER THE PROPERTY TO THE EAST. HOPEWELL HEIGHTS APARTMENTS (R-4 zoning) BORDERS THE PROPERTY TO THE NORTH. LIKE PROPERTY TO THE PROPOSED DEVELOPMENT ARE IN THE IMMEDIATE VICINITY.

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

THE R-4 ZONING WAS INTENDED FOR HIGH DENSITY, BUT ALSO SERVES THE CITY'S NEEDS FOR MORE HOMEOWNERS. THE DEVELOPMENT WILL INCREASE ECONOMIC ACTIVITY THROUGH CONSTRUCTION JOBS AND BUSINESS INCOME THROUGH THE NEW RESIDENTS.

COMMENTS FROM APPLICANT / OWNER:

ADDITIONAL DEVELOPMENT WILL GREATLY INCREASE THE TAX BASE FOR THE CITY.
EXAMPLE : 175 (units) x 225,000 (assessed value) = \$39,375,000 (increase in property value)
\$39,375,000 ÷ 1000 = 39,375 x \$1.13 (tax rate) = \$44,493.75 (revenue/yr)

*** 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 THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

J. M.

APPLICANT SIGNATURE

10/6/22

DATE

OFFICIAL USE ONLY

DATE RECEIVED: _____ DATE OF FINAL ACTION: _____

ACTION TAKEN:

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS/ PROFFERS:

Hopewell Property Subject to Rezoning

1. **Monroe**- REM PT OF PARCEL 3-A 19.79 ACRES BUTOR TRACT
SUBDIVISION: MISCELLANEOUS ACREAGE, 1060200, 19.67 Acres, Present
Zoning R-3, Requested Zoning R-4/PUD, Present Use Vacant Land, Requested
Use Townhomes

2. **4408 Oaklawn Blvd**- 2.591 ACRES SUBDIVISION: MISCELLANEOUS
ACREAGE, 1060105, 2.59 Acres, Present Zoning B-3, Requested Zoning B-
3/PUD, Present Use Vacant Land, Requested Use Planned Development

3. **4304 Oaklawn Blvd**- 0.7192 ACRES RT 36-4304 OAKLAWN BLVD
SUBDIVISION: MISCELLANEOUS ACREAGE, 1060285, 0.719 Acres, Present
Zoning B-3, Requested Zoning B-3/PUD, Present Use Vacant Land, Requested
Use Planned Development

4. **4302 Oaklawn Blvd**- .786 ACRES CITY POINT RD SUBDIVISION:
MISCELLANEOUS ACREAGE, 1060490, 0.80 Acres, Present Zoning B-3,
Requested Zoning B-3/PUD, Present Use Vacant Land, Requested Use Planned
Development

5. **4300 Oaklawn Blvd**- 4.544 ACRES CITY POINT RD SUBDIVISION:
MISCELLANEOUS ACREAGE, 1060735, 4.508 Acres, Present Zoning B-3,
Requested Zoning B-3/PUD, Present Use Vacant Retail, Requested Use
Apartments

The Oaklawn Development Relationship to the Hopewell Comprehensive Plan

Dear Hopewell Planning Stakeholders:

5/30/2023

My name is David Monds and I am a local Realtor and the Real Estate Development Manager for Mansour Real Estate. I grew up in the City of Hopewell and fortune has brought me back to assist in the redevelopment of the Oaklawn Bowl and the former Butor Tract. We are planning a HOA maintained, 229-unit townhome community, along with a 48-unit apartment building. The intent of this letter is to show the relationship of the planned development to the comprehensive plan of the City.

On page 17 of "The Plan", 9 goal categories are shown, with the first 3 being Economic Development, Housing and Land Use Development. The objective of the development is to use our desired land use to support the need for more housing, thus creating a surge of economic development in the city. Mangum Economics conducted an economic and fiscal impact analysis of the development and estimated "The total one-time impact on the City of Hopewell would support approximately: 131 jobs, \$7.4 million in labor income, \$18.2 million in economic output and \$294,000 in state and local tax revenue." It later states "The increased commercial operations in the City as well as real property taxes from the apartment complex and townhomes and personal property taxes collected from the residents on site would provide approximately \$612,700 in annual tax revenue to the City of Hopewell (in 2023 dollars)."

On page 22 of "The Plan" the goal of the Housing and Neighborhoods objective is to "Expand and renew the quality of City Housing and upgrade deteriorating neighborhoods, while establishing policies to increase homeownership, attract a broader demographic base, eliminate substandard dwellings and improve community appearance." In regard to community appearance, "The Development" will be an attractive neighborhood with walking trails, a dog park, playground, open pavilion, pickle-ball court, grilling stations, sidewalks and fountains in the storm-water pond along with a gazebo. These kinds of amenities will, without a doubt attract a broader demographic base.

On page 62 of "The Plan" it reads "Hopewell's overall health is compromised by its economic conditions. The result is a population base that is less today than it was 50 years ago." The next page of "The Plan" (63) states: "The real estate adage that "retails follows rooftops" holds true when considering store location choices, but the growth of household population (and residential dwellings) in Hopewell has actually declined." The development is seeking to build 173 townhomes and 48 apartment units in the City of Hopewell. Per [census.gov](https://www.census.gov) the average persons per household in the City is 2.46. Maintaining that average would equate to 425 people in the townhome community. The apartment building will have 48 units with an estimated average of 1.25 persons per unit. The estimated population for the Hopewell development is expected to be 485, increasing Hopewell's population by 2.04% over 3 years (0.67% per year). The Virginia Historical Population trends on [macrotrends.net](https://www.macrotrends.net) show that the average yearly growth in the state over the past 10 years was 0.67%.

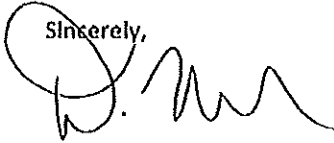
On page 200 of "The Plan" it states "The future success of the vision for Hopewell, both socially and economically, must include innovation and aggressive strategies that aim to address the myriad of issues facing the City's housing stock. Since the 2001 Plan's adoption, the City has seen a marked increase in renter occupied units and a decrease in home ownership." The development seeks to add 221 dwellings in the City of Hopewell, with only 21.7% of which, will be apartments. Section 5 of Chapter

9 states "The overwhelming majority of Hopewell housing units are single units such as single-family detached houses. These single units make up over 75% of all City Housing. "...Larger apartment or condominium buildings-those with 10 or more units make up only about 12% of the Hopewell housing units." The development will add a 48-unit apartment building as well as 173 townhomes to Hopewell's housing stock. Continuing on page 204 "The Plan" reads "Smaller and attached housing units are important to the type of urban development and lifestyle that Hopewell aims for, and which is in increasing demand regionally and nationally. In addition to the young, this type of active, urban lifestyle also increasingly appeals to older generations who can't (or don't want to) maintain a single family home, and who appreciate the access to services that an urban place can provide."

"The Development" is in priority planning area 6, noted in Chapter 6 of "The Plan". On page 175, the southeast quadrant of area 6 is divided into 3 Sub-areas, A, B and C. The principal of the development owns a portion of Area A and all of Area B. It later notes that "If Area "B" were to be developed for high density residential (14-16 units/acre) in a TND format, it could accommodate between 300 and 400 garden-styled multifamily dwellings." "The Development" would provide a significantly less dense community with the intent of creating more homeowners in the City.

In conclusion, we ask that you please consider our engineer's details of the development, statistics from our economists, proffers from our attorney, data from the census and quotes from the Comprehensive Plan with an open mind. We thank you for your time, attention and for the opportunity to invest in the future of the City of Hopewell.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Monds", written over the word "Sincerely,".

David Monds
Hopewell Class of 2005

Zoning Lawyer Comments

Lawyer: Jennifer D. Mullen, Esq.
Firm: Roth-Jackson
Email: jmullen@rothjackson.com
Phone: 804-977-3374
Date: 6/1/2023

1. The properties will be subject to a Declaration of Covenants, Restrictions and Easements which would allow for cross access and development easements, standards for development and provide for the maintenance of common areas.
2. The development is anticipated to be constructed in phases with 20 townhomes per quarter which are expected to be constructed over 34 months. The townhouse infrastructure phase is anticipated to cost \$8,700,000 and with the apartment portion of the Old Oaklawn Boulevard being the last phase with an estimated cost of \$6,900,000.
3. It is not anticipated that any off-site improvements will be required for the proposed development; provided, however if any are required, then such off-site improvements necessary to construct the proposed development would be completed at the time of construction of the phase necessitating such improvements.



MEMORANDUM

To: City of Hopewell and Prince George County

From: Mark Boyd, P.E.
Kimley-Horn and Associates, Inc.

Date: May 18, 2023

Subject: Hopecrest Townes Residential Development Sanitary Sewer Capacity

On behalf of our Client, we are providing this memorandum in support of the proposed residential development located at the southeast corner of Oaklawn Boulevard and I-295 now known as Hopecrest Townes. The project is split between the City of Hopewell and Prince George County. We anticipate making two sanitary sewer connections in the City at Old Oaklawn Boulevard and Autumn Court and one in the County at Butor Road. Below is a breakdown of the anticipated flows for each connection point based on the proposed density.

Old Oaklawn Boulevard Connection (City of Hopewell):

- 48 multi-family units, assume 3 people per unit at a rate of 100 gallons per day per person
- 48 units * 3 people * 100 gpd per person = **14,400 gpd**

Autumn Court Connection (City of Hopewell):

- 173 townhome units, assume 3.5 people per unit at a rate of 100 gallons per day per person
- 173 units * 3.5 people * 100 gpd per person = **60,550 gpd**

Butor Road Connection (Prince George County):

- 56 townhome units, assume 3.5 people per unit at a rate of 100 gallons per day per person
- 56 units * 3.5 people * 100 gpd per person = **19,600 gpd**

Based on information received from the City of Hopewell in an email on December 19, 2022, there is adequate capacity in both the Weston Street Pump Station and Baileys Creek Pump Station to handle the projected flows from the development. This letter is provided as Exhibit A to this memorandum. Please note the actual density has decreased since this letter was provided but since the project flows are now lower, there is still adequate capacity.

For the proposed connection to Butor Road, Kimley-Horn prepared a capacity analysis of the downstream sanitary sewer system. This analysis is provided in Exhibit B and shows the system has adequate capacity from the site connection at Butor Road to where it connects with the 27" sanitary trunk main in Section 1 of the Stratford Woods subdivision to the southeast.

Based on the provided information and the attached exhibits, there is adequate capacity in both the City of Hopewell and Prince George County to support the proposed sanitary sewer flows from the

project. Please contact me at (804) 672-4706 or mark.boyd@kimley-horn.com should you have any questions or comments.

Sincerely,



Mark Boyd, P.E.
Senior Project Manager

Attachments: Exhibit A – Email from City of Hopewell
Exhibit B – Capacity Analysis for Prince George County

Boyd, Mark

To: Boyd, Mark
Subject: RE: Hopewell VA Utility Study Information

From: Boyd, Mark
Sent: Wednesday, November 30, 2022 8:47 AM
To: David Monds <david@davidmonds.com>; Jerry Byerly <jbyerly@hopewellva.gov>
Cc: Woodruff, Katherine <Katherine.Woodruff@kimley-horn.com>; HWR <HWR@hopewellva.gov>; Dickie Thompson <rthompson@hopewellva.gov>
Subject: RE: Hopewell VA Utility Study Information

Jerry,

My condolences to you and your family. And thank you for getting back to us. Katherine Woodruff has provided the flow data from our proposed development via email to you and Linda Newman. I've copied it again here for clarity and so everyone has the same information. Linda has been able to get us maps showing potential connection points.

Based on our current layout, we would make connections to the system at Old Oaklawn Blvd and Autumn Court. The anticipated flows at each connection point are shown below. We are trying to determine if adequate capacity is available at each connection to allow the proposed development. These are likely the maximum flows we would send to each connection.

Old Oaklawn Boulevard Connection:

- 100 multi-family units, assume 3 people per unit at a rate of 100 gallons per day per person
- 100 units * 3 people * 100 gpd per person = **30,000 gpd**

Autumn Court Connection

- 250 townhome units, assume 3.5 people per unit at a rate of 100 gallons per day per person
- 250 units * 3.5 people * 100 gpd per person = **87,500 gpd**

Please let us know what other information you may need to help determine the necessary availability. Thanks very much for your help.

Mark Boyd, P.E.
Kimley-Horn | 2035 Maywill Street, Suite 200; Richmond, VA 23230
Direct: (804) 672-4706 | Mobile: (804) 212-6652 | www.kimley-horn.com

We've moved! Please note our new office address above.

Boyd, Mark

To: Woodruff, Katherine
Subject: RE: Western Street Pump Station

From: Linda Newman <Lnewman@hopewellva.gov>
Sent: Monday, December 19, 2022 11:53 AM
To: Woodruff, Katherine <Katherine.Woodruff@kimley-horn.com>
Subject: RE: Western Street Pump Station

Good morning Katherine,

I finally got through flow data and just discussed with Jerry. Based on flow calculations we believe that Weston Street Pump Station can handle the projected flow from the development. Baileys Creek Pump Station is well equipped to handle both flows projected from the development.

So sorry it took me so long but I was out a week with the flu. Please be sure to tell all involved especially Mr. Mond. If I can be of further service please feel free to reach out.

Linda Newman

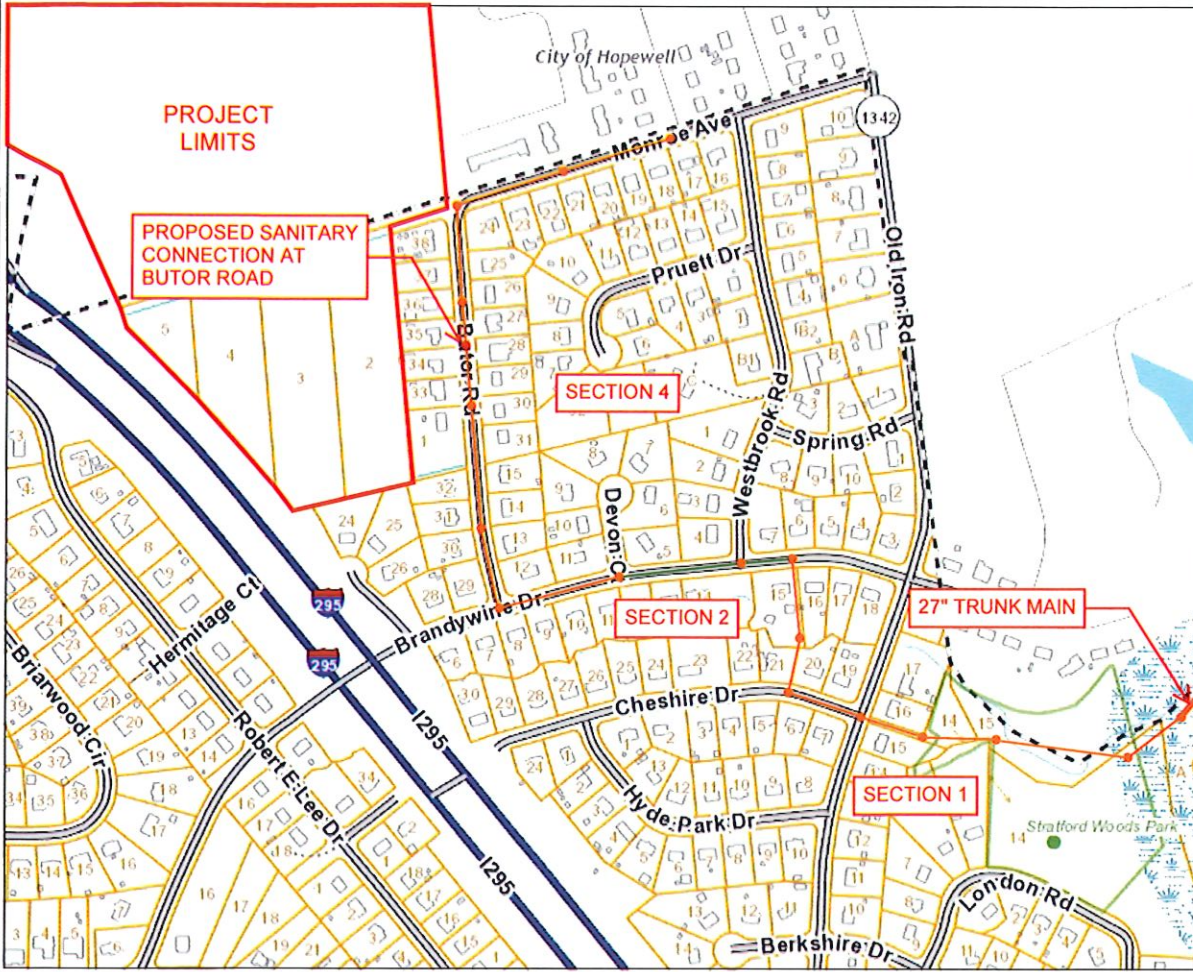
Collections System Supervisor



lnewman@hopewellva.gov
Phone: 804-541-2217- ext 525
Mobile: 804-919-2630

Hopecrest Townes Sanitary Sewer

EXHIBIT B



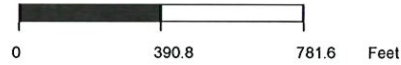
Legend

- County Parks
- Schools
- Firestations
- SiteAddresses
- Political Boundaries
- Taxparcels
- Access Easements
- Swamps

Notes



The information contained in this data should not be used as a "legal description". Map information aims to be accurate, but accuracy and completeness is not guaranteed.
 Copyright, 2020 County of Prince George, VA



Map Scale 1: 4,689

5/18/2023



HOPECREST TOWNS - PRINCE GEORGE COUNTY SANITARY SEWER ANALYSIS

	MANHOLE NUMBER		INCREMENTAL FLOW					INCR. FLOW (MGD)	COMBINED AVERAGE FLOW	PEAK FACTOR	TOTAL PEAK FLOW (MGD)	LENGTH (FT)	SLOPE (%)	DIAM. PIPE (IN.)	PIPE TYPE	"N"	CAPACITY OF PIPE FULL		VELOCITY FULL		PEAK FLOW		TOP M.H.			DEPTH (FT)	REMARKS
	FROM	TO	AREA (ACRES)	FLOW PER ACRE	UNITS	FLOW PER UNIT	FLOW GPD										AVG DAILY FOR YR.	MGD	CFS	FT/SEC	CFS	UPPER END	UPPER END	LOWER END			
																									UPPER END		
SECTION 4	5	4			4	350	1400	0.0014	0.0014	12.1	0.017	300	0.55	8	DI	0.013	0.581	0.899	2.57	0.026	86.32	80.00	78.35				
	4	3			4	350	1400	0.0014	0.0028	10.6	0.030	308	0.54	8	DI	0.013	0.573	0.887	2.54	0.046	84.31	78.25	76.60	6.1			
	3	2			7	350	2450	0.0025	0.0053	9.4	0.049	266	2.36	8	DI	0.013	1.203	1.862	5.33	0.076	82.19	76.50	70.22	5.7			
	2	1			61	350	21350	0.0214	0.0266	6.9	0.185	300	1.65	8	DI	0.013	1.007	1.558	4.46	0.286	78.41	70.12	65.16	8.3			
SECTION 2	1	18			4	350	1400	0.0014	0.0280	6.9	0.193	153	0.82	8	DI	0.013	0.710	1.098	3.15	0.298	74.55	65.06	63.80	9.5			
	18	17			4	350	1400	0.0014	0.0294	6.8	0.200	250	0.42	8	DI	0.013	0.508	0.785	2.25	0.310	82.00	63.70	62.65	18.3			
	17	13			65	350	22750	0.0228	0.0522	6.1	0.319	337	0.50	8	DI	0.013	0.554	0.858	2.46	0.494	74.50	62.55	60.86	12.0			
	13	12			25	350	8750	0.0088	0.0609	5.9	0.362	177	2.09	8	DI	0.013	1.132	1.752	5.02	0.560	67.00	48.93	45.24	18.1			
	12	8			3	350	1050	0.0011	0.0620	5.9	0.367	160	0.42	8	DI	0.013	0.507	0.784	2.25	0.568	60.00	45.14	44.47	14.9			
	8	6			24	350	8400	0.0084	0.0704	5.8	0.407	137	0.42	8	DI	0.013	0.509	0.788	2.26	0.629	60.00	44.37	43.79	15.6			
	6	5			5	350	1750	0.0018	0.0721	5.8	0.415	211	0.42	8	DI	0.013	0.509	0.787	2.26	0.642	62.50	43.69	42.80	18.8			
	5	4			1	350	350	0.0004	0.0725	5.8	0.417	156	0.42	8	DI	0.013	0.506	0.781	2.24	0.645	51.00	42.70	41.05	8.3			
	4	3			30	350	10500	0.0106	0.0830	5.6	0.465	207	0.51	8	DI	0.013	0.558	0.864	2.47	0.719	57.76	41.95	40.90	15.8			
	3	EX 1			44	350	15400	0.0154	0.0984	5.4	0.534	176	0.51	8	DI	0.013	0.560	0.867	2.48	0.826	56.50	40.80	39.90	15.7			
	EX 1	EX 2			0	350	0	0.0000	0.0984	5.4	0.534	300	2.57	8	DI	0.013	1.255	1.941	5.56	0.826	47.00	39.80	32.10	7.2			
	SECTION 1	EX 2	EX 3			0	350	0	0.0000	0.0984	5.4	0.534	285	1.58	8	DI	0.013	0.984	1.523	4.36	0.826	37.00	32.00	27.50	5.0		
EX 3		TRUNK			14	350	4900	0.0042	0.1033	5.4	0.555	206	1.41	8	DI	0.013	0.929	1.438	4.12	0.859	34.50	27.40	24.50	7.1			

ECONOMIC & FISCAL CONTRIBUTION OF HOPECREST TOWNES



Prepared for

Mansour Real Estate



4198 COX ROAD, SUITE 104
GLEN ALLEN, VIRGINIA 23060
804-322-7777

FEBRUARY 2023/REV. MAY 2023

MANGUMECONOMICS.COM

About Mangum Economics, LLC

Mangum Economics is a Glen Allen, Virginia based firm that was founded in 2003. Since then, we have become known as a leader in industry analysis, economic impact assessment, policy and program evaluation, and economic and workforce strategy development. The Mangum Team specializes in producing objective and actionable quantitative economic research that our clients use for strategic decision making in a variety of industries and environments. We know that our clients are unique, and that one size does not fit all. As a result, we have a well-earned reputation for tailoring our analyses to meet the specific needs of specific clients, with a specific audience.

Most of our research falls into four general categories:

- **Information Technology:** Working with some of the largest names in the business, the Mangum Team has produced analyses of the economic and fiscal impact of data centers at the state and local level across the country.
- **Energy:** The Mangum Team has produced analyses of the economic and fiscal impact of over 18 GW of proposed solar, wind, battery storage, and hydro projects spanning nineteen states. Among those projects was Dominion Energy's 2.6 GW Coastal Virginia Offshore Wind project off of Virginia Beach. In addition, the Mangum Team has also performed economic and fiscal impact analyses for the natural gas, nuclear, oil, and pipeline industries.
- **Economic Development and Special Projects:** The Mangum Team has performed hundreds of analyses of proposed economic development projects. Most recently, we were called upon by Henrico County to provide an analysis of the proposed \$2.3 billion Green City "net-zero eco district." The Mangum Team has also authored multiple economic development plans, including identifying industries that were likely recruitment targets because of the high-speed MAREA and BRUSA sub-sea cable landings in Virginia Beach.
- **Education and Workforce:** The Mangum Team has worked with multiple post-secondary and secondary education institutions to quantify their economic contribution to their host communities as well as their impact on regional and statewide workforce needs.

The Project Team

Martina Arel, M.B.A.

Director – Economic Development & Energy Research

Rebecca Kyle

Research Analyst

A. Fletcher Mangum, Ph.D.

Founder and CEO

Table of Contents

Introduction	1
The Project	1
Local Economic Profile	2
Total Employment.....	2
Employment and Wages by Industry Supersector.....	3
Unemployment.....	5
Economic and Fiscal Impact.....	6
One-Time Construction Impact.....	6
Inputs and Assumptions.....	6
Economic and Fiscal Impact.....	7
Ongoing Operational Impact.....	7
Inputs and Assumptions.....	7
Economic Impact.....	8
Fiscal Impact - City of Hopewell.....	9
Fiscal Impact – Prince George County	10

Introduction

This report quantifies the likely economic and fiscal benefit associated with the proposed Hopecrest Townes residential development. This report was commissioned by Mansour Real Estate (Mansour) and prepared by Mangum Economics.

The Project

Mansour Real Estate is proposing to develop a 48-unit apartment complex as well as the infrastructure for a 229-unit townhome development. The property would include 44 one-bedroom, 4 two-bedroom, and 229 townhome units. The portion of the development proposed by Mansour is anticipated to involve a total capital investment of approximately \$15.6 million. The proposed development would be located at 4300 Oaklawn Boulevard, bordering Interstate 295, in the city of Hopewell, Virginia.

Figure 1: Proposed Site





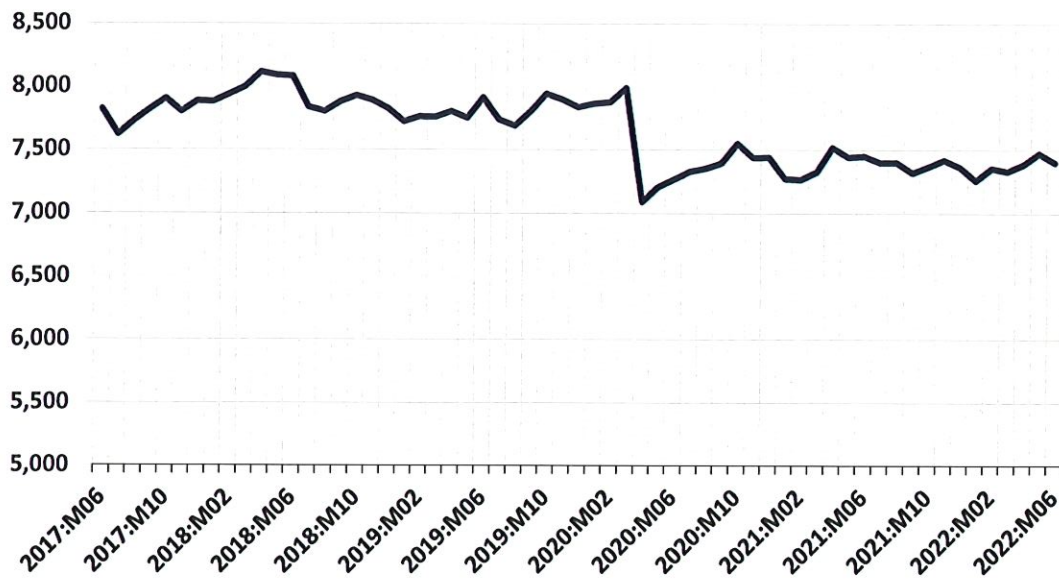
Local Economic Profile

This section provides context for the economic and fiscal impact assessments to follow by profiling the local economy of the city of Hopewell.

Total Employment

Figure 2 depicts the trend in total employment in the city of Hopewell from June 2017 through June 2022. As these data show, total employment in the city was generally stable through 2019. Then, in April 2020 total employment declined significantly due to the lockdowns imposed as a result of the COVID-19 pandemic. Total employment has since rebounded, but not yet recovered to pre-pandemic levels. As of June 2022, total employment in the city stood at 7,400 jobs, which represents an overall decrease in employment of 5.4 percent (or 423 jobs) over the five-year period. To put this number in perspective, over this same period, total statewide employment in Virginia increased by 1.5 percent.¹

Figure 2: Total Employment in the City of Hopewell – June 2016 to June 2022²

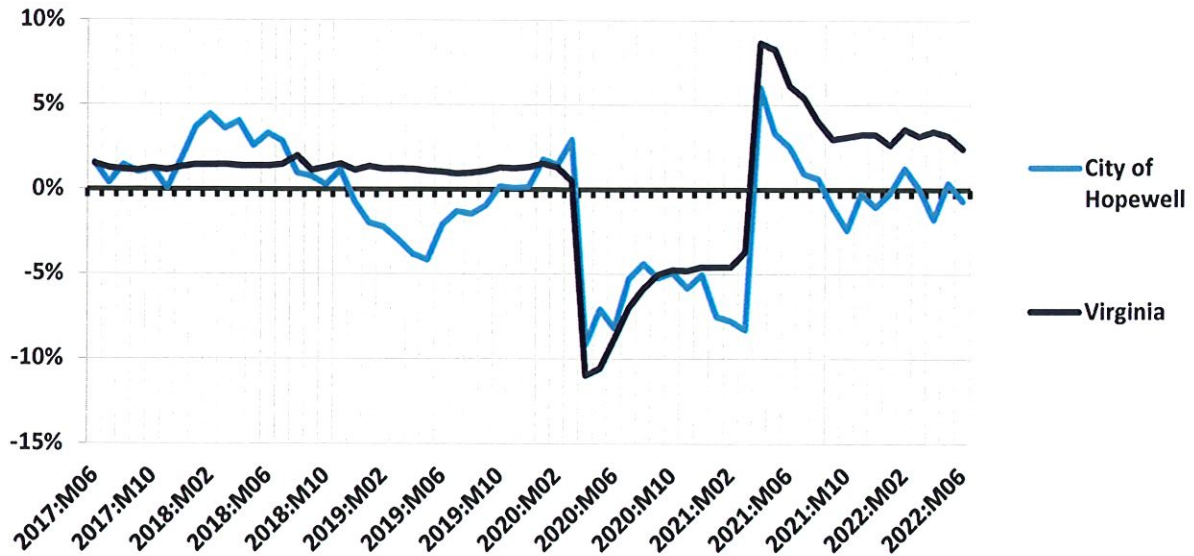


To control for seasonality and provide a point of reference, Figure 3 compares the year-over-year change in total employment in the city of Hopewell to that of the state of Virginia over the same five-year period. Any point above the zero line in this graph indicates an increase in employment, while any point below the zero line indicates a decline in employment. As these data show, the city of Hopewell fluctuated around the statewide average for most of the five-year period. As of June 2022, the year-over-year change in total employment in the city of Hopewell was minus 0.7 percent as compared to 2.4 percent statewide in Virginia.

¹ Data Source: U.S. Bureau of Labor Statistics.

² Data Source: U.S. Bureau of Labor Statistics.

Figure 3: Year-Over-Year Change in Total Employment – June 2017 to June 2022³



Employment and Wages by Industry Supersector

To provide a better understanding of the underlying factors motivating the total employment trends depicted in Figures 2 and 3, Figures 4 through 6 provide data on private employment and wages in the city of Hopewell by industry supersector.⁴

Figure 4 provides an indication of the distribution of private sector employment across industry supersectors in the city of Hopewell in the second quarter of 2022. As these data indicate, the city’s largest industry sectors that quarter were Manufacturing (1,951 jobs), followed by Education and Health Services (1,340 jobs), and Trade, Transportation and Utilities (901 jobs).

Figure 5 provides a similar ranking for average private sector weekly wages by industry supersector in the city of Hopewell in the second quarter of 2022. As these data show, the highest paying industry sectors that quarter were Manufacturing (\$2,065 per week), Financial Activities (\$1,024 per week), and Education and Health Services (\$986) per week. To provide a point of reference, the average private sector weekly wage across all industry sectors in the city of Hopewell that quarter was \$1,225 per week.

³ Data Source: U.S. Bureau of Labor Statistics.

⁴ A “supersector” is the highest level of aggregation in the coding system that the Bureau of Labor Statistics uses to classify industries.

Figure 4: Private Employment by Industry Supersector in the City of Hopewell – 2nd Qu. 2022⁵

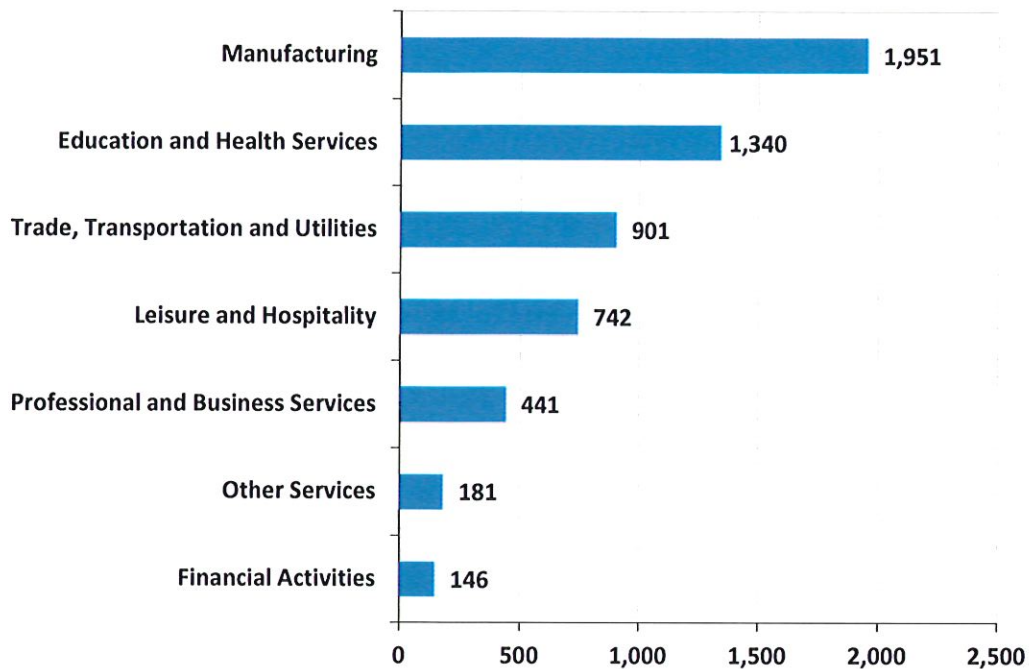
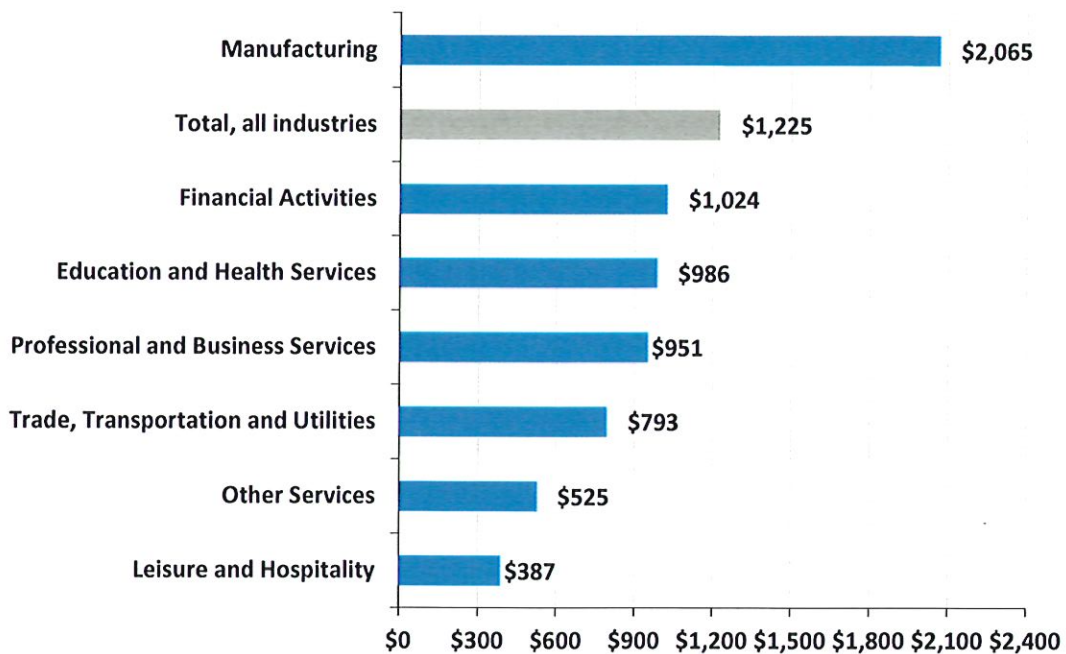


Figure 5: Average Private Weekly Wages by Industry Supersector in the City of Hopewell – 2nd Qu. 2022⁶

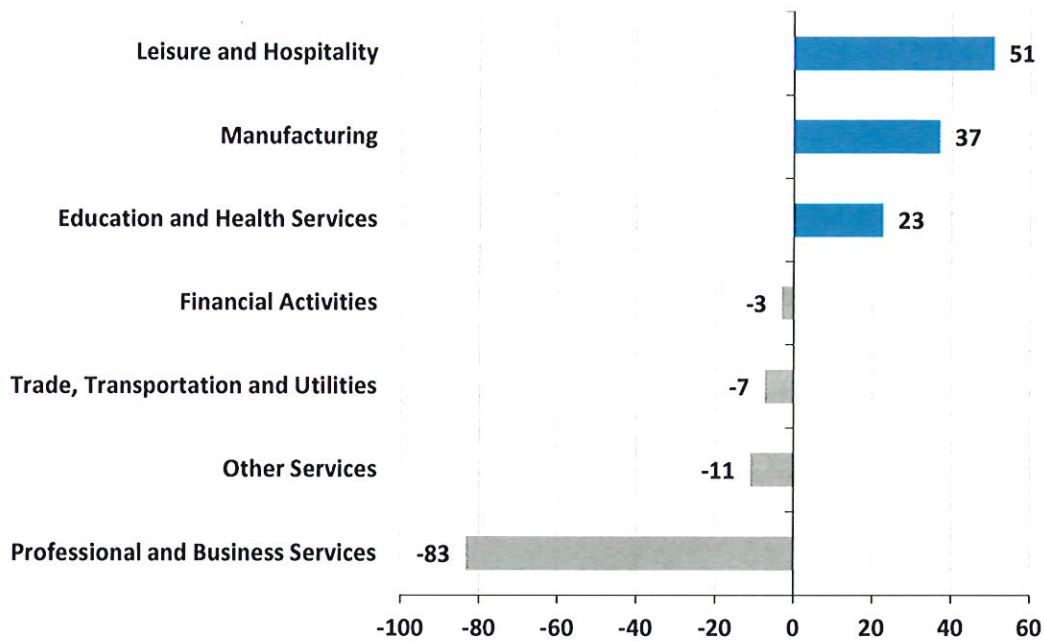


⁵ Data Source: U.S. Bureau of Labor Statistics. *Data on the Natural Resources and Mining, Construction, and Information sectors has been suppressed due to data confidentiality.*

⁶ Data Source: U.S. Bureau of Labor Statistics. *Data on the Natural Resources and Mining, Construction, and Information sectors has been suppressed due to data confidentiality.*

Figure 6 details the year-over-year change in private sector employment from the second quarter of 2021 to the second quarter of 2022 in the city of Hopewell by industry supersector. Over this period, the only employment gains occurred in the Leisure and Hospitality (up 51 jobs), Manufacturing (up 37 jobs), and Education and Health Services (up 23 jobs) sectors. The largest employment losses occurred in the Professional and Business Services (down 83 jobs), Other Services (down 11 jobs), and Trade, Transportation and Utilities (down 7 jobs) sectors.

Figure 6: Change in Private Employment by Industry Supersector in the City of Hopewell from 2nd Qu. 2021 to 2nd Qu. 2022⁷

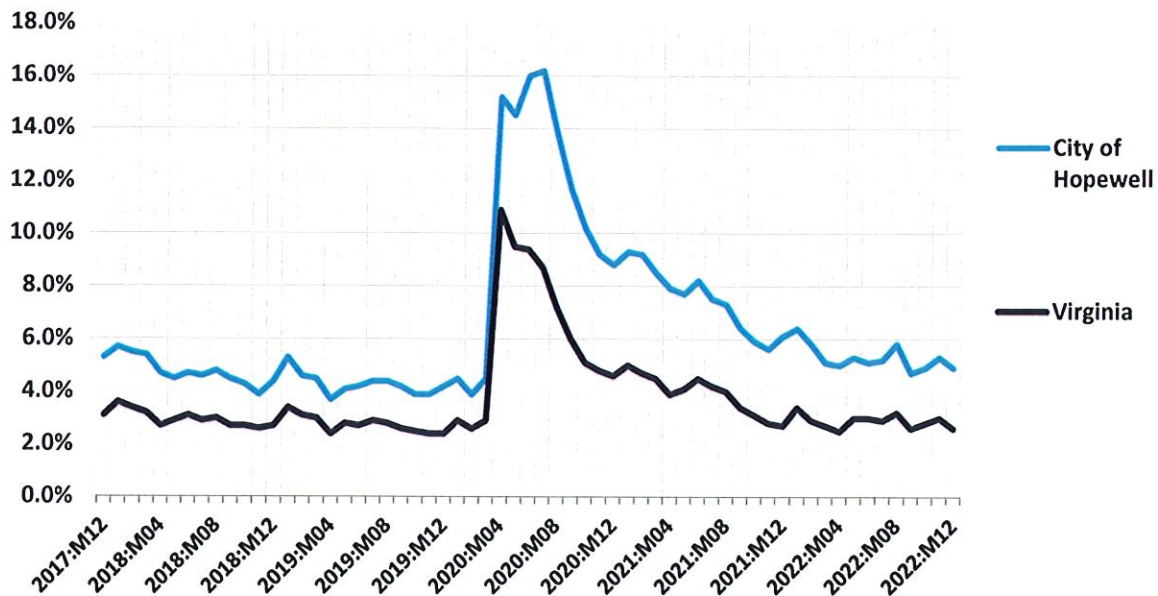


Unemployment

Figure 7 illustrates the trend in the city of Hopewell’s unemployment rate over the five-year period from December 2017 through December 2022 and benchmarks those data against the statewide trend for Virginia. As these data show, unemployment rates in the city Hopewell were consistently higher than the statewide trend throughout the five-year period. In April 2020 unemployment in the city and state significantly rose as a result of the labor dislocations caused by the COVID-19 pandemic. The city of Hopewell’s unemployment rate has remained higher than the state’s rate during recovery from the pandemic. As of December 2022, unemployment stood at 4.9 percent in the city of Hopewell compared to 2.6 percent in Virginia as a whole.

⁷ Data Source: U.S. Bureau of Labor Statistics. *Data on the Natural Resources and Mining, Construction, and Information sectors has been suppressed due to data confidentiality.*

Figure 7: Unemployment Rate – December 2017 to December 2022⁸



Economic and Fiscal Impact

The following sections quantify the likely economic contribution that the proposed Hopecrest Townes development would make to the city of Hopewell. To accomplish this, the analysis considers both the one-time impact from construction as well as the ongoing impact of the residents’ household spending once the apartments and townhomes are at full build-out and occupancy.

The analysis uses the IMPLAN⁹ regional input-output model to estimate these impacts. Like all economic impact models, the IMPLAN model uses economic multipliers to quantify the economic impact. Economic multipliers measure the ripple effects that an expenditure generates as it makes its way through the economy.

One-Time Construction Impact

This portion of the section assesses the economic and fiscal impact that the one-time pulse of activity associated with construction of the Hopecrest Townes would have on the city of Hopewell.

Inputs and Assumptions

- Total capital investment in the apartment complex and infrastructure for the townhome development is approximately \$15.6 million.¹⁰

⁸ Data Source: U.S. Bureau of Labor Statistics.

⁹ IMPLAN is produced by IMPLAN Group, LLC.

¹⁰ Data Source: Mansour Real Estate. Excludes investment for the development of the townhomes because values unknown.

- For ease of explication, all construction expenditures are assumed to be made in a single representative calendar year.

Economic and Fiscal Impact

Applying these inputs into the IMPLAN model results in the following estimates of one-time economic and fiscal impact. As shown in Table 1, expenditures associated with construction of the Hopecrest Townes would directly provide a one-time pulse supporting approximately: 1) 116 jobs, 2) \$6.6 million in labor income, and 3) \$15.6 million in economic output to the city of Hopewell (in 2023 dollars).

Taking into account the economic ripple effects that direct impact would generate, the total estimated one-time impact on the city of Hopewell would support approximately: 1) 131 jobs, 2) \$7.4 million in labor income, 3) \$18.2 million in economic output, and 4) \$294,000 in state and local tax revenue (in 2023 dollars).

Table 1: Estimated Economic and Fiscal Impact on the City of Hopewell from Construction of the Hopecrest Townes (2023 Dollars)¹¹

Economic Impact	Employment	Labor Income	Output
1st Round Direct Economic Activity	116	\$6,559,800	\$15,600,000
2nd Round Indirect and Induced Economic Activity	15	\$796,300	\$2,575,300
Total Economic Activity	131	\$7,356,100	\$18,175,300
Fiscal Impact			
State and Local Tax Revenue			\$294,000

Ongoing Operational Impact

This portion of the section estimates the economic and fiscal contribution of the development, including the new residents’ household spending on the city of Hopewell.

Inputs and Assumptions

The analysis is based on the following inputs:

- The apartment complex would consist of 48 units (44 one-bedroom and 4 two-bedroom units) with an estimated annual lease revenue of approximately \$684,000.¹²

¹¹ Construction sector jobs are not necessarily new jobs, but the investments made can also support an existing job during the construction of the project. Please note that it is not possible to know with certainty what proportion of these jobs would go to city construction contractors or be filled by city residents. However, all workers employed at the site would have an indirect economic impact on the city through their purchases of food, beverages, and other goods and services

¹² Data Source: Mansour Real Estate. 95 percent occupancy rate applied to total lease revenue.



- The townhome development would consist of 229 units, of which 173 would be located in the city of Hopewell and 56 in Prince George County.¹³
- The assessed taxable value of the apartment complex and the townhomes located in the city of Hopewell would be approximately \$35.3 million and the assessed taxable value of the townhomes located in Prince George County would be approximately \$9.8 million.¹⁴
- The residential units would have a 95 percent occupancy rate.¹⁵
- New residents would represent a net increase in population to the city of Hopewell and Prince George County as they would either be new residents, or existing residents whose previous residences would be rented/sold to someone else.
- The median household income for the apartment complex would be approximately \$45,000 and for the townhomes it would be approximately \$75,000.¹⁶
- New residents of the Hopecrest Townes in the city of Hopewell would own approximately 397 vehicles and residents in Prince George would own approximately 106 vehicles with an average taxable value of approximately \$8,062.¹⁷

Economic Impact

Applying these inputs in the IMPLAN model results in the following estimates of annual economic impact. As shown in Table 2, annual household spending of the new residents at the Hopecrest Townes in the city of Hopewell supports an induced impact of approximately: 1) 50 jobs, 2) \$1.9 million in labor income, and 3) \$7.1 million in economic output to the city of Hopewell (in 2023 dollars).

Table 2: Estimated Economic Impact on the City of Hopewell from Household Spending of Residents at the Hopecrest Townes (2023 Dollars)¹⁸

Economic Impact	Employment	Labor Income	Output ¹⁹
1st Round Direct Economic Activity	0	\$0	\$0
2nd Round Indirect and Induced Economic Activity	50	\$1,873,000	\$7,084,900
Total Economic Activity	50	\$1,873,000	\$7,084,900

¹³ Data Source: Mansour Real Estate. Economic impact analysis based on units in the city of Hopewell.

¹⁴ Data Source: Mansour Real Estate. Calculated as \$5 million plus \$175,000 times 173 units for the city of Hopewell and as \$175,000 times 56 units for Prince George County.

¹⁵ Data Source: Mansour Real Estate.

¹⁶ Data Source: Mansour Real Estate.

¹⁷ Data Source: Derived from U.S. Census Bureau 2017-2021 American Community Survey. 95 percent occupancy rate applied.

City of Hopewell Commissioner of the Revenue's Office. Average taxable value of all personal vehicles (including motorcycles) in the city of Hopewell in 2022.

¹⁸ City of Hopewell used as study region since majority of development located in the city.

¹⁹ Economic output is an accounting of all of the money that changes hands in a local economy.

The total economic output from Table 2 is composed of a number of local industries. Table 3 provides detail on select local industries impacted by the Hopecrest Townes development. As shown in Table 3, additional local restaurant sector spending is estimated at approximately \$634,500 per year and additional local retail sector spending is estimated at approximately \$567,300 per year (in 2023 dollars).²⁰

Table 3: Estimated Additional Annual Consumer Spending in Select Industries in the City of Hopewell from Residents at the Hopecrest Townes Development (2023 Dollars)²¹

Industry	Estimated Additional Annual Local Consumer Spending
Restaurant	\$634,500
Retail	\$567,300

Fiscal Impact - City of Hopewell

Table 4 provides an overview of the additional tax revenue that the city of Hopewell would derive annually from the additional economic activity associated with the residents at the Hopecrest Townes. The estimates presented below provide a straightforward analysis of the direct tax revenue that would be generated for the city by the residents of the Hopecrest Townes development. As such, they capture the largest, but not all, of the direct and indirect fiscal connections that the development would have with the city.

The increased commercial operations in the city as well as real property taxes from the apartment complex and townhomes and personal property taxes collected from the residents on-site would provide approximately \$563,200 in annual tax revenue to the city of Hopewell (in 2023 dollars).

²⁰ Data Source: IMPLAN Group, LLC.

²¹ Data Source: IMPLAN Group, LLC.

Table 4: Estimated Annual City of Hopewell Tax Revenue from the Hopecrest Townes Development (2023 Dollars)²²

Revenue Source	Tax Rate ²³	Tax Base	Tax Revenue
Real Property Tax	\$1.13/\$100	\$35,275,000	\$398,600
Sales Tax	1.0%	\$1,201,900 in sales ²⁴	\$12,000
Meals Tax	6.0%	\$634,500 in sales ²⁵	\$38,100
Business License Tax – Rental Income	\$0.36/\$100	\$684,000	\$2,460
Personal Property Tax – Vehicles	\$3.50/\$100	\$3,201,400	\$112,100
ESTIMATED ANNUAL CITY TAX REVENUE*			<u>\$563,200</u>

*Totals may not sum due to rounding.

Fiscal Impact – Prince George County

Table 5 provides an overview of the additional tax revenue that Prince George County would derive annually from the taxation of the real property improvements and the residents' vehicles.

The real property taxes from the townhomes and the personal property taxes collected from the residents on-site would provide approximately \$113,800 in annual tax revenue to Prince George County (in 2023 dollars).

Table 5: Estimated Annual Prince George County Tax Revenue from the Hopecrest Townes Development (2023 Dollars)²⁶

Revenue Source	Tax Rate ²⁷	Tax Base	Tax Revenue
Real Property Tax	\$0.82/\$100	\$9,800,000	\$80,400
Personal Property Tax – Vehicles	\$3.90/\$100	\$857,800	\$33,500
ESTIMATED ANNUAL COUNTY TAX REVENUE*			<u>\$113,800</u>

*Totals may not sum due to rounding.

²² Please note values are rounded.

²³ Data Source: City of Hopewell Commissioner of the Revenue and city's website.

²⁴ Data Source: IMPLAN Group, LLC. Estimated additional consumer spending in restaurant and retail sectors based on entire development.

²⁵ Data Source: IMPLAN Group, LLC. Estimated additional consumer spending in restaurant sector based on entire development.

²⁶ Please note values are rounded.

²⁷ Data Source: Prince George County website.

This page has been intentionally left blank.

The estimates provided in this report are based on the best information available and all reasonable care has been taken in assessing the quality of that information. However, because these estimates attempt to foresee the consequences of circumstances that have not yet occurred, it is not possible to be certain that they will be representative of actual events. These estimates are intended to provide a good indication of likely future outcomes and should not be construed to represent a precise measure of those outcomes.



TRAFFIC IMPACT ANALYSIS

HOPECREST TOWNES
HOPEWELL, VIRGINIA

SEPTEMBER 2023

Prepared By:

Kimley»»Horn

2035 Maywill Street, Suite 200

Richmond, VA 23230

(804) 673-3882

Copyright © 2023, Kimley-Horn and Associates, Inc.



1 EXECUTIVE SUMMARY

The Traffic Impact Analysis (TIA) documented in this report evaluates the anticipated traffic impacts of the proposed development to be generally located in the southeast corner of Interstate 295 (I-295) and Route 36/Oaklawn Boulevard consisting of multiple parcels located in both the City of Hopewell and Prince George County. Currently, the site proposed for development is vacant. The proposed development consists of 228 townhomes and 48 multifamily residential units. A site plan is included in **Appendix A**. Access to the proposed development will be provided via Oaklawn Boulevard, Colonial Corner Drive, and Monroe Avenue.

Traffic operations were analyzed at the intersections identified below during the AM and PM peak hours using *Synchro 11™* software for the Existing 2022, Projected No-Build 2027, and Projected Build 2027 conditions. To project future traffic volumes for the no-build and build conditions, a linear growth rate of 0.50% was established based on historic growth trends developed from VDOT Annual Average Daily Traffic (AADT) publications along Oaklawn Boulevard.

The following intersections were analyzed in this traffic impact analysis:

1. Old Iron Road and Monroe Avenue
2. Ashland Street and Courthouse Road
3. Ashland Street and Oaklawn Boulevard (EB)
4. Ashland Street and Woodlawn Street (WB)
5. Colonial Corner Drive and Woodlawn Street (WB)
6. Colonial Corner Drive and Oaklawn Boulevard (EB)
7. Hopewell Visitor Center Driveway and Old Oaklawn Boulevard

The results of the traffic impact analysis indicate that all study intersection approaches and movements operate at LOS C or better during the AM and PM peak hours under Existing 2023, No-Build 2027, and Build 2027 conditions.

Based on the queue analysis results, all turning movements are expected to be accommodated within the existing turn-lane storage lengths during Existing 2023, No-Build 2027, and Build 2027 conditions during the AM and PM peak hours.

The results of the intersection capacity and queue analyses indicate that the study intersections will not be adversely impacted by project traffic. Therefore, no improvements are required at the study intersections.

TRAFFIC IMPACT ANALYSIS
DOCUMENT IS 134 PAGES LONG

COMPLETE TRAFFIC IMPACT
ANALYSIS DOCUMENT AVAILABE
FROM THE DEVELOPMENT
DEPARTMENT

TRAFFIC IMPACT ANALYSIS

HOPECREST TOWNES
HOPEWELL, VIRGINIA

SEPTEMBER 2023

Prepared By:

Kimley»»Horn

2035 Maywill Street, Suite 200

Richmond, VA 23230

(804) 673-3882

Copyright © 2023, Kimley-Horn and Associates, Inc.

TABLE OF CONTENTS

1 Executive Summary.....3

2 Introduction.....4

 2.1 Purpose.....4

 2.2 Methodology.....4

 2.3 Project Area4

 2.4 Development Information.....6

3 Traffic Operational Analysis.....6

 3.1 Methodology.....6

 3.2 Key Assumptions.....7

4 Existing Conditions.....7

 4.1 Existing Roadway Characteristics.....7

 4.2 Existing Traffic Volumes7

 4.3 Existing Conditions Intersection Capacity Analysis.....9

 4.4 Existing Conditions 95th Queuing Analysis9

5 Projected No-Build Conditions.....9

 5.1 Traffic Growth Rate9

 5.2 2027 No-Build Conditions Intersection Capacity Analysis.....11

 5.3 2027 No-Build Conditions 95th Queueing Analysis.....11

6 Projected Build Conditions.....11

 6.1 Site Trip Generation11

 6.2 Site Trip Distribution and Assignment12

 6.3 2027 Build Conditions Intersection Capacity Analysis16

 6.4 2027 Build Conditions 95th Queueing Analysis16

7 Conclusion and Recommendations20

TABLE OF FIGURES

Figure 1: Study Area5
Figure 2: Existing 2023 Turning Movement Volumes8
Figure 3: Projected No-Build 2027 Turning Movement Volumes10
Figure 4: Trip Distribution13
Figure 5: Trip Assignment14
Figure 6: Projected Build 2027 Turning Movement Volumes15

TABLE OF TABLES

Table 1: Intersection Level of Service (LOS) Analysis Criteria6
Table 2: Existing Roadway Characteristics7
Table 3: Trip Generation Summary11
Table 4: Control Delay and LOS Summary17
Table 5: Queueing Analysis19

APPENDICES

- Appendix A: Conceptual Site Plan
- Appendix B: Trip Generation
- Appendix C: Traffic Count Data
- Appendix D: Intersection Capacity Analysis

1 EXECUTIVE SUMMARY

The Traffic Impact Analysis (TIA) documented in this report evaluates the anticipated traffic impacts of the proposed development to be generally located in the southeast corner of Interstate 295 (I-295) and Route 36/Oaklawn Boulevard consisting of multiple parcels located in both the City of Hopewell and Prince George County. Currently, the site proposed for development is vacant. The proposed development consists of 228 townhomes and 48 multifamily residential units. A site plan is included in **Appendix A**. Access to the proposed development will be provided via Oaklawn Boulevard, Colonial Corner Drive, and Monroe Avenue.

Traffic operations were analyzed at the intersections identified below during the AM and PM peak hours using *Synchro 11*TM software for the Existing 2022, Projected No-Build 2027, and Projected Build 2027 conditions. To project future traffic volumes for the no-build and build conditions, a linear growth rate of 0.50% was established based on historic growth trends developed from VDOT Annual Average Daily Traffic (AADT) publications along Oaklawn Boulevard.

The following intersections were analyzed in this traffic impact analysis:

1. Old Iron Road and Monroe Avenue
2. Ashland Street and Courthouse Road
3. Ashland Street and Oaklawn Boulevard (EB)
4. Ashland Street and Woodlawn Street (WB)
5. Colonial Corner Drive and Woodlawn Street (WB)
6. Colonial Corner Drive and Oaklawn Boulevard (EB)
7. Hopewell Visitor Center Driveway and Old Oaklawn Boulevard

The results of the traffic impact analysis indicate that all study intersection approaches and movements operate at LOS C or better during the AM and PM peak hours under Existing 2023, No-Build 2027, and Build 2027 conditions.

Based on the queue analysis results, all turning movements are expected to be accommodated within the existing turn-lane storage lengths during Existing 2023, No-Build 2027, and Build 2027 conditions during the AM and PM peak hours.

The results of the intersection capacity and queue analyses indicate that the study intersections will not be adversely impacted by project traffic. Therefore, no improvements are required at the study intersections.

2 INTRODUCTION

2.1 PURPOSE

Kimley-Horn has performed a Traffic Impact Analysis (TIA) to evaluate the traffic impacts of the proposed Hopewell Residential development generally located in the southeast corner of Interstate 295 (I-295) and Route 36/Oaklawn Boulevard. The site consists of multiple parcels located in both the City of Hopewell and Prince George County. The purpose of this study is to evaluate the future impacts of the proposed development traffic on the surrounding roadway network and to identify mitigation measures to accommodate the proposed development, if needed.

2.2 METHODOLOGY

In preparation of the TIA, Kimley-Horn coordinated with City of Hopewell to receive concurrence on the scope of the study, the limits of the study area, and the proposed analysis methodology. As determined through coordination, study area intersections included the following:

1. Old Iron Road and Monroe Avenue
2. Ashland Street and Courthouse Road
3. Ashland Street and Oaklawn Boulevard (EB)
4. Ashland Street and Oaklawn Boulevard (WB)
5. Colonial Corner Drive and Woodlawn Street (WB)
6. Colonial Corner Drive and Oaklawn Boulevard (EB)
7. Hopewell Visitor Center Driveway and Old Oaklawn Boulevard

Intersection analyses performed using *Synchro 11*TM software included an evaluation of the Existing 2023, Projected No-Build 2027, and Projected Build 2027 conditions. Existing conditions represent the roadway network geometry and traffic volumes at the time of this study. No-build conditions represent the future roadway network prior to the completion of the proposed project. Build conditions represent the future roadway network with the proposed project.

2.3 PROJECT AREA

The proposed project is located in the southeast corner of Interstate 295 (I-295) and Oaklawn Boulevard. The project consists of multiple parcels located in both the City of Hopewell and Prince George County, as shown in **Figure 1**.



2.4 DEVELOPMENT INFORMATION

The site proposed for development is currently vacant. The proposed development consists of 228 townhomes and 48 multifamily residential units. Consistent with the proposed land uses, Institute of Transportation Engineers' (ITE) Land use code (LUC) 215 (Single-Family Attached Housing) and LUC 220 (Multifamily Housing (Low-Rise)) were used for the purposes of this study. Detailed trip generation calculations can be found in **Section 6.1** and **Appendix B**.

3 TRAFFIC OPERATIONAL ANALYSIS

3.1 METHODOLOGY

The traffic operational analysis performed for this study using *Synchro 11™* was conducted in accordance with VDOT's *Traffic Operations Safety Analysis Manual (TOSAM)* for deterministic, intersection capacity analyses. Consistent with coordination with City of Hopewell, queueing analyses applying *Synchro 11™* 95th percentile queues were also performed. Existing signal timings, provided by City of Hopewell, were used in the development of the Synchro models. The existing signal timings were entered into Synchro for the Existing 2023 model and were optimized for the No-Build 2027 and Build 2027 models.

The evaluation of traffic operations within the study area was comprised of an intersection capacity level of service (LOS) analysis and a queueing analysis during the AM and PM peak hours. As part of the traffic operational analysis, the projected future year no-build conditions served as the baseline for evaluating intersection delays and identifying mitigation measures under the build conditions.

Intersection capacity defines the volume of traffic that can be accommodated by an intersection at a specified LOS. Capacity is affected by various geometric factors including roadway type (e.g., divided or undivided), number of lanes, lane widths, and grades. LOS, which is a measure of the degree of congestion, ranges from LOS A (free flowing) to LOS F (a congested, forced flow condition). Delay, measured in seconds per vehicle, and the associated LOS thresholds for signalized and unsignalized intersections based on HCM methodologies are presented in **Table 1**.

Table 1: Intersection Level of Service (LOS) Analysis Criteria

Level of Service (LOS)	Average Control Delay per Vehicle (sec/veh)		Description of Traffic Conditions
	Signalized	Unsignalized	
A	≤ 10	≤ 10	No delays at intersections with continuous flow traffic. Uncongested operations; high frequency of long gaps available for all left and right-turning traffic; no observable queues.
B	> 10 and ≤ 20	> 10 and ≤ 15	
C	> 20 and ≤ 35	> 15 and ≤ 25	Moderate delays at intersections with satisfactory to good traffic flow. Light congestion; infrequent backups on critical approaches.
D	> 35 and ≤ 55	> 25 and ≤ 35	Increased probability of delays along every approach. Significant congestion on critical approaches, but intersection functional. No long-standing lines formed.
E	> 55 and ≤ 80	> 35 and ≤ 50	Heavy traffic flow condition. Heavy delays probable. No available gaps for cross-street traffic or main street turning traffic. Limit of stable flow.
F	> 80	> 50	Unstable traffic flow. Heavy congestion. Traffic moves in forced flow condition. Average delays greater than one minute highly probable. Total breakdown.

3.2 KEY ASSUMPTIONS

The following assumptions were made as part of the traffic operational analysis:

- All intersections used the collected peak hour factor (PHF) data for the existing condition. For the no-build and build conditions, all intersections, in accordance with TOSAM, used the higher of the measured PHF or 0.92.
- All intersections were analyzed with the collected heavy vehicle percentages at each individual movement for the existing, no-build, and build condition.

4 EXISTING CONDITIONS

4.1 EXISTING ROADWAY CHARACTERISTICS

Roadway characteristics including geometry and posted speed limits for roadway facilities adjacent to the proposed development are summarized in Table 2.

Table 2: Existing Roadway Characteristics

Road	Lanes	Posted Speed (mph)	Functional Classification
Oaklawn Boulevard (EB Pair)	3 Lanes Divided	40	Other Principal Arterial
Woodlawn Street (WB Pair)	3 Lanes Divided	40	Other Principal Arterial
Ashland Street	4 Lane Undivided	35	Minor Arterial
Old Iron Road	2 Lane Undivided	25	Major Collector
Courthouse Road	2 Lane Undivided	25 ⁽¹⁾	Major Collector
Colonial Corner Drive	2 Lane Undivided	25 ⁽¹⁾	Other Principal Arterial
Monroe Avenue	2 Lane Undivided	25	Local Road

Notes: ⁽¹⁾No speed limit is posted, 25 mph was assumed

4.2 EXISTING TRAFFIC VOLUMES

Existing AM and PM peak hour traffic volumes were collected on August 17, 2023 (Thursday) at the following identified study area intersections:

1. Old Iron Road and Monroe Avenue
2. Ashland Street and Courthouse Road
3. Ashland Street and Oaklawn Boulevard (EB)
4. Ashland Street and Oaklawn Boulevard (WB)
5. Colonial Corner Drive and Woodlawn Street (WB)
6. Colonial Corner Drive and Oaklawn Boulevard (EB)
7. Hopewell Visitor Center Driveway and Old Oaklawn Boulevard

Existing turning movement counts are shown in Figure 2. Traffic count data is provided in Appendix C.

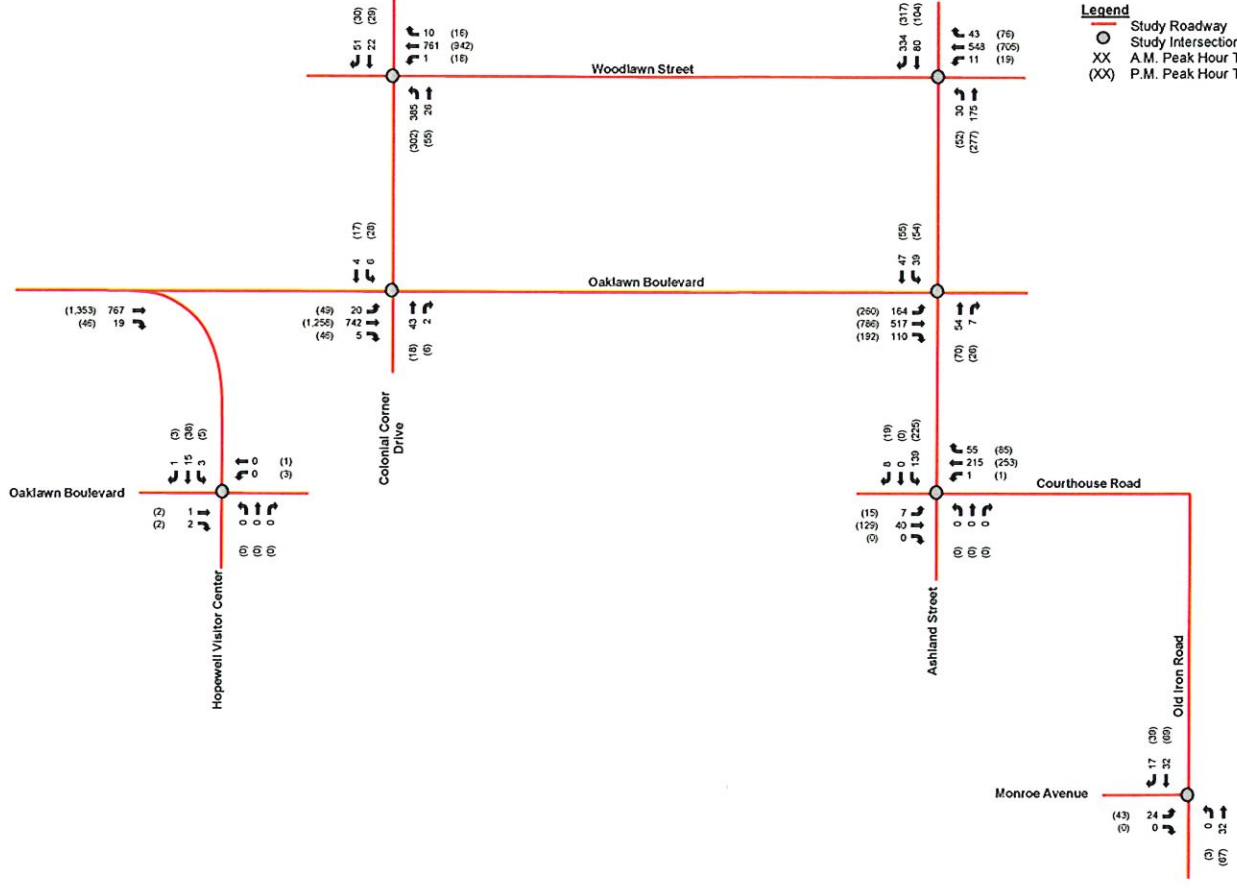


Figure 2
Existing Peak Hour Traffic

4.3 EXISTING CONDITIONS INTERSECTION CAPACITY ANALYSIS

During the AM and PM peak hours, all intersection movements and approaches operate at LOS C or better. The control delay and LOS results are summarized in **Table 4** following the analysis sections. The intersection capacity analysis results are included in **Appendix D**.

4.4 EXISTING CONDITIONS 95TH QUEUING ANALYSIS

Existing 95th percentile vehicle queue lengths were calculated for all intersection approaches at the study intersections using *Synchro 11*TM software. Based on the queue analysis results, all turning movement queues are expected to be accommodated within the existing turn lanes at all intersections. Additionally, queues for all through movements are projected to have adequate storage space between adjacent intersections.

The queue results are summarized in **Table 5** following the analysis sections. The queueing analysis results are included in **Appendix D**.

5 PROJECTED NO-BUILD CONDITIONS

The projected no-build conditions represent the future roadway network and background traffic growth without the addition of the proposed development traffic. No planned developments were identified by the City to be included in the projected no-build conditions for this study.

5.1 TRAFFIC GROWTH RATE

To project future traffic volumes for the No-Build 2027 and Build 2027 conditions, a linear growth rate of 0.50% was established to reflect historic growth trends from VDOT-published Annual Average Daily Traffic (AADT) data. No-Build 2027 traffic volumes are presented in **Figure 3**.

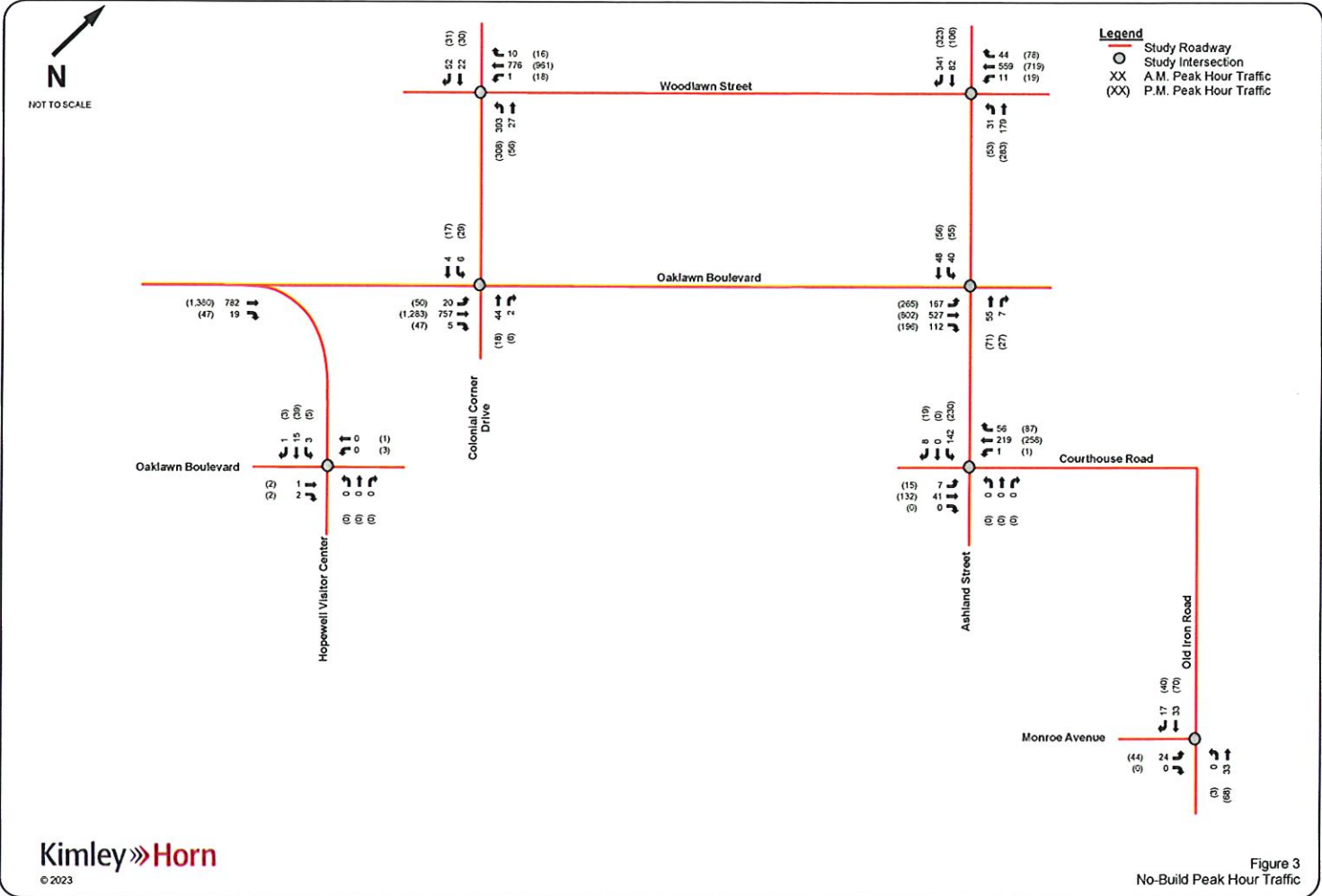


Figure 3
No-Build Peak Hour Traffic

5.2 2027 NO-BUILD CONDITIONS INTERSECTION CAPACITY ANALYSIS

During the AM and PM peak hours, all intersection approaches and movements operate at LOS C or better. The control delay and LOS results are summarized in **Table 4** following the analysis sections. The intersection capacity analysis results are included in **Appendix D**.

5.3 2027 NO-BUILD CONDITIONS 95TH QUEUEING ANALYSIS

No-Build 2027 95th percentile vehicle queue lengths were calculated for all intersection approaches at the study intersections using *Synchro 11*TM software. Based on the queue analysis results, all turning movement queues are expected to be accommodated within the existing turn lanes at all intersections. Additionally, queues for all through movements are projected to have adequate storage space between adjacent intersections.

The queue results are summarized in **Table 5** following the analysis sections. The queueing analysis results are included in **Appendix D**.

6 PROJECTED BUILD CONDITIONS

The build condition represents the future roadway network with the addition of background traffic growth and traffic attributable to the proposed project. Access to the proposed development will be provided along Oaklawn Boulevard, Colonial Corner Drive, and Monroe Avenue.

6.1 SITE TRIP GENERATION

Traffic projections were estimated for the proposed development based on the *ITE Trip Generation Manual, 11th Edition*. **Table 3** summarizes the expected project trip generation during the AM and PM peak hours. The total trips represent the estimated number of vehicles entering and exiting the proposed development to and from the adjacent roadway network. The expected net new project trips presented in **Table 3** represent the gross project trips attributable to the proposed land uses. Detailed trip generation calculations have been included in **Appendix C**.

Table 3: Trip Generation Summary

Description	ITE Code	Intensity	Weekday AM Peak Hour			Weekday PM Peak Hour		
			Total	In	Out	Total	In	Out
Single-Family Attached Housing	215	228 du	113	35	78	133	76	57
Multifamily Housing [Low-Rise]	220	48 du	38	9	29	41	26	15
Net New Trips			151	44	107	174	102	72

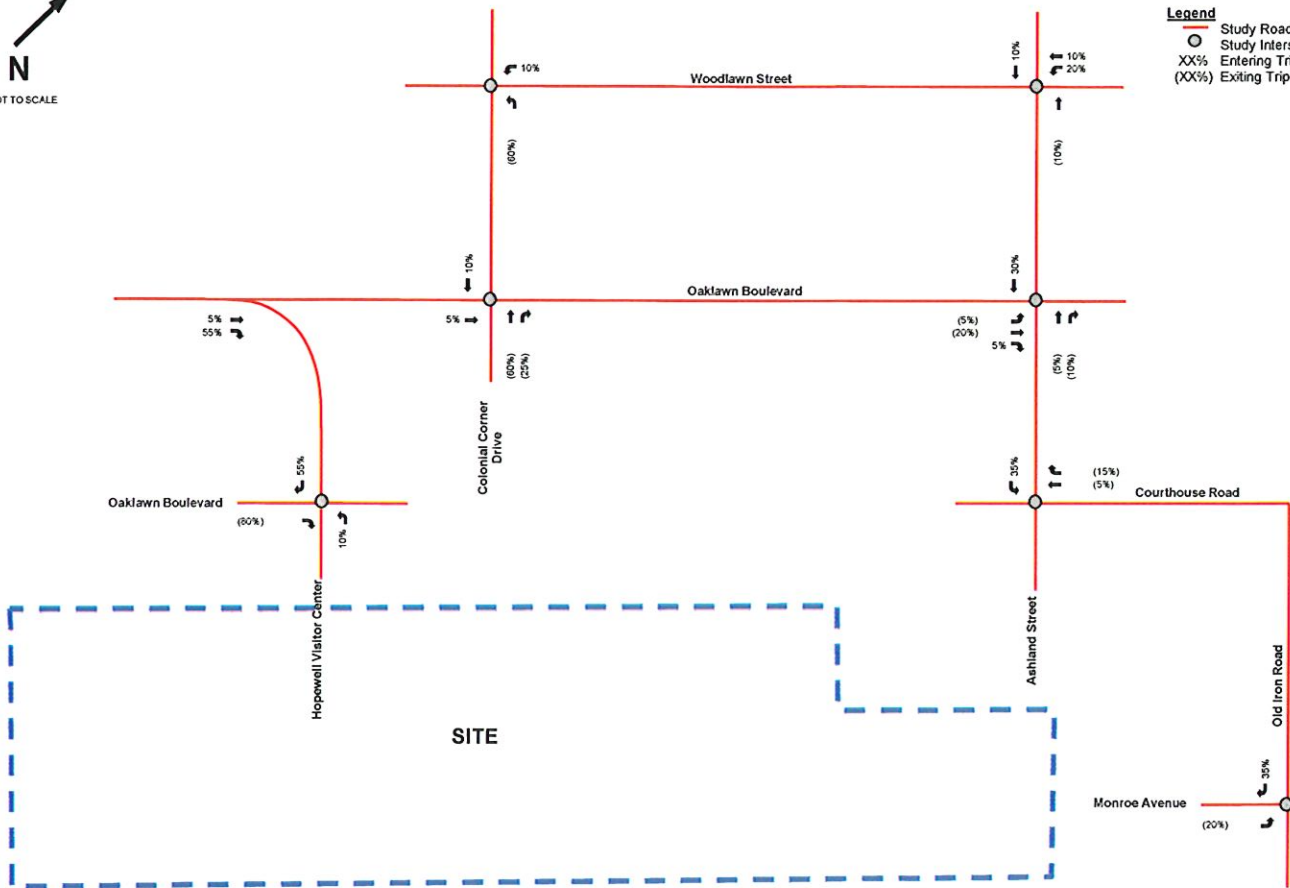
6.2 SITE TRIP DISTRIBUTION AND ASSIGNMENT

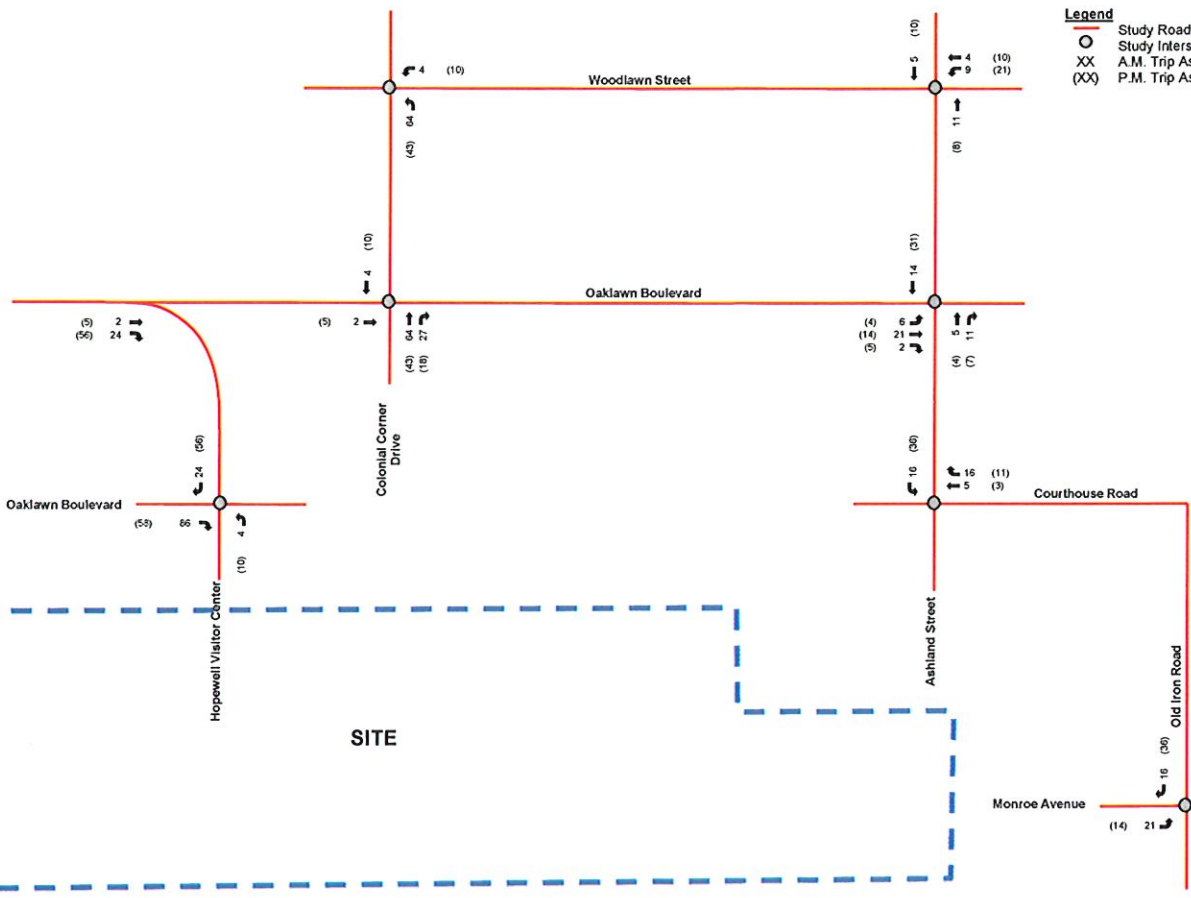
The distribution of traffic at study area intersections, including proposed access locations, was established based on existing traffic patterns and anticipated future traffic patterns. The trip distribution is shown in **Figure 4**.

The assignment of traffic generated by the site was calculated by applying the distribution percentage for a specific turning movement to the total number of inbound or outbound trips generated to establish the turning movement volume at that location. Trip assignment based on the trip distribution is shown in **Figure 5**. The resulting build volumes for the AM and PM peak hours are shown in **Figure 6**. The Build 2027 condition traffic volumes were calculated by adding the site generated trips to the projected No-Build 2027 traffic volumes.



- Legend**
- Study Roadway
 - Study Intersection
 - XX% Entering Trip Distribution
 - (XX%) Exiting Trip Distribution





- Legend**
- Study Roadway
 - Study Intersection
 - XX A.M. Trip Assignment
 - (XX) P.M. Trip Assignment

Figure 5
Trip Assignment

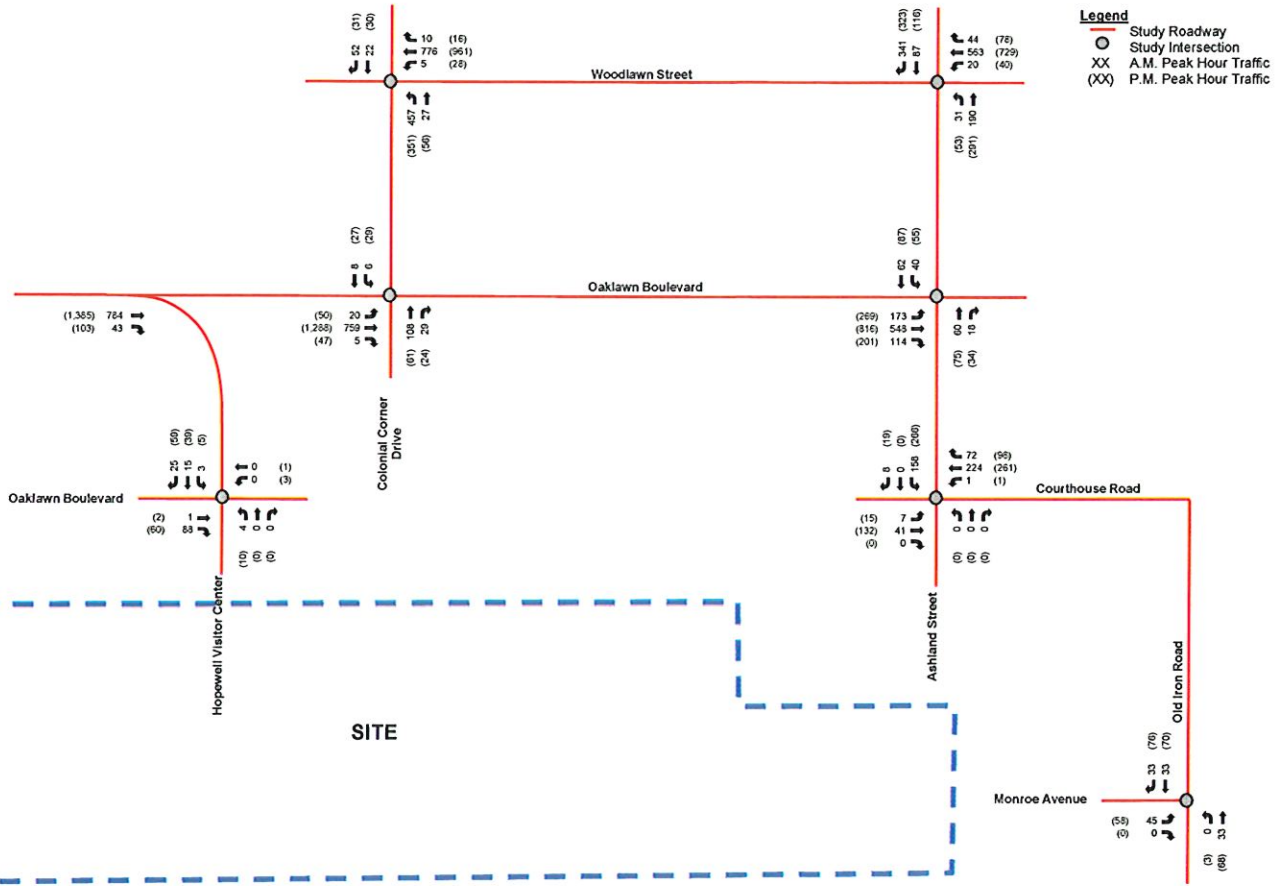


Figure 6
Build Peak Hour Traffic

6.3 2027 BUILD CONDITIONS INTERSECTION CAPACITY ANALYSIS

During the AM and PM peak hours, all intersection approaches and movements operate at LOS C or better. The control delay and LOS results are summarized in **Table 4** following the analysis sections. The intersection capacity analysis results are included in **Appendix D**.

6.4 2027 BUILD CONDITIONS 95TH QUEUEING ANALYSIS

Build 2027 95th percentile vehicle queue lengths were calculated for all intersection approaches at the study intersections using *Synchro 11*TM software. Based on the queue analysis results, all turning movement queues are expected to be accommodated within the existing turn lanes at all intersections. Additionally, queues for all through movements are projected to have adequate storage space between adjacent intersections.

The queue results are summarized in **Table 5** following the analysis sections. The queueing analysis results are included in **Appendix D**

Table 4: Control Delay and LOS Summary

Intersection	Approach	Movement	AM Peak			PM Peak		
			2023 Existing	2027 No-Build	2027 Build	2023 Existing	2027 No-Build	2027 Build
			Delay (LOS)					
1. Old Iron Road & Monroe Avenue	Eastbound	L	9.1 (A)	9.0 (A)	9.2 (A)	9.8 (A)	9.7 (A)	9.9 (A)
		R						
		Approach	9.1 (A)	9.0 (A)	9.2 (A)	9.8 (A)	9.7 (A)	9.9 (A)
	Northbound	L	0.0 (A)	0.0 (A)	0.0 (A)	7.5 (A)	7.4 (A)	7.5 (A)
		T						
	Southbound	T	(1)	(1)	(1)	(1)	(1)	(1)
		R						
Overall Intersection			∅	∅	∅	∅	∅	∅
2. Ashland Street & Courthouse Road	Eastbound	L	8.0 (A)	8.0 (A)	8.1 (A)	8.0 (A)	8.0 (A)	8.1 (A)
		T						
		R						
	Westbound	Approach	(1)	(1)	(1)	(1)	(1)	(1)
		L	7.3 (A)	7.3 (A)	7.3 (A)	7.5 (A)	7.5 (A)	7.5 (A)
		T						
	Southbound	R	(1)	(1)	(1)	(1)	(1)	(1)
		Approach	(1)	(1)	(1)	(1)	(1)	(1)
		L	12.6 (B)	12.7 (B)	13.3 (B)	19.7 (C)	19.9 (C)	24.0 (C)
	Overall Intersection			∅	∅	∅	∅	∅
3. Ashland Street & Oaklawn Boulevard (EB)	Eastbound	L	9.3 (A)	9.9 (A)	10.9 (B)	10.9 (B)	11.9 (B)	11.6 (B)
		T						
		R						
	Northbound	Approach	9.3 (A)	9.9 (A)	10.9 (B)	10.9 (B)	11.9 (B)	11.6 (B)
		L	15.5 (B)	15.6 (B)	16.5 (B)	18.6 (B)	22.9 (C)	23.5 (C)
		T						
	Southbound	R	15.5 (B)	15.6 (B)	16.5 (B)	18.6 (B)	22.9 (C)	23.5 (C)
		Approach	15.5 (B)	15.6 (B)	16.5 (B)	18.6 (B)	22.9 (C)	23.5 (C)
		L	18.7 (B)	8.0 (A)	8.5 (A)	19.5 (B)	9.4 (A)	12.4 (B)
Overall Intersection			10.4 (B)	10.1 (B)	11.2 (B)	12.0 (B)	12.4 (B)	12.6 (B)
4. Ashland Street & Woodlawn Street (WB)	Westbound	L	8.6 (A)	9.3 (A)	10.3 (B)	9.5 (A)	10.5 (B)	10.2 (B)
		T						
		R						
	Northbound	Approach	8.6 (A)	9.3 (A)	10.3 (B)	9.5 (A)	10.5 (B)	10.2 (B)
		L	16.1 (B)	16.7 (B)	18.9 (B)	16.3 (B)	25.9 (C)	25.9 (C)
		T	18.5 (B)	18.5 (B)	20.8 (C)	21.4 (C)	29.3 (C)	30.0 (C)
	Southbound	Approach	18.1 (B)	18.2 (B)	20.5 (C)	20.6 (C)	28.7 (C)	29.4 (C)
		T	16.2 (B)	16.3 (B)	16.2 (B)	19.8 (B)	23.5 (C)	24.8 (C)
		R	16.1 (B)	17.9 (B)	17.9 (B)	19.2 (B)	26.9 (C)	29.8 (C)
	Overall Intersection			12.8 (B)	13.6 (B)	14.5 (B)	14.5 (B)	18.6 (B)
5. Colonial Corner Drive & Woodlawn Street (WB)	Westbound	L	6.0 (A)	5.9 (A)	6.9 (A)	5.6 (A)	5.3 (A)	5.9 (A)
		T	7.3 (A)	7.2 (A)	8.5 (A)	7.2 (A)	6.8 (A)	7.5 (A)
		R	6.0 (A)	5.9 (A)	6.9 (A)	5.5 (A)	5.2 (A)	5.8 (A)
	Northbound	Approach	7.3 (A)	7.2 (A)	8.5 (A)	7.2 (A)	6.7 (A)	7.4 (A)
		L	26.7 (C)	28.3 (C)	26.0 (C)	27.8 (C)	32.0 (C)	31.6 (C)
		T	27.6 (C)	29.2 (C)	26.6 (C)	27.8 (C)	32.0 (C)	31.5 (C)
	Southbound	Approach	27.2 (C)	28.7 (C)	26.3 (C)	27.8 (C)	32.0 (C)	31.6 (C)
		T	20.6 (C)	21.5 (C)	19.9 (B)	21.1 (C)	23.9 (C)	23.4 (C)
		R	20.5 (C)	21.4 (C)	19.9 (B)	20.8 (C)	23.5 (C)	23.1 (C)
	Overall Intersection			20.5 (C)	21.4 (C)	19.9 (B)	20.9 (C)	23.7 (C)
6. Colonial Corner Drive & Oaklawn Boulevard (WB)	Eastbound	L	6.1 (A)	6.0 (A)	7.0 (A)	5.7 (A)	5.4 (A)	6.0 (A)
		T	7.3 (A)	7.2 (A)	8.5 (A)	7.9 (A)	7.5 (A)	8.3 (A)
		R	6.0 (A)	5.9 (A)	6.9 (A)	5.7 (A)	5.3 (A)	5.9 (A)
	Northbound	Approach	7.3 (A)	7.2 (A)	8.4 (A)	7.8 (A)	7.3 (A)	8.1 (A)
		T	20.9 (C)	21.8 (C)	21.7 (C)	20.9 (C)	23.7 (C)	24.1 (C)
		R	20.9 (C)	21.8 (C)	21.7 (C)	20.9 (C)	23.7 (C)	24.1 (C)
	Southbound	Approach	20.9 (C)	21.8 (C)	21.7 (C)	20.9 (C)	23.7 (C)	24.1 (C)
		L	6.2 (A)	6.5 (A)	10.0 (A)	15.2 (B)	16.6 (B)	20.0 (C)
		T	6.2 (A)	6.5 (A)	10.0 (A)	15.2 (B)	16.6 (B)	20.0 (C)
	Overall Intersection			6.2 (A)	6.5 (A)	10.0 (A)	15.2 (B)	16.6 (B)

Intersection	Approach	Movement	AM Peak			PM Peak		
			2023 Existing	2027 No-Build	2027 Build	2023 Existing	2027 No-Build	2027 Build
			Delay (LOS)					
7. Hopewell Visitor Center & Oaklawn Boulevard	Eastbound	T	9.0 (A)	8.9 (A)	9.4 (A)	9.0 (A)	8.9 (A)	8.9 (A)
		R						
		Approach	9.0 (A)	8.9 (A)	9.4 (A)	9.0 (A)	8.9 (A)	8.9 (A)
	Westbound	L	0.0 (A)	0.0 (A)	0.0 (A)	9.0 (A)	8.9 (A)	9.7 (A)
		T						
		Approach	0.0 (A)	0.0 (A)	0.0 (A)	9.0 (A)	8.9 (A)	9.7 (A)
	Northbound	L	0.0 (A)	0.0 (A)	7.3 (A)	0.0 (A)	0.0 (A)	7.4 (A)
		R						
		Approach	(1)	(1)	(1)	(1)	(1)	(1)
	Southbound	L	(1)	(1)	(1)	(1)	(1)	(1)
		T						
		R						
Approach		(1)	(1)	(1)	(1)	(1)	(1)	
Overall Intersection		(2)	(2)	(2)	(2)	(2)	(2)	

Notes: (1) Approach/movement operates under free-flow conditions; therefore, no LOS is reported.
 (2) Intersection operates under two-way stop-control conditions; therefore, no LOS is reported.

Table 5: Queuing Analysis

Intersection	Approach	Movement	Storage	AM Peak			PM Peak		
				2023 Existing	2027 No-Build	2027 Build	2023 Existing	2027 No-Build	2027 Build
				95 th Percentile Queue (ft)					
1. Old Iron Road & Monroe Avenue	Eastbound	L	-	<25	<25	<25	<25	<25	<25
		R	-	<25	<25	<25	<25	<25	<25
	Northbound	L	-	(1)	(1)	(1)	(1)	(1)	(1)
		T	-	(1)	(1)	(1)	(1)	(1)	(1)
	Southbound	T	-	(1)	(1)	(1)	(1)	(1)	(1)
		R	-	(1)	(1)	(1)	(1)	(1)	(1)
2. Courthouse Road & Ashland Street	Eastbound	L	110	<25	<25	<25	<25	<25	<25
		T	-	(1)	(1)	(1)	(1)	(1)	(1)
		R	-	(1)	(1)	(1)	(1)	(1)	(1)
	Westbound	L	-	(1)	(1)	(1)	(1)	(1)	(1)
		T	-	(1)	(1)	(1)	(1)	(1)	(1)
		R	-	(1)	(1)	(1)	(1)	(1)	(1)
	Northbound	L	-	(1)	(1)	(1)	(1)	(1)	(1)
		T	-	(1)	(1)	(1)	(1)	(1)	(1)
		R	-	(1)	(1)	(1)	(1)	(1)	(1)
	Southbound	L	-	<25	<25	30	70	70	100
		R	-	<25	<25	<25	<25	<25	<25
	3. Ashland Street & Oaklawn Boulevard	Eastbound	L	-	108	126	135	183	230
T			-	<25	26	29	28	35	37
R			-	<25	26	29	28	35	37
Northbound		T	-	<25	26	29	28	35	37
		R	-	<25	26	29	28	35	37
Southbound		L	125	<25	<25	<25	<25	<25	<25
	T	-	<25	<25	<25	<25	<25	<25	
4. Ashland Street & Woodlawn Street	Westbound	L	-	79	94	100	113	139	149
		T	-	79	94	100	113	139	149
		R	-	79	94	100	113	139	149
	Northbound	L	170	27	33	34	33	60	60
		T	-	57	69	74	88	120	123
	Southbound	T	-	58	67	73	74	94	99
R		-	58	123	130	58	172	177	
5. Colonial Corner Drive & Woodlawn Street	Westbound	L	160	<25	<25	<25	<25	<25	<25
		T	-	109	111	126	127	129	147
		R	160	<25	<25	<25	<25	<25	<25
	Northbound	L	-	86	169	167	149	164	185
		T	-	88	177	172	153	170	187
	Southbound	T	-	<25	25	<25	30	33	33
R		-	<25	<25	<25	<25	<25	<25	
6. Colonial Corner Drive & Oaklawn Boulevard	Eastbound	L	180	<25	<25	<25	<25	27	31
		T	-	106	108	123	175	182	209
		R	175	<25	<25	<25	<25	<25	<25
	Northbound	T	-	39	40	91	<25	27	62
		R	-	39	40	91	<25	27	62
	Southbound	L	-	<25	<25	<25	26	27	41
T		-	<25	<25	<25	26	27	41	
7. Hopewell Visitor Center & Oaklawn Boulevard	Eastbound	T	-	<25	<25	<25	<25	<25	<25
		R	-	<25	<25	<25	<25	<25	<25
	Westbound	L	-	<25	<25	<25	<25	<25	<25
		T	-	<25	<25	<25	<25	<25	<25
	Northbound	L	-	(1)	(1)	(1)	(1)	(1)	(1)
		R	-	(1)	(1)	(1)	(1)	(1)	(1)
	Southbound	L	-	(1)	(1)	(1)	(1)	(1)	(1)
		T	-	(1)	(1)	(1)	(1)	(1)	(1)
Southbound	R	-	(1)	(1)	(1)	(1)	(1)	(1)	

Notes: (1) No queue is reported for the approach/movement.

7 CONCLUSION AND RECOMMENDATIONS

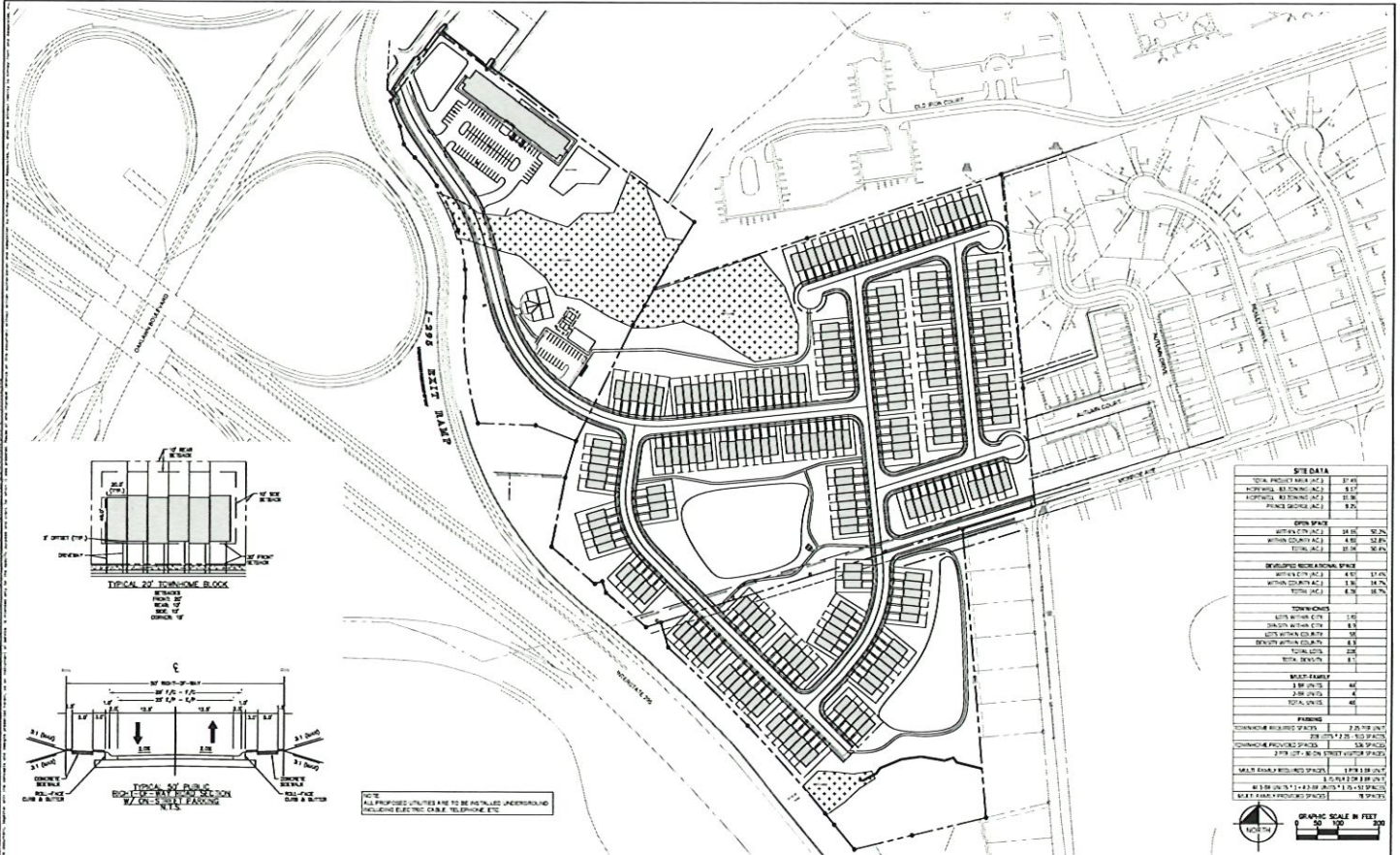
The Traffic Impact Analysis (TIA) documented in this report evaluates the anticipated traffic impacts of the proposed development to be generally located in the southeast corner of Interstate 295 (I-295) and Route 36/Oaklawn Boulevard consisting of multiple parcels located in both the City of Hopewell and Prince George County. Currently, the site proposed for development is vacant. The proposed development consists of 228 townhomes and 48 multifamily residential units. Access to the proposed development will be provided via Oaklawn Boulevard, Colonial Corner Drive, and Monroe Avenue.

The results of the traffic impact analysis indicate that all intersection approaches and movements operate at LOS C or better during Existing 2023, No-Build 2027, and Build 2027 conditions.

Based on the queue analysis results, all turning movements are expected to be accommodated by their turn lane storage lengths, and all through movements are expected to be accommodated within the distance between intersections during Existing 2023, No-Build 2027, and Build 2027 conditions during the AM and PM peak hours.

The intersection capacity and queue analysis results indicate that the study intersections will not be adversely impacted by project traffic. Therefore, no improvements are recommended along the roadway network within the vicinity of the proposed development.

APPENDIX A
Conceptual Site Plan



SITE DATA	
TOTAL PROJECT AREA (AC)	37.49
CONCRETE RETAINING WALL	0.07
CONCRETE RETAINING WALL	0.36
PAVED DRIVEWAY AREA	0.72
OPEN SPACE	
WITHIN CITY AC	14.00 (37.3%)
WITHIN COUNTY AC	4.90 (13.1%)
TOTAL AC	18.90 (50.4%)
DEVELOPED RECREATIONAL SPACE	
WITHIN CITY AC	4.00 (10.7%)
WITHIN COUNTY AC	1.96 (5.2%)
TOTAL AC	5.96 (15.9%)
TOWNHOMES	
WITHIN CITY	170
WITHIN COUNTY	87
TOTAL WITHIN COUNTY	257
DEVELOP WITHIN COUNTY	87
TOTAL UNITS	257
TOTAL RESIDENTS	1,127
MULTI-FAMILY	
1 BR UNITS	0
2 BR UNITS	0
TOTAL UNITS	0
PARKING	
TOWNHOME BUILT-IN SPACES	270 (105 UNITS)
CONCRETE & PAVED SPACES	200 (78 UNITS)
TOTAL BUILT-IN SPACES	470 (183 UNITS)
MINIMUM REQUIRED SPACES	470 (183 UNITS)
MULTI-FAMILY PROVIDED SPACES	0 SPACES

NO.	REVISIONS	DATE	BY

<p>© 2023 KIMLEY-HORN AND ASSOCIATES, P.C. 2025 KIMLEY-HORN DRIVE, SUITE 100, HOPEWELL, VA 22961 PHONE: 804-812-1800 WWW.KIMLEY-HORN.COM</p>	<p>PROJECT: HOPECREST TOWNES DATE: 05/23/2023 SCALE: AS SHOWN DESIGNED BY: WMS DRAWN BY: GSK CHECKED BY: WMS</p>	<p>HOPECREST TOWNES PREPARED FOR MANSOUR REAL ESTATE</p>	<p>LICENSED PROFESSIONAL VIRGINIA 047</p>	<p>CONCEPT LAYOUT</p>	<p>SHEET NUMBER 001</p>
	<p>CITY OF HOPEWELL & PRINCE GEORGE COUNTY</p>		<p>GRAPHIC SCALE IN FEET 0 50 100 200</p>	<p> </p>	<p> </p>

APPENDIX B
Trip Generation

PROPOSED WEEKDAY AM PEAK HOUR TRIP GENERATION

G R O U P	ITE TRIP GENERATION CHARACTERISTICS					DIRECTIONAL DISTRIBUTION		BASELINE TRIPS		
	Land Use	ITE Edition	ITE Code	Scale	ITE Units	Percent		In	Out	Total
						In	Out			
1	Single Family Attached Housing	11	215	228	du	31%	69%	35	78	113
2	Multifamily Housing (Low-Rise)	11	220	48	du	24%	76%	9	29	38
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
ITE Land Use Code		Rate or Equation			Total:		44	107	151	
215		Y=0.52*(X)+5.7								
220		Y=0.31*(X)+22.85								

PROPOSED WEEKDAY PM PEAK HOUR TRIP GENERATION

G R O U P	ITE TRIP GENERATION CHARACTERISTICS					DIRECTIONAL DISTRIBUTION		BASELINE TRIPS		
	Land Use	ITE Edition	ITE Code	Scale	ITE Units	Percent		In	Out	Total
						In	Out			
1	Single Family Attached Housing	11	215	228	du	57%	43%	76	57	133
2	Multifamily Housing (Low-Rise)	11	220	48	du	63%	37%	26	15	41
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
ITE Land Use Code		Rate or Equation			Total:		102	72	174	
215		Y=0.6*(X)+-3.93								
220		Y=0.43*(X)+20.55								

APPENDIX C
Traffic Count Data

National Data & Surveying Services Intersection Turning Movement Count

Location: Old Iron Rd & Monroe Ave
 City: Hopewell
 Control: 1-Way Stop(EB)

Project ID: 23-250031-001
 Date: 8/17/2023

Data - Total

NS/EW Streets:	Old Iron Rd				Old Iron Rd				Monroe Ave				Monroe Ave				TOTAL				
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND								
AM	0	1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU					
7:00 AM	0	5	0	0	0	1	4	1	8	0	0	0	0	0	0	0	0	0	0	0	19
7:15 AM	0	11	0	0	0	3	5	0	5	0	0	0	0	0	0	0	0	0	0	0	24
7:30 AM	0	6	0	0	0	14	4	0	8	0	0	0	0	0	0	0	0	0	0	0	32
7:45 AM	0	6	0	0	0	8	5	0	5	0	0	0	0	0	0	0	0	0	0	0	24
8:00 AM	0	9	0	0	0	3	5	0	3	0	0	0	0	0	0	0	0	0	0	0	20
8:15 AM	0	11	0	0	0	7	3	0	8	0	0	0	0	0	0	0	0	0	0	0	29
8:30 AM	0	6	0	0	0	3	4	0	4	0	0	0	0	0	0	0	0	0	0	0	17
8:45 AM	0	5	0	0	0	9	6	0	7	0	1	0	0	0	0	0	0	0	0	0	28
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU					TOTAL
	0	59	0	0	0	48	36	1	48	0	1	0	0	0	0	0					193
APPROACH %'s:	0.00%	100.00%	0.00%	0.00%	0.00%	56.47%	42.35%	1.18%	97.96%	0.00%	2.04%	0.00%	0	0	0	0					
PEAK HR:	07:30 AM - 08:30 AM																TOTAL				
PEAK HR VOL:	0	32	0	0	0	32	17	0	24	0	0	0	0	0	0	0					105
PEAK HR FACTOR:	0.000	0.727	0.000	0.000	0.000	0.571	0.850	0.000	0.750	0.000	0.000	0.000	0.000	0.000	0.000	0.000					0.820
	0.727				0.681				0.750												
PM	0	1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU					
4:00 PM	0	11	0	0	0	17	16	0	11	0	0	0	0	0	0	0	0	0	0	0	55
4:15 PM	1	12	0	0	0	8	8	0	9	0	0	0	0	0	0	0	0	0	0	0	38
4:30 PM	0	10	0	0	0	13	7	1	8	0	0	0	0	0	0	0	0	0	0	0	39
4:45 PM	1	11	0	0	0	18	11	0	6	0	0	0	0	0	0	0	0	0	0	0	47
5:00 PM	0	15	0	0	0	13	12	0	9	0	0	0	0	0	0	0	0	0	0	0	49
5:15 PM	3	17	0	0	0	17	4	0	12	0	0	0	0	0	0	0	0	0	0	0	53
5:30 PM	0	13	0	0	0	24	15	0	14	0	0	0	0	0	0	0	0	0	0	0	66
5:45 PM	0	22	0	0	0	15	8	0	8	0	0	0	0	0	0	0	0	0	0	0	53
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU					TOTAL
	5	111	0	0	0	125	81	1	77	0	0	0	0	0	0	0					400
APPROACH %'s:	4.31%	95.69%	0.00%	0.00%	0.00%	60.39%	39.13%	0.48%	100.00%	0.00%	0.00%	0.00%	0	0	0	0					
PEAK HR:	05:00 PM - 06:00 PM																TOTAL				
PEAK HR VOL:	3	67	0	0	0	69	39	0	43	0	0	0	0	0	0	0					221
PEAK HR FACTOR:	0.250	0.761	0.000	0.000	0.000	0.719	0.650	0.000	0.768	0.000	0.000	0.000	0.000	0.000	0.000	0.000					0.837
	0.795				0.692				0.768												

National Data & Surveying Services Intersection Turning Movement Count

Location: Ashland St & Oaklawn Blvd EB
 City: Hopewell
 Control: Signalized

Project ID: 23-250031-003
 Date: 8/17/2023

Data - Total

NS/EW Streets:	Ashland St				Ashland St				Oaklawn Blvd EB				Oaklawn Blvd EB				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
AM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
7:00 AM	0	8	0	0	7	5	0	0	13	99	14	0	0	0	0	0	146
7:15 AM	0	9	0	0	12	5	0	0	29	121	11	0	0	0	0	0	187
7:30 AM	0	13	1	0	6	7	0	0	54	157	27	0	0	0	0	0	265
7:45 AM	0	16	2	0	10	10	0	0	47	130	31	0	0	0	0	0	246
8:00 AM	0	9	3	0	16	19	0	0	32	100	33	0	0	0	0	0	212
8:15 AM	0	16	1	0	7	11	0	0	31	130	19	0	0	0	0	0	215
8:30 AM	0	18	5	0	12	13	0	0	37	106	18	0	0	0	0	0	209
8:45 AM	0	14	3	0	10	13	0	0	23	99	28	0	0	0	0	0	190
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	0.00%	87.29%	12.71%	0.00%	49.08%	50.92%	0.00%	0.00%	19.15%	67.82%	13.03%	0.00%	0	0	0	0	1670
PEAK HR :	07:30 AM - 08:30 AM																TOTAL
PEAK HR VOL :	0	54	7	0	39	47	0	0	164	517	110	0	0	0	0	0	938
PEAK HR FACTOR :	0.000	0.844	0.583	0.000	0.609	0.618	0.000	0.000	0.759	0.823	0.833	0.000	0.000	0.000	0.000	0.000	0.885
	0.847				0.614				0.831								
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	0	36	10	0	20	17	0	0	64	172	49	0	0	0	0	0	368
4:15 PM	0	22	7	0	13	12	0	0	45	175	31	0	0	0	0	0	305
4:30 PM	0	16	3	0	17	15	0	0	56	192	55	0	0	0	0	0	354
4:45 PM	0	15	10	0	12	19	0	0	54	199	40	0	0	0	0	0	349
5:00 PM	0	22	9	0	10	14	0	0	57	172	49	0	0	0	0	0	333
5:15 PM	0	12	2	0	13	14	0	0	74	221	51	0	0	0	0	0	387
5:30 PM	0	21	5	0	19	8	0	0	75	194	52	0	0	0	0	0	374
5:45 PM	0	33	0	0	14	11	0	0	60	182	43	0	0	0	0	0	343
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	0.00%	79.37%	20.63%	0.00%	51.75%	48.25%	0.00%	0.00%	20.53%	63.80%	15.66%	0.00%	0	0	0	0	2813
PEAK HR :	04:45 PM - 05:45 PM																TOTAL
PEAK HR VOL :	0	70	26	0	54	55	0	0	260	786	192	0	0	0	0	0	1443
PEAK HR FACTOR :	0.000	0.795	0.650	0.000	0.711	0.724	0.000	0.000	0.857	0.889	0.923	0.000	0.000	0.000	0.000	0.000	0.932
	0.774				0.879				0.895								

National Data & Surveying Services Intersection Turning Movement Count

Location: Ashland St & Courthouse Rd
 City: Hopewell
 Control: 1-Way Stop(SB)

Project ID: 23-250031-002
 Date: 8/17/2023

Data - Total

NS/EW Streets:	Ashland St				Ashland St				Courthouse Rd				Courthouse Rd					
AM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				TOTAL	
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU		
7:00 AM	0	0	0	0	17	0	2	0	1	3	0	0	0	43	6	0	72	
7:15 AM	0	0	0	0	14	0	1	0	1	5	0	0	0	60	8	0	89	
7:30 AM	0	0	0	0	34	0	1	0	2	15	0	0	0	54	13	0	119	
7:45 AM	0	0	0	0	40	0	1	0	2	3	0	0	0	58	21	0	125	
8:00 AM	0	0	0	0	42	0	4	0	2	9	0	0	0	54	5	0	116	
8:15 AM	0	0	0	0	23	0	2	0	1	13	0	0	1	49	16	0	105	
8:30 AM	0	0	1	0	29	0	4	0	4	15	0	0	0	44	19	0	116	
8:45 AM	0	0	0	0	35	1	0	0	2	14	0	0	0	41	17	0	110	
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
APPROACH %'s :	0.00%	0.00%	100.00%	0.00%	234	1	15	0	15	77	0	0	1	403	105	0	852	
	0.00%	0.00%	100.00%	0.00%	93.60%	0.40%	6.00%	0.00%	16.30%	83.70%	0.00%	0.00%	0.20%	79.17%	20.63%	0.00%		
PEAK HR :	07:30 AM - 08:30 AM																	
PEAK HR VOL :	0	0	0	0	139	0	8	0	7	40	0	0	1	215	55	0	465	
PEAK HR FACTOR :	0.000	0.000	0.000	0.000	0.827	0.000	0.500	0.000	0.875	0.667	0.000	0.000	0.250	0.927	0.655	0.000	0.930	
					0.799				0.691				0.858					
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				TOTAL	
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU		
4:00 PM	0	0	0	0	58	0	5	0	5	23	0	0	0	64	39	0	194	
4:15 PM	0	0	0	0	39	0	4	0	4	28	0	0	0	57	25	0	157	
4:30 PM	0	0	0	0	64	0	7	0	2	31	0	0	0	50	15	0	169	
4:45 PM	0	0	0	0	54	0	4	0	4	27	0	0	0	48	18	0	155	
5:00 PM	0	0	0	0	56	0	7	0	6	34	0	0	1	66	26	0	196	
5:15 PM	0	0	0	0	57	0	5	0	3	34	0	0	0	63	13	0	175	
5:30 PM	0	0	0	0	59	0	4	0	4	29	0	0	0	60	21	0	177	
5:45 PM	0	0	0	0	53	0	3	0	2	32	0	0	0	64	25	0	179	
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
APPROACH %'s :	0	0	0	0	440	0	39	0	30	238	0	0	1	472	182	0	1402	
	0	0	0	0	91.86%	0.00%	8.14%	0.00%	11.19%	88.81%	0.00%	0.00%	0.15%	72.06%	27.79%	0.00%		
PEAK HR :	05:00 PM - 06:00 PM																	
PEAK HR VOL :	0	0	0	0	225	0	19	0	15	129	0	0	1	253	85	0	727	
PEAK HR FACTOR :	0.000	0.000	0.000	0.000	0.953	0.000	0.679	0.000	0.625	0.949	0.000	0.000	0.250	0.958	0.817	0.000	0.927	
					0.968				0.900				0.911					

National Data & Surveying Services Intersection Turning Movement Count

Location: Colonial Corner Dr & Woodlawn St
 City: Hopewell
 Control: Signalized

Project ID: 23-250031-005
 Date: 8/17/2023

Data - Total

NS/EW Streets:	Colonial Corner Dr				Colonial Corner Dr				Woodlawn St				Woodlawn St				
AM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
7:00 AM	78	2	0	0	0	8	9	0	0	0	0	0	1	150	2	0	250
7:15 AM	106	4	0	0	0	6	18	0	0	0	0	0	1	181	2	0	318
7:30 AM	93	3	0	0	0	7	15	0	0	0	0	0	0	198	3	0	319
7:45 AM	105	8	0	0	0	2	10	0	0	0	0	0	0	210	3	0	338
8:00 AM	81	11	0	0	0	7	8	0	0	0	0	0	0	172	2	0	281
8:15 AM	69	1	0	0	0	3	10	0	0	0	0	0	0	169	0	0	252
8:30 AM	76	1	0	0	0	2	4	0	0	0	0	0	3	188	2	0	276
8:45 AM	60	5	0	0	0	4	5	0	0	0	0	0	2	173	4	0	253
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	668	35	0	0	0	39	79	0	0	0	0	0	7	1441	18	0	2287
	95.02%	4.98%	0.00%	0.00%	0.00%	33.05%	66.95%	0.00%	0.00%	0.00%	0.00%	0.00%	0.48%	98.29%	1.23%	0.00%	
PEAK HR :	07:15 AM - 08:15 AM																TOTAL
PEAK HR VOL :	385	26	0	0	0	22	51	0	0	0	0	0	1	761	10	0	1256
PEAK HR FACTOR :	0.908	0.591	0.000	0.000	0.000	0.786	0.708	0.000	0.000	0.000	0.000	0.000	0.250	0.906	0.833	0.000	0.929
	0.909				0.760								0.906				
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	79	15	0	0	0	9	5	0	0	0	0	0	3	230	3	0	344
4:15 PM	83	12	0	0	0	9	10	0	0	0	0	0	6	263	5	0	388
4:30 PM	68	14	0	0	0	4	7	0	0	0	0	0	4	236	3	0	336
4:45 PM	72	14	0	0	0	7	8	0	0	0	0	0	5	213	5	0	324
5:00 PM	76	9	0	0	0	2	10	0	0	0	0	0	5	210	6	0	318
5:15 PM	75	8	0	0	0	5	8	0	0	0	0	0	5	224	11	0	336
5:30 PM	91	13	0	0	0	7	8	0	0	0	0	0	6	268	7	0	400
5:45 PM	89	8	0	2	0	7	5	0	0	0	0	0	5	212	6	0	334
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	633	93	0	2	0	50	61	0	0	0	0	0	39	1856	46	0	2780
	86.95%	12.77%	0.00%	0.27%	0.00%	45.05%	54.95%	0.00%	0.00%	0.00%	0.00%	0.00%	2.01%	95.62%	2.37%	0.00%	
PEAK HR :	04:00 PM - 05:00 PM																TOTAL
PEAK HR VOL :	302	55	0	0	0	29	30	0	0	0	0	0	18	942	16	0	1392
PEAK HR FACTOR :	0.910	0.917	0.000	0.000	0.000	0.806	0.750	0.000	0.000	0.000	0.000	0.000	0.750	0.895	0.800	0.000	0.897
	0.939				0.776								0.891				

National Data & Surveying Services Intersection Turning Movement Count

Location: Ashland St & Oaklawn Blvd WB
 City: Hopewell
 Control: Signalized

Project ID: 23-250031-004
 Date: 8/17/2023

Data - Total

NS/EW Streets:	Ashland St				Ashland St				Oaklawn Blvd WB				Oaklawn Blvd WB					
AM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND					
	1	2	0	0	0	1	1	0	0	0	0	0	0.5	2	0.5	0		
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
	7:00 AM	6	17	0	0	0	13	68	0	0	0	0	0	2	101	4	0	211
	7:15 AM	6	28	0	0	0	16	75	0	0	0	0	0	2	140	8	0	275
	7:30 AM	5	61	0	0	0	7	90	0	0	0	0	0	4	144	15	0	326
	7:45 AM	10	55	0	0	0	20	90	0	0	0	0	0	4	145	5	0	329
	8:00 AM	9	31	0	0	0	37	79	0	0	0	0	0	1	119	15	0	291
	8:15 AM	9	44	0	0	0	15	76	0	0	0	0	0	3	109	11	0	267
	8:30 AM	14	40	0	0	0	22	78	0	0	0	0	0	4	123	5	0	286
8:45 AM	7	29	0	0	0	18	67	0	0	0	0	0	2	130	6	0	259	
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
	66	305	0	0	0	148	623	0	0	0	0	0	22	1011	69	0	2244	
APPROACH %'s :	17.79%	82.21%	0.00%	0.00%	0.00%	19.20%	80.80%	0.00%					2.00%	91.74%	6.26%	0.00%		
PEAK HR :	07:15 AM - 08:15 AM																	
PEAK HR VOL :	30	175	0	0	0	80	334	0	0	0	0	0	11	548	43	0	TOTAL	
PEAK HR FACTOR :	0.750	0.717	0.000	0.000	0.000	0.541	0.928	0.000	0.000	0.000	0.000	0.000	0.688	0.945	0.717	0.000	0.928	
	0.777				0.692								0.923					
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND					
	1	2	0	0	0	1	1	0	0	0	0	0	0.5	2	0.5	0		
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
	4:00 PM	16	91	0	0	0	29	74	0	0	0	0	0	5	181	29	0	425
	4:15 PM	13	54	0	0	0	23	88	0	0	0	0	0	2	186	14	0	380
	4:30 PM	17	66	0	0	0	30	71	0	0	0	0	0	4	188	16	0	392
	4:45 PM	6	66	0	0	0	22	84	0	0	0	0	0	8	150	17	0	353
	5:00 PM	13	71	0	0	0	30	59	0	0	0	0	0	3	171	13	0	360
	5:15 PM	8	84	0	0	0	27	59	0	0	0	0	0	3	193	13	0	387
	5:30 PM	16	91	0	0	0	20	72	0	0	0	0	0	7	222	19	0	447
5:45 PM	25	69	0	0	0	20	65	0	0	0	0	0	7	154	10	0	350	
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
	114	592	0	0	0	201	572	0	0	0	0	0	39	1445	131	0	3094	
APPROACH %'s :	16.15%	83.85%	0.00%	0.00%	0.00%	26.00%	74.00%	0.00%					2.41%	89.47%	8.11%	0.00%		
PEAK HR :	04:00 PM - 05:00 PM																	
PEAK HR VOL :	52	277	0	0	0	104	317	0	0	0	0	0	19	705	76	0	TOTAL	
PEAK HR FACTOR :	0.765	0.761	0.000	0.000	0.000	0.867	0.901	0.000	0.000	0.000	0.000	0.000	0.594	0.938	0.655	0.000	0.912	
	0.769				0.948								0.930					

National Data & Surveying Services Intersection Turning Movement Count

Location: Hopewell Visitor Center Dwy & Old Oaklawn Blvd
 City: Hopewell
 Control: 2-Way Stop(EB/WB)

Project ID: 23-250031-007
 Date: 8/17/2023

Data - Total

NS/EW Streets:	Hopewell Visitor Center Dwy				Hopewell Visitor Center Dwy				Old Oaklawn Blvd				Old Oaklawn Blvd				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
AM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
7:00 AM	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
7:15 AM	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3
7:30 AM	0	0	0	0	1	3	0	0	0	0	0	0	0	0	0	0	4
7:45 AM	0	0	0	0	1	4	0	0	0	0	0	0	0	0	0	0	5
8:00 AM	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	4
8:15 AM	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2
8:30 AM	0	0	0	0	2	3	1	0	0	0	2	0	0	0	0	0	8
8:45 AM	0	0	0	0	1	7	0	0	0	0	0	0	0	0	0	0	8
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %s :	0	0	0	0	6	26	1	0	0	1	2	0	0	0	0	0	36
					18.18%	78.79%	3.03%	0.00%	0.00%	33.33%	66.67%	0.00%					
PEAK HR :	08:00 AM - 09:00 AM																TOTAL
PEAK HR VOL :	0	0	0	0	3	15	1	0	0	1	2	0	0	0	0	0	22
PEAK HR FACTOR :	0.000	0.000	0.000	0.000	0.375	0.536	0.250	0.000	0.000	0.250	0.250	0.000	0.000	0.000	0.000	0.000	0.688
					0.594				0.375								
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				TOTAL
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	
4:00 PM	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6
4:15 PM	0	0	1	0	1	7	0	0	0	0	1	0	0	0	0	0	10
4:30 PM	0	0	0	0	0	14	0	0	0	0	0	0	0	0	0	0	14
4:45 PM	0	0	0	0	2	13	1	0	0	1	0	0	1	0	0	0	18
5:00 PM	0	0	0	0	1	6	0	0	0	0	0	0	0	0	0	0	7
5:15 PM	0	0	0	0	0	11	1	0	0	1	0	0	0	0	0	0	13
5:30 PM	0	0	0	0	2	8	1	0	0	0	2	0	2	1	0	0	16
5:45 PM	0	0	0	0	0	11	1	0	0	0	0	0	2	0	0	0	14
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %s :	0	0	1	0	6	76	4	0	0	2	3	0	5	1	0	0	98
	0.00%	0.00%	100.00%	0.00%	6.98%	88.37%	4.65%	0.00%	0.00%	40.00%	60.00%	0.00%	83.33%	16.67%	0.00%	0.00%	
PEAK HR :	04:45 PM - 05:45 PM																TOTAL
PEAK HR VOL :	0	0	0	0	5	38	3	0	0	2	2	0	3	1	0	0	54
PEAK HR FACTOR :	0.000	0.000	0.000	0.000	0.625	0.731	0.750	0.000	0.000	0.500	0.250	0.000	0.375	0.250	0.000	0.000	0.750
					0.719				0.500				0.333				

National Data & Surveying Services Intersection Turning Movement Count

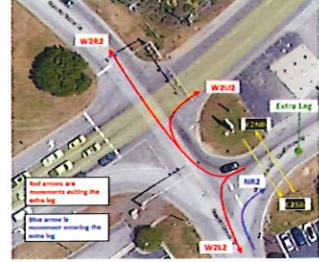
Location: Colonial Corner Dr & Colman Blvd EB Courthouse Rd
 City: Newport
 Control: Signalized

Project ID: 23-20021-006
 Date: 6/17/2023

Data - Total

N/S/E/W Streets	Colonial Corner Dr				Colonial Corner Dr				Colman Blvd EB Courthouse Rd				Colman Blvd EB Courthouse Rd				TOTAL			
	WESTBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND							
	NL	NT	NR	NJ	NL	NT	NR	NJ	EL	ET	ER	EJ	WL	WT	WR	WJ	W2.1	W2.2	W2.3	
AM	0	1	0	0	0	1	0	0	1	3	1	0	0	0	0	0	0	0	0	
7:00 AM	0	1	0	0	0	1	0	0	4	135	5	0	0	0	0	0	0	0	0	43
7:15 AM	0	15	1	0	0	1	0	0	4	178	2	0	0	0	0	0	0	0	0	60
7:30 AM	0	12	0	0	0	2	0	0	3	225	3	0	0	0	0	0	0	0	0	48
7:45 AM	0	7	0	0	0	0	0	0	7	204	0	0	0	0	0	0	0	0	0	64
8:00 AM	0	5	1	0	0	4	1	0	4	155	0	0	0	0	0	0	0	0	0	47
8:15 AM	0	3	1	0	0	1	0	0	4	172	6	0	0	0	0	0	0	0	0	43
8:30 AM	0	3	0	0	0	4	1	0	5	244	7	0	0	0	0	0	0	0	0	33
8:45 AM	0	1	0	0	0	4	0	0	7	152	3	0	0	0	0	0	0	0	0	34
TOTAL VOLUMES	0	60	4	0	0	20	6	0	0	40	1354	28	0	0	0	0	0	0	0	372
APPROACH V.S.	0.00%	55.56%	3.33%	0.00%	0.00%	46.67%	30.00%	0.00%	0.00%	2.05%	92.29%	1.05%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	17.7%
PEAK HR	0	43	2	0	0	4	0	0	20	742	5	0	0	0	0	0	0	0	0	218
PEAK HR FCTR	0.000	0.566	0.500	0.000	0.568	0.250	0.500	0.000	0.000	0.714	0.905	0.417	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.855
																				0.625
PM	0	1	0	0	0	1	0	0	1	3	1	0	0	0	0	0	0	0	0	
4:30 PM	0	4	0	0	0	12	0	0	11	208	4	0	0	0	0	0	0	0	0	14
4:45 PM	0	4	0	0	0	22	11	4	0	0	14	0	0	0	0	0	0	0	0	12
4:55 PM	0	5	3	0	0	18	3	0	0	10	242	10	0	0	0	0	0	0	0	40
5:05 PM	0	3	0	0	0	14	1	0	0	15	202	11	0	0	0	0	0	0	0	44
5:20 PM	0	7	3	0	0	19	1	7	0	14	281	12	0	0	0	0	0	0	0	42
5:35 PM	0	2	2	0	0	17	8	2	0	14	268	8	0	0	0	0	0	0	0	44
5:30 PM	0	6	0	0	0	18	3	0	0	15	211	11	0	0	0	0	0	0	0	44
5:45 PM	0	3	1	0	0	22	11	3	0	5	296	13	0	0	0	0	0	0	0	37
TOTAL VOLUMES	0	24	9	0	0	140	59	32	0	99	2324	81	0	0	0	0	0	0	0	315
APPROACH V.S.	0.00%	15.50%	4.50%	0.00%	25.50%	64.84%	35.16%	0.00%	0.00%	2.96%	92.50%	3.26%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	6.9%
PEAK HR	0	21	6	0	0	28	17	0	0	49	1258	46	0	0	0	0	0	0	0	133
PEAK HR FCTR	0.000	0.543	0.500	0.000	0.864	0.538	0.607	0.000	0.000	0.817	0.808	0.767	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.846
																				0.679

Explanation for extra leg movements
 Movement entering the extra leg
 W2.2 Movements coming from NB on Colonial Corner Dr entering into the extra leg (Courthouse Rd)
 W2.3 Movements coming from NB on Colonial Corner Dr entering into the extra leg (Courthouse Rd)
 Movements exiting the extra leg
 W2.1 Movements exiting from extra leg (Courthouse Rd) entering into Colonial Corner Dr heading SB
 W2.2 Movements exiting from extra leg (Courthouse Rd) entering into Colonial Blvd EB
 W2.3 Movements exiting from extra leg (Courthouse Rd) entering into Colonial Corner Dr heading NB



APPENDIX D
Intersection Capacity Analysis

A.M. Existing 2023

HCM 6th TWSC
1: Old Iron Road/Old Iron Road & Monroe Avenue

Existing Conditions
AM Peak Hour

Intersection

Int Delay, s/veh 2.1

Movement EBL EBR NBL NBT SBT SBR

Lane Configurations	Y			↑	↑	
Traffic Vol, veh/h	24	0	0	32	32	17
Future Vol, veh/h	24	0	0	32	32	17
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	82	82	82	82	82	82
Heavy Vehicles, %	4	0	0	9	9	12
Mvmt Flow	29	0	0	39	39	21

Major/Minor Minor2 Major1 Major2

Conflicting Flow All	89	50	60	0	-	0
Stage 1	50	-	-	-	-	-
Stage 2	39	-	-	-	-	-
Critical Hdwy	6.44	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.44	-	-	-	-	-
Critical Hdwy Stg 2	5.44	-	-	-	-	-
Follow-up Hdwy	3.536	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	907	1024	1556	-	-	-
Stage 1	967	-	-	-	-	-
Stage 2	978	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	907	1024	1556	-	-	-
Mov Cap-2 Maneuver	907	-	-	-	-	-
Stage 1	967	-	-	-	-	-
Stage 2	978	-	-	-	-	-

Approach EB NB SB

HCM Control Delay, s	9.1	0	0
HCM LOS	A		

Minor Lane/Major Mvmt NBL NBT EBLn1 SBT SBR

Capacity (veh/h)	1556	-	907	-	-
HCM Lane V/C Ratio	-	-	0.032	-	-
HCM Control Delay (s)	0	-	9.1	-	-
HCM Lane LOS	A	-	A	-	-
HCM 95th %tile Q(veh)	0	-	0.1	-	-

HCM 6th TWSC
2: Courthouse Road & Ashland Street

Existing Conditions
AM Peak Hour

Intersection												
Int Delay, s/veh	4											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↗			↕			↕		↖		↗
Traffic Vol, veh/h	7	40	0	1	215	55	0	0	0	139	0	8
Future Vol, veh/h	7	40	0	1	215	55	0	0	0	139	0	8
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	110	-	-	-	-	-	-	-	-	0	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	93	93	93	93	93	93	93	93	93	93
Heavy Vehicles, %	14	3	0	0	1	4	0	0	0	5	0	13
Mvmt Flow	8	43	0	1	231	59	0	0	0	149	0	9

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	290	0	0	43	0	0	326	351	43	322	-	261
Stage 1	-	-	-	-	-	-	59	59	-	263	-	-
Stage 2	-	-	-	-	-	-	267	292	-	59	-	-
Critical Hdwy	4.24	-	-	4.1	-	-	7.1	6.5	6.2	7.15	-	6.33
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.15	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.15	-	-
Follow-up Hdwy	2.326	-	-	2.2	-	-	3.5	4	3.3	3.545	-	3.417
Pot Cap-1 Maneuver	1206	-	-	1579	-	-	631	577	1033	625	0	752
Stage 1	-	-	-	-	-	-	958	850	-	736	0	-
Stage 2	-	-	-	-	-	-	743	675	-	945	0	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1206	-	-	1579	-	-	620	572	1033	621	-	752
Mov Cap-2 Maneuver	-	-	-	-	-	-	620	572	-	621	-	-
Stage 1	-	-	-	-	-	-	951	844	-	731	-	-
Stage 2	-	-	-	-	-	-	734	674	-	939	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	1.2	0	0	12.4
HCM LOS			A	B

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	-	1206	-	-	1579	-	-	621	752
HCM Lane V/C Ratio	-	0.006	-	-	0.001	-	-	0.241	0.011
HCM Control Delay (s)	0	8	-	-	7.3	0	-	12.6	9.8
HCM Lane LOS		A	A	-	A	A	-	B	A
HCM 95th %tile Q(veh)	-	0	-	-	0	-	-	0.9	0

Timings

3: Ashland Street & Oaklawn Boulevard

Existing Conditions

AM Peak Hour



Lane Group	EBT	NBT	SBL	SBT	Ø5
Lane Configurations	↔↔↔	↕↕	↘	↕↕	
Traffic Volume (vph)	517	54	39	47	
Future Volume (vph)	517	54	39	47	
Turn Type	NA	NA	pm+pt	NA	
Protected Phases	3	2	1	6	5
Permitted Phases			6		
Detector Phase	3	2	1	6	
Switch Phase					
Minimum Initial (s)	7.0	7.0	5.0	7.0	5.0
Minimum Split (s)	12.0	12.0	10.0	12.0	10.0
Total Split (s)	30.0	50.0	25.0	50.0	25.0
Total Split (%)	28.6%	47.6%	23.8%	47.6%	24%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	
Lead/Lag		Lag	Lead	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None

Intersection Summary

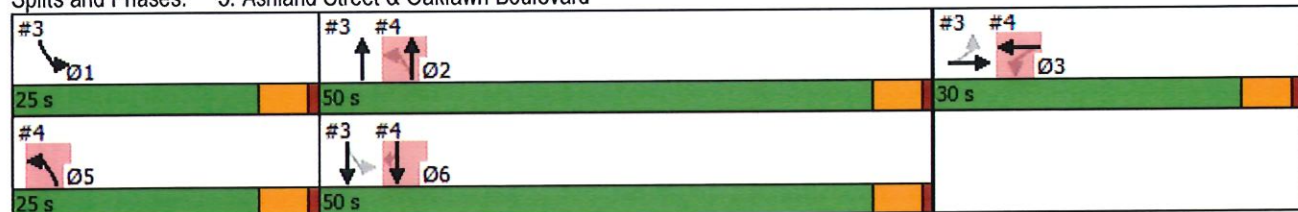
Cycle Length: 105

Actuated Cycle Length: 44.1

Natural Cycle: 45

Control Type: Actuated-Uncoordinated

Splits and Phases: 3: Ashland Street & Oaklawn Boulevard



Queues

Existing Conditions

3: Ashland Street & Oaklawn Boulevard

AM Peak Hour



















Lane Group	EBT	NBT	SBL	SBT
Lane Group Flow (vph)	899	69	44	53
v/c Ratio	0.40	0.10	0.12	0.08
Control Delay	9.2	16.4	16.1	19.5
Queue Delay	0.0	0.0	0.0	0.0
Total Delay	9.2	16.4	16.1	19.5
Queue Length 50th (ft)	32	5	12	7
Queue Length 95th (ft)	108	23	11	6
Internal Link Dist (ft)	823	266		355
Turn Bay Length (ft)			125	
Base Capacity (vph)	2973	3062	836	3004
Starvation Cap Reductn	0	0	0	0
Spillback Cap Reductn	0	0	0	0
Storage Cap Reductn	0	0	0	0
Reduced v/c Ratio	0.30	0.02	0.05	0.02

Intersection Summary

HCM Signalized Intersection Capacity Analysis
3: Ashland Street & Oaklawn Boulevard

Existing Conditions
AM Peak Hour

													
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations													
Traffic Volume (vph)	164	517	110	0	0	0	0	54	7	39	47	0	
Future Volume (vph)	164	517	110	0	0	0	0	54	7	39	47	0	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)		5.0						5.0		5.0	5.0		
Lane Util. Factor		0.91						0.95		1.00	0.95		
Frt		0.98						0.98		1.00	1.00		
Flt Protected		0.99						1.00		0.95	1.00		
Satd. Flow (prot)		4822						3373		1641	3312		
Flt Permitted		0.99						1.00		0.70	1.00		
Satd. Flow (perm)		4822						3373		1213	3312		
Peak-hour factor, PHF	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	
Adj. Flow (vph)	186	588	125	0	0	0	0	61	8	44	53	0	
RTOR Reduction (vph)	0	16	0	0	0	0	0	6	0	0	0	0	
Lane Group Flow (vph)	0	883	0	0	0	0	0	63	0	44	53	0	
Heavy Vehicles (%)	2%	5%	4%	0%	0%	0%	0%	4%	14%	10%	9%	0%	
Turn Type	Perm	NA						NA		pm+pt	NA		
Protected Phases		3						2		1	6		
Permitted Phases	3									6			
Actuated Green, G (s)		20.4						9.2		11.5	9.3		
Effective Green, g (s)		20.4						9.2		11.5	9.3		
Actuated g/C Ratio		0.44						0.20		0.25	0.20		
Clearance Time (s)		5.0						5.0		5.0	5.0		
Vehicle Extension (s)		3.0						3.0		3.0	3.0		
Lane Grp Cap (vph)		2101						663		318	658		
v/s Ratio Prot								0.02		c0.01	0.02		
v/s Ratio Perm		0.18								c0.03			
v/c Ratio		0.42						0.09		0.14	0.08		
Uniform Delay, d1		9.1						15.4		13.7	15.3		
Progression Factor		1.00						1.00		1.35	1.10		
Incremental Delay, d2		0.1						0.1		0.2	0.1		
Delay (s)		9.3						15.5		18.7	16.9		
Level of Service		A						B		B	B		
Approach Delay (s)		9.3			0.0			15.5			17.7		
Approach LOS		A			A			B			B		
Intersection Summary													
HCM 2000 Control Delay			10.4									HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio			0.32										
Actuated Cycle Length (s)			46.8									Sum of lost time (s)	15.0
Intersection Capacity Utilization			49.1%									ICU Level of Service	A
Analysis Period (min)			15										
c Critical Lane Group													

Timings
4: Ashland Street & Woodlawn Street

Existing Conditions
AM Peak Hour

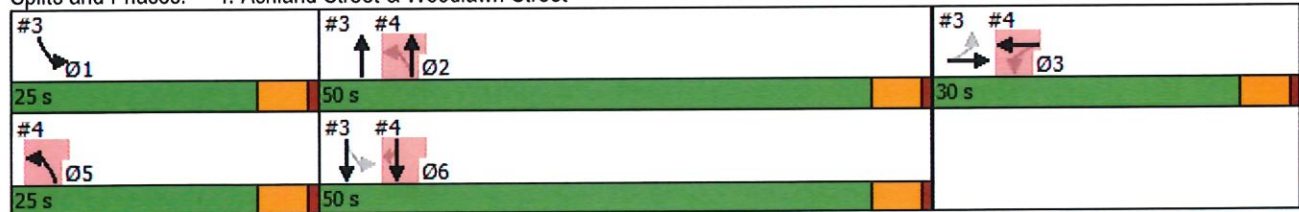


Lane Group	WBT	NBL	NBT	SBT	SBR	Ø1
Lane Configurations	↔↕↔	↕	↕↕	↕	↕	
Traffic Volume (vph)	548	30	175	80	334	
Future Volume (vph)	548	30	175	80	334	
Turn Type	NA	pm+pt	NA	NA	Perm	
Protected Phases	3	5	2	6		1
Permitted Phases		2			6	
Detector Phase	3	5	2	6	6	
Switch Phase						
Minimum Initial (s)	7.0	5.0	7.0	7.0	7.0	5.0
Minimum Split (s)	12.0	10.0	12.0	12.0	12.0	10.0
Total Split (s)	30.0	25.0	50.0	50.0	50.0	25.0
Total Split (%)	28.6%	23.8%	47.6%	47.6%	47.6%	24%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	
Lead/Lag		Lead	Lag	Lag	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None	None

Intersection Summary

Cycle Length: 105
 Actuated Cycle Length: 44.1
 Natural Cycle: 45
 Control Type: Actuated-Uncoordinated

Splits and Phases: 4: Ashland Street & Woodlawn Street



Queues
4: Ashland Street & Woodlawn Street

Existing Conditions
AM Peak Hour



Lane Group	WBT	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	647	32	188	86	359
v/c Ratio	0.28	0.08	0.26	0.23	0.58
Control Delay	8.7	13.6	20.8	19.5	7.1
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	8.7	13.6	20.8	19.5	7.1
Queue Length 50th (ft)	22	0	23	16	0
Queue Length 95th (ft)	79	27	57	58	58
Internal Link Dist (ft)	233		355	275	
Turn Bay Length (ft)		170			
Base Capacity (vph)	3023	919	3210	1595	1484
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.21	0.03	0.06	0.05	0.24
Intersection Summary					

HCM Signalized Intersection Capacity Analysis
4: Ashland Street & Woodlawn Street

Existing Conditions
AM Peak Hour



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations					↔↔↔		↔	↔↔			↔	↔
Traffic Volume (vph)	0	0	0	11	548	43	30	175	0	0	80	334
Future Volume (vph)	0	0	0	11	548	43	30	175	0	0	80	334
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)					5.0		5.0	5.0			5.0	5.0
Lane Util. Factor					0.91		1.00	0.95			1.00	1.00
Frt					0.99		1.00	1.00			1.00	0.85
Flt Protected					1.00		0.95	1.00			1.00	1.00
Satd. Flow (prot)					4916		1805	3539			1759	1599
Flt Permitted					1.00		0.70	1.00			1.00	1.00
Satd. Flow (perm)					4916		1332	3539			1759	1599
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93
Adj. Flow (vph)	0	0	0	12	589	46	32	188	0	0	86	359
RTOR Reduction (vph)	0	0	0	0	6	0	0	0	0	0	0	288
Lane Group Flow (vph)	0	0	0	0	641	0	32	188	0	0	86	71
Heavy Vehicles (%)	0%	0%	0%	0%	4%	9%	0%	2%	0%	0%	8%	1%
Turn Type				Perm	NA		pm+pt	NA			NA	Perm
Protected Phases					3		5	2			6	
Permitted Phases				3			2					6
Actuated Green, G (s)					20.4		11.3	9.2			9.3	9.3
Effective Green, g (s)					20.4		11.3	9.2			9.3	9.3
Actuated g/C Ratio					0.44		0.24	0.20			0.20	0.20
Clearance Time (s)					5.0		5.0	5.0			5.0	5.0
Vehicle Extension (s)					3.0		3.0	3.0			3.0	3.0
Lane Grp Cap (vph)					2142		342	695			349	317
v/s Ratio Prot							c0.00	c0.05			0.05	
v/s Ratio Perm					0.13		0.02					0.04
v/c Ratio					0.30		0.09	0.27			0.25	0.23
Uniform Delay, d1					8.6		13.7	16.0			15.8	15.7
Progression Factor					1.00		1.17	1.14			1.00	1.00
Incremental Delay, d2					0.1		0.1	0.2			0.4	0.4
Delay (s)					8.6		16.1	18.5			16.2	16.1
Level of Service					A		B	B			B	B
Approach Delay (s)		0.0			8.6			18.1			16.1	
Approach LOS		A			A			B			B	

Intersection Summary			
HCM 2000 Control Delay	12.8	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.28		
Actuated Cycle Length (s)	46.8	Sum of lost time (s)	15.0
Intersection Capacity Utilization	49.1%	ICU Level of Service	A
Analysis Period (min)	15		
c Critical Lane Group			

Timings
5: Colonial Corner Drive & Woodlawn Street

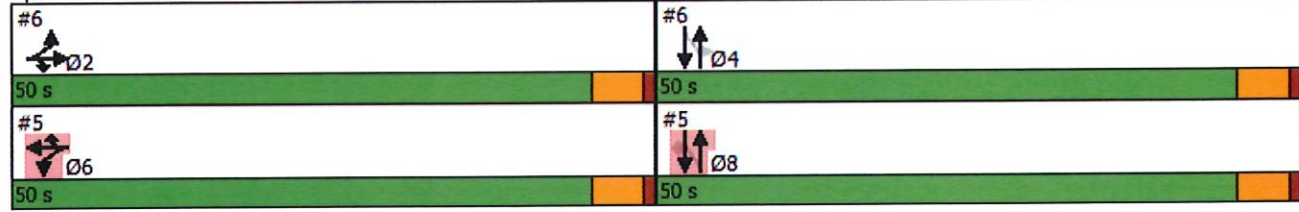
Existing Conditions
AM Peak Hour



Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR	Ø2	Ø4
Lane Configurations	↵	↑↑↑	↗	↵	↑	↑	↗		
Traffic Volume (vph)	1	761	10	385	26	22	51		
Future Volume (vph)	1	761	10	385	26	22	51		
Turn Type	Split	NA	Prot	Perm	NA	NA	Perm		
Protected Phases	6	6	6		8	8		2	4
Permitted Phases				8			8		
Detector Phase	6	6	6	8	8	8	8		
Switch Phase									
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	23.0	23.0	23.0	23.0	40.0	23.0
Total Split (s)	50.0	50.0	50.0	50.0	50.0	50.0	50.0	50.0	50.0
Total Split (%)	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50%	50%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	5.0	5.0		
Lead/Lag									
Lead-Lag Optimize?									
Recall Mode	Max	Max	Max	Min	Min	Min	Min	Max	Min

Intersection Summary
 Cycle Length: 100
 Actuated Cycle Length: 75.2
 Natural Cycle: 65
 Control Type: Actuated-Uncoordinated

Splits and Phases: 5: Colonial Corner Drive & Woodlawn Street



Queues

Existing Conditions

5: Colonial Corner Drive & Woodlawn Street




















AM Peak Hour



Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	1	818	11	219	223	24	55
v/c Ratio	0.00	0.27	0.01	0.63	0.65	0.05	0.12
Control Delay	8.0	8.1	2.3	31.5	32.5	19.7	6.5
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	8.0	8.1	2.3	31.5	32.5	19.7	6.5
Queue Length 50th (ft)	0	55	0	86	88	8	0
Queue Length 95th (ft)	3	109	5	158	170	24	23
Internal Link Dist (ft)		848			247	95	
Turn Bay Length (ft)	160		160				
Base Capacity (vph)	1086	3031	980	790	778	1089	993
Starvation Cap Reductn	0	0	0	18	16	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.00	0.27	0.01	0.28	0.29	0.02	0.06
Intersection Summary							

HCM Signalized Intersection Capacity Analysis
5: Colonial Corner Drive & Woodlawn Street

Existing Conditions
AM Peak Hour

													
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations													
Traffic Volume (vph)	0	0	0	1	761	10	385	26	0	0	22	51	
Future Volume (vph)	0	0	0	1	761	10	385	26	0	0	22	51	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0	
Lane Util. Factor				1.00	0.91	1.00	0.95	0.95			1.00	1.00	
Frt				1.00	1.00	0.85	1.00	1.00			1.00	0.85	
Flt Protected				0.95	1.00	1.00	0.95	0.96			1.00	1.00	
Satd. Flow (prot)				1805	5036	1615	1681	1683			1810	1615	
Flt Permitted				0.95	1.00	1.00	0.74	0.74			1.00	1.00	
Satd. Flow (perm)				1805	5036	1615	1312	1292			1810	1615	
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	
Adj. Flow (vph)	0	0	0	1	818	11	414	28	0	0	24	55	
RTOR Reduction (vph)	0	0	0	0	0	4	0	0	0	0	0	40	
Lane Group Flow (vph)	0	0	0	1	818	7	219	223	0	0	24	15	
Heavy Vehicles (%)	0%	0%	0%	0%	3%	0%	2%	8%	0%	0%	5%	0%	
Turn Type				Split	NA	Prot	Perm	NA			NA	Perm	
Protected Phases				6	6	6		8			8		
Permitted Phases							8					8	
Actuated Green, G (s)				45.2	45.2	45.2	19.9	19.9			19.9	19.9	
Effective Green, g (s)				45.2	45.2	45.2	19.9	19.9			19.9	19.9	
Actuated g/C Ratio				0.60	0.60	0.60	0.26	0.26			0.26	0.26	
Clearance Time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0	
Vehicle Extension (s)				3.0	3.0	3.0	3.0	3.0			3.0	3.0	
Lane Grp Cap (vph)				1086	3030	972	347	342			479	427	
v/s Ratio Prot				0.00	c0.16	0.00					0.01		
v/s Ratio Perm							0.17	c0.17				0.01	
v/c Ratio				0.00	0.27	0.01	0.63	0.65			0.05	0.03	
Uniform Delay, d1				6.0	7.1	6.0	24.4	24.5			20.6	20.5	
Progression Factor				1.00	1.00	1.00	0.95	0.94			1.00	1.00	
Incremental Delay, d2				0.0	0.2	0.0	3.7	4.4			0.0	0.0	
Delay (s)				6.0	7.3	6.0	26.7	27.6			20.6	20.5	
Level of Service				A	A	A	C	C			C	C	
Approach Delay (s)		0.0			7.3			27.2			20.5		
Approach LOS		A			A			C			C		
Intersection Summary													
HCM 2000 Control Delay			14.6	HCM 2000 Level of Service				B					
HCM 2000 Volume to Capacity ratio			0.39										
Actuated Cycle Length (s)			75.1	Sum of lost time (s)				10.0					
Intersection Capacity Utilization			66.7%	ICU Level of Service				C					
Analysis Period (min)			15										
c Critical Lane Group													

Timings
6: Colonial Corner Drive & Oaklawn Boulevard

Existing Conditions
AM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBL	SBT	Ø6	Ø8
Lane Configurations								
Traffic Volume (vph)	20	742	5	43	6	4		
Future Volume (vph)	20	742	5	43	6	4		
Turn Type	Split	NA	Prot	NA	Perm	NA		
Protected Phases	2	2	2	4		4	6	8
Permitted Phases					4			
Detector Phase	2	2	2	4	4	4		
Switch Phase								
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	23.0	23.0	23.0	40.0	23.0
Total Split (s)	50.0	50.0	50.0	50.0	50.0	50.0	50.0	50.0
Total Split (%)	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50%	50%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0		0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0		5.0		
Lead/Lag								
Lead-Lag Optimize?								
Recall Mode	Max	Max	Max	Min	Min	Min	Max	Min

Intersection Summary

Cycle Length: 100

Actuated Cycle Length: 75.2

Natural Cycle: 65

Control Type: Actuated-Uncoordinated

Splits and Phases: 6: Colonial Corner Drive & Oaklawn Boulevard

#6 Ø2	#6 Ø4
50 s	50 s
#5 Ø6	#5 Ø8
50 s	50 s

Queues

Existing Conditions

6: Colonial Corner Drive & Oaklawn Boulevard

AM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBT
Lane Group Flow (vph)	22	798	5	48	10
v/c Ratio	0.02	0.27	0.01	0.10	0.02
Control Delay	8.0	8.1	0.4	19.8	5.9
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	8.0	8.1	0.4	19.8	5.9
Queue Length 50th (ft)	3	54	0	16	0
Queue Length 95th (ft)	16	106	1	39	3
Internal Link Dist (ft)		552		254	247
Turn Bay Length (ft)	180		175		
Base Capacity (vph)	987	3002	980	1093	936
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.02	0.27	0.01	0.04	0.01
Intersection Summary					

HCM Signalized Intersection Capacity Analysis
6: Colonial Corner Drive & Oaklawn Boulevard

Existing Conditions
AM Peak Hour



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↘	↑↑↑	↗					↖			↗	
Traffic Volume (vph)	20	742	5	0	0	0	0	43	2	6	4	0
Future Volume (vph)	20	742	5	0	0	0	0	43	2	6	4	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	5.0	5.0	5.0					5.0			5.0	
Lane Util. Factor	1.00	0.91	1.00					1.00			1.00	
Frt	1.00	1.00	0.85					0.99			1.00	
Flt Protected	0.95	1.00	1.00					1.00			0.97	
Satd. Flow (prot)	1641	4988	1615					1817			1674	
Flt Permitted	0.95	1.00	1.00					1.00			0.90	
Satd. Flow (perm)	1641	4988	1615					1817			1557	
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93
Adj. Flow (vph)	22	798	5	0	0	0	0	46	2	6	4	0
RTOR Reduction (vph)	0	0	2	0	0	0	0	1	0	0	0	0
Lane Group Flow (vph)	22	798	3	0	0	0	0	47	0	0	10	0
Heavy Vehicles (%)	10%	4%	0%	0%	0%	0%	0%	2%	50%	17%	0%	0%
Turn Type	Split	NA	Prot					NA		Perm	NA	
Protected Phases	2	2	2					4			4	
Permitted Phases										4		
Actuated Green, G (s)	45.2	45.2	45.2					19.9			19.9	
Effective Green, g (s)	45.2	45.2	45.2					19.9			19.9	
Actuated g/C Ratio	0.60	0.60	0.60					0.26			0.26	
Clearance Time (s)	5.0	5.0	5.0					5.0			5.0	
Vehicle Extension (s)	3.0	3.0	3.0					3.0			3.0	
Lane Grp Cap (vph)	987	3002	972					481			412	
v/s Ratio Prot	0.01	c0.16	0.00					c0.03				
v/s Ratio Perm											0.01	
v/c Ratio	0.02	0.27	0.00					0.10			0.02	
Uniform Delay, d1	6.0	7.1	6.0					20.8			20.4	
Progression Factor	1.00	1.00	1.00					1.00			0.30	
Incremental Delay, d2	0.0	0.2	0.0					0.1			0.0	
Delay (s)	6.1	7.3	6.0					20.9			6.2	
Level of Service	A	A	A					C			A	
Approach Delay (s)		7.3			0.0			20.9			6.2	
Approach LOS		A			A			C			A	
Intersection Summary												
HCM 2000 Control Delay			8.0					HCM 2000 Level of Service			A	
HCM 2000 Volume to Capacity ratio			0.21									
Actuated Cycle Length (s)			75.1					Sum of lost time (s)		10.0		
Intersection Capacity Utilization			50.0%					ICU Level of Service		A		
Analysis Period (min)			15									
c	Critical Lane Group											

HCM 6th TWSC
7: Hopewell Visitor Center & Oaklawn Boulevard

Existing Conditions
AM Peak Hour

Intersection												
Int Delay, s/veh	1.2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↗			↖			↕			↕	
Traffic Vol, veh/h	0	1	2	0	0	0	0	0	0	3	15	1
Future Vol, veh/h	0	1	2	0	0	0	0	0	0	3	15	1
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	69	69	69	69	69	69	69	69	69	69	69	69
Heavy Vehicles, %	0	0	50	0	0	0	0	0	0	0	7	100
Mvmt Flow	0	1	3	0	0	0	0	0	0	4	22	1

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	-	31	23	33	31	-	23	0	0	0	0	0
Stage 1	-	31	-	0	0	-	-	-	-	-	-	-
Stage 2	-	0	-	33	31	-	-	-	-	-	-	-
Critical Hdwy	-	6.5	6.7	7.1	6.5	-	4.1	-	-	4.1	-	-
Critical Hdwy Stg 1	-	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	-	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	-	4	3.75	3.5	4	-	2.2	-	-	2.2	-	-
Pot Cap-1 Maneuver	0	866	931	979	866	0	1605	-	-	-	-	-
Stage 1	0	873	-	-	-	0	-	-	-	-	-	-
Stage 2	0	-	-	988	873	0	-	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	-	866	931	975	866	-	1605	-	-	-	-	-
Mov Cap-2 Maneuver	-	866	-	975	866	-	-	-	-	-	-	-
Stage 1	-	873	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	983	873	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	9		0		0			
HCM LOS	A		A					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1605	-	-	908	-	-	-	-
HCM Lane V/C Ratio	-	-	-	0.005	-	-	-	-
HCM Control Delay (s)	0	-	-	9	0	-	-	-
HCM Lane LOS	A	-	-	A	A	-	-	-
HCM 95th %tile Q(veh)	0	-	-	0	-	-	-	-

P.M. Existing 2023

HCM 6th TWSC
 1: Old Iron Road/Old Iron Road & Monroe Avenue

Existing Conditions
 PM Peak Hour

Intersection

Int Delay, s/veh	2					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	W			↑	↑	
Traffic Vol, veh/h	43	0	3	67	69	39
Future Vol, veh/h	43	0	3	67	69	39
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	84	84	84	84	84	84
Heavy Vehicles, %	0	0	0	2	0	3
Mvmt Flow	51	0	4	80	82	46

Major/Minor	Minor2	Major1		Major2	
Conflicting Flow All	193	105	128	0	0
Stage 1	105	-	-	-	-
Stage 2	88	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-
Pot Cap-1 Maneuver	800	955	1470	-	-
Stage 1	924	-	-	-	-
Stage 2	940	-	-	-	-
Platoon blocked, %				-	-
Mov Cap-1 Maneuver	798	955	1470	-	-
Mov Cap-2 Maneuver	798	-	-	-	-
Stage 1	921	-	-	-	-
Stage 2	940	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	9.8	0.3	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1470	-	798	-	-
HCM Lane V/C Ratio	0.002	-	0.064	-	-
HCM Control Delay (s)	7.5	0	9.8	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0	-	0.2	-	-

HCM 6th TWSC
2: Courthouse Road & Ashland Street

Existing Conditions
PM Peak Hour

Intersection												
Int Delay, s/veh	6.5											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↶	↷			↕			↕		↶		↷
Traffic Vol, veh/h	15	129	0	1	253	85	0	0	0	225	0	19
Future Vol, veh/h	15	129	0	1	253	85	0	0	0	225	0	19
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	110	-	-	-	-	-	-	-	-	0	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	93	93	93	93	93	93	93	93	93	93
Heavy Vehicles, %	0	1	0	0	1	1	0	0	0	2	0	5
Mvmt Flow	16	139	0	1	272	91	0	0	0	242	0	20
Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	363	0	0	139	0	0	501	536	139	491	-	318
Stage 1	-	-	-	-	-	-	171	171	-	320	-	-
Stage 2	-	-	-	-	-	-	330	365	-	171	-	-
Critical Hdwy	4.1	-	-	4.1	-	-	7.1	6.5	6.2	7.12	-	6.25
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.12	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.12	-	-
Follow-up Hdwy	2.2	-	-	2.2	-	-	3.5	4	3.3	3.518	-	3.345
Pot Cap-1 Maneuver	1207	-	-	1457	-	-	484	454	915	488	0	716
Stage 1	-	-	-	-	-	-	836	761	-	692	0	-
Stage 2	-	-	-	-	-	-	687	627	-	831	0	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1207	-	-	1457	-	-	465	448	915	483	-	716
Mov Cap-2 Maneuver	-	-	-	-	-	-	465	448	-	483	-	-
Stage 1	-	-	-	-	-	-	825	751	-	683	-	-
Stage 2	-	-	-	-	-	-	667	626	-	820	-	-
Approach	EB			WB			NB			SB		
HCM Control Delay, s	0.8			0			0			19		
HCM LOS							A			C		
Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2			
Capacity (veh/h)	-	1207	-	-	1457	-	-	483	716			
HCM Lane V/C Ratio	-	0.013	-	-	0.001	-	-	0.501	0.029			
HCM Control Delay (s)	0	8	-	-	7.5	0	-	19.7	10.2			
HCM Lane LOS		A	A	-	-	A	A	-	C	B		
HCM 95th %tile Q(veh)	-	0	-	-	0	-	-	2.8	0.1			

Timings

3: Ashland Street & Oaklawn Boulevard

Existing Conditions

PM Peak Hour



Lane Group	EBT	NBT	SBL	SBT	Ø5
Lane Configurations	↔↔↔	↑↔	↘	↑↑	
Traffic Volume (vph)	786	70	54	55	
Future Volume (vph)	786	70	54	55	
Turn Type	NA	NA	pm+pt	NA	
Protected Phases	3	2	1	6	5
Permitted Phases			6		
Detector Phase	3	2	1	6	
Switch Phase					
Minimum Initial (s)	7.0	7.0	5.0	7.0	5.0
Minimum Split (s)	23.0	23.0	10.0	23.0	10.0
Total Split (s)	30.0	50.0	25.0	50.0	25.0
Total Split (%)	28.6%	47.6%	23.8%	47.6%	24%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	
Lead/Lag		Lag	Lead	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None

Intersection Summary

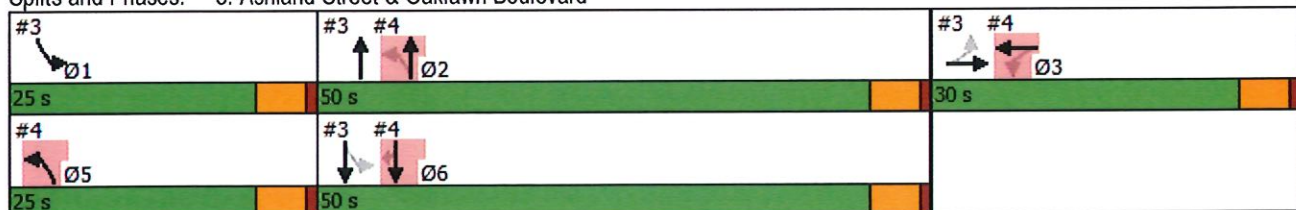
Cycle Length: 105

Actuated Cycle Length: 52.6

Natural Cycle: 60

Control Type: Actuated-Uncoordinated

Splits and Phases: 3: Ashland Street & Oaklawn Boulevard



Queues

Existing Conditions

3: Ashland Street & Oaklawn Boulevard

PM Peak Hour























Lane Group	EBT	NBT	SBL	SBT
Lane Group Flow (vph)	1331	103	58	59
v/c Ratio	0.55	0.15	0.14	0.09
Control Delay	11.9	15.4	14.7	19.7
Queue Delay	0.0	0.0	0.0	0.0
Total Delay	11.9	15.4	14.7	19.7
Queue Length 50th (ft)	115	11	14	7
Queue Length 95th (ft)	183	28	21	11
Internal Link Dist (ft)	823	266		355
Turn Bay Length (ft)			125	
Base Capacity (vph)	2406	2884	752	3041
Starvation Cap Reductn	0	0	0	0
Spillback Cap Reductn	0	0	0	0
Storage Cap Reductn	0	0	0	0
Reduced v/c Ratio	0.55	0.04	0.08	0.02

Intersection Summary

HCM Signalized Intersection Capacity Analysis
3: Ashland Street & Oaklawn Boulevard

Existing Conditions
PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		  						 			 	
Traffic Volume (vph)	260	786	192	0	0	0	0	70	26	54	55	0
Future Volume (vph)	260	786	192	0	0	0	0	70	26	54	55	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		5.0						5.0		5.0	5.0	
Lane Util. Factor		0.91						0.95		1.00	0.95	
Frt		0.98						0.96		1.00	1.00	
Flt Protected		0.99						1.00		0.95	1.00	
Satd. Flow (prot)		4908						3353		1805	3539	
Flt Permitted		0.99						1.00		0.69	1.00	
Satd. Flow (perm)		4908						3353		1305	3539	
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93
Adj. Flow (vph)	280	845	206	0	0	0	0	75	28	58	59	0
RTOR Reduction (vph)	0	18	0	0	0	0	0	23	0	0	0	0
Lane Group Flow (vph)	0	1313	0	0	0	0	0	80	0	58	59	0
Heavy Vehicles (%)	2%	2%	3%	0%	0%	0%	0%	3%	4%	0%	2%	0%
Turn Type	Perm	NA						NA	pm+pt	NA		
Protected Phases		3						2	1	6		
Permitted Phases	3								6			
Actuated Green, G (s)		25.6						10.3	14.0	10.2		
Effective Green, g (s)		25.6						10.3	14.0	10.2		
Actuated g/C Ratio		0.47						0.19	0.26	0.19		
Clearance Time (s)		5.0						5.0	5.0	5.0		
Vehicle Extension (s)		3.0						3.0	3.0	3.0		
Lane Grp Cap (vph)		2296						631	368	659		
v/s Ratio Prot								0.02	c0.01	0.02		
v/s Ratio Perm		0.27							c0.03			
v/c Ratio		0.57						0.13	0.16	0.09		
Uniform Delay, d1		10.6						18.5	15.6	18.4		
Progression Factor		1.00						1.00	1.23	1.02		
Incremental Delay, d2		0.3						0.1	0.2	0.1		
Delay (s)		10.9						18.6	19.5	18.8		
Level of Service		B						B	B	B		
Approach Delay (s)		10.9		0.0				18.6		19.1		
Approach LOS		B		A				B		B		
Intersection Summary												
HCM 2000 Control Delay			12.0		HCM 2000 Level of Service					B		
HCM 2000 Volume to Capacity ratio			0.42									
Actuated Cycle Length (s)			54.7		Sum of lost time (s)				15.0			
Intersection Capacity Utilization			52.0%		ICU Level of Service				A			
Analysis Period (min)			15									
c Critical Lane Group												

Timings

Existing Conditions

4: Ashland Street & Woodlawn Street

PM Peak Hour



Lane Group	WBT	NBL	NBT	SBT	SBR	Ø1
Lane Configurations	↔↔↔	↖	↕↕	↕	↗	
Traffic Volume (vph)	705	52	277	104	317	
Future Volume (vph)	705	52	277	104	317	
Turn Type	NA	pm+pt	NA	NA	Perm	
Protected Phases	3	5	2	6		1
Permitted Phases		2			6	
Detector Phase	3	5	2	6	6	
Switch Phase						
Minimum Initial (s)	7.0	5.0	7.0	7.0	7.0	5.0
Minimum Split (s)	23.0	10.0	23.0	23.0	23.0	10.0
Total Split (s)	30.0	25.0	50.0	50.0	50.0	25.0
Total Split (%)	28.6%	23.8%	47.6%	47.6%	47.6%	24%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	
Lead/Lag		Lead	Lag	Lag	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None	None

Intersection Summary

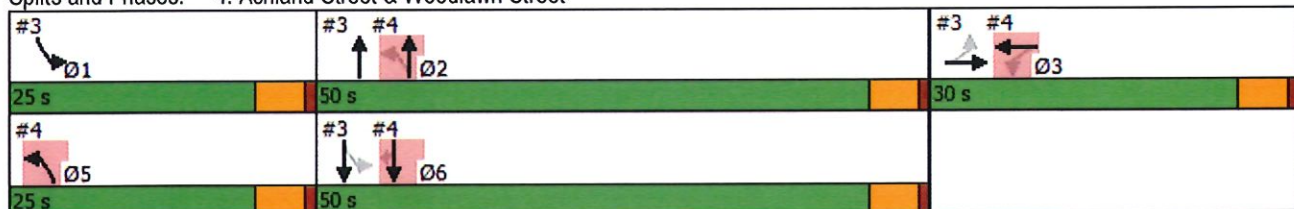
Cycle Length: 105

Actuated Cycle Length: 52.6

Natural Cycle: 60

Control Type: Actuated-Uncoordinated

Splits and Phases: 4: Ashland Street & Woodlawn Street



Queues

Existing Conditions

4: Ashland Street & Woodlawn Street

PM Peak Hour















Lane Group	WBT	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	880	57	304	114	348
v/c Ratio	0.36	0.14	0.44	0.31	0.59
Control Delay	10.4	12.4	22.9	22.3	7.6
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	10.4	12.4	22.9	22.3	7.6
Queue Length 50th (ft)	68	16	53	34	0
Queue Length 95th (ft)	113	m33	88	74	58
Internal Link Dist (ft)	233		355	275	
Turn Bay Length (ft)		170			
Base Capacity (vph)	2418	723	3071	1632	1423
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.36	0.08	0.10	0.07	0.24

Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

HCM Signalized Intersection Capacity Analysis
4: Ashland Street & Woodlawn Street

Existing Conditions
PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations					↕↕↕		↕	↕↕			↕	↕
Traffic Volume (vph)	0	0	0	19	705	76	52	277	0	0	104	317
Future Volume (vph)	0	0	0	19	705	76	52	277	0	0	104	317
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)					5.0		5.0	5.0			5.0	5.0
Lane Util. Factor					0.91		1.00	0.95			1.00	1.00
Frt					0.99		1.00	1.00			1.00	0.85
Flt Protected					1.00		0.95	1.00			1.00	1.00
Satd. Flow (prot)					4952		1736	3574			1900	1599
Flt Permitted					1.00		0.68	1.00			1.00	1.00
Satd. Flow (perm)					4952		1237	3574			1900	1599
Peak-hour factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Adj. Flow (vph)	0	0	0	21	775	84	57	304	0	0	114	348
RTOR Reduction (vph)	0	0	0	0	9	0	0	0	0	0	0	283
Lane Group Flow (vph)	0	0	0	0	871	0	57	304	0	0	114	65
Heavy Vehicles (%)	0%	0%	0%	0%	3%	5%	4%	1%	0%	0%	0%	1%
Turn Type				Perm	NA		pm+pt	NA			NA	Perm
Protected Phases					3		5	2			6	
Permitted Phases				3			2					6
Actuated Green, G (s)					25.6		14.2	10.3			10.2	10.2
Effective Green, g (s)					25.6		14.2	10.3			10.2	10.2
Actuated g/C Ratio					0.47		0.26	0.19			0.19	0.19
Clearance Time (s)					5.0		5.0	5.0			5.0	5.0
Vehicle Extension (s)					3.0		3.0	3.0			3.0	3.0
Lane Grp Cap (vph)					2317		356	672			354	298
v/s Ratio Prot							c0.01	c0.09			0.06	
v/s Ratio Perm					0.18		0.03					0.04
v/c Ratio					0.38		0.16	0.45			0.32	0.22
Uniform Delay, d1					9.4		15.5	19.7			19.3	18.9
Progression Factor					1.00		1.04	1.06			1.00	1.00
Incremental Delay, d2					0.1		0.2	0.4			0.5	0.4
Delay (s)					9.5		16.3	21.4			19.8	19.2
Level of Service					A		B	C			B	B
Approach Delay (s)		0.0			9.5			20.6			19.4	
Approach LOS		A			A			C			B	
Intersection Summary												
HCM 2000 Control Delay					14.5						HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio					0.38							
Actuated Cycle Length (s)					54.7						Sum of lost time (s)	15.0
Intersection Capacity Utilization					52.0%						ICU Level of Service	A
Analysis Period (min)					15							
c Critical Lane Group												

Timings
5: Colonial Corner Drive & Woodlawn Street

Existing Conditions
PM Peak Hour



Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR	Ø2	Ø4
Lane Configurations	↖	↑↑↑	↗	↖	↕	↑	↗		
Traffic Volume (vph)	18	942	16	302	55	29	30		
Future Volume (vph)	18	942	16	302	55	29	30		
Turn Type	Split	NA	Prot	Perm	NA	NA	Perm		
Protected Phases	6	6	6		8	8		2	4
Permitted Phases				8			8		
Detector Phase	6	6	6	8	8	8	8		
Switch Phase									
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	33.0	33.0	33.0	33.0	40.0	23.0
Total Split (s)	50.0	50.0	50.0	50.0	50.0	50.0	50.0	50.0	50.0
Total Split (%)	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50%	50%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	5.0	5.0		
Lead/Lag									
Lead-Lag Optimize?									
Recall Mode	Max	Max	Max	Min	Min	Min	Min	Max	Min

Intersection Summary
 Cycle Length: 100
 Actuated Cycle Length: 73.6
 Natural Cycle: 75
 Control Type: Actuated-Uncoordinated

Splits and Phases: 5: Colonial Corner Drive & Woodlawn Street

#6 ↖ ↕ ↗ Ø2	#6 ↕ ↕ Ø4
50 s	50 s
#5 ↖ ↕ ↗ Ø6	#5 ↕ ↕ Ø8
50 s	50 s

Queues
5: Colonial Corner Drive & Woodlawn Street

Existing Conditions
PM Peak Hour






















Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	20	1047	18	195	202	32	33
v/c Ratio	0.02	0.34	0.02	0.60	0.60	0.07	0.08
Control Delay	7.0	7.8	3.1	33.0	32.7	20.6	8.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	7.0	7.8	3.1	33.0	32.7	20.6	8.0
Queue Length 50th (ft)	3	69	0	83	85	11	0
Queue Length 95th (ft)	13	127	8	149	153	30	19
Internal Link Dist (ft)		848			247	95	
Turn Bay Length (ft)	160		160				
Base Capacity (vph)	1044	3090	999	799	828	1165	974
Starvation Cap Reductn	0	0	0	3	8	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.02	0.34	0.02	0.24	0.25	0.03	0.03

Intersection Summary

HCM Signalized Intersection Capacity Analysis
5: Colonial Corner Drive & Woodlawn Street

Existing Conditions
PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	0	0	0	18	942	16	302	55	0	0	29	30
Future Volume (vph)	0	0	0	18	942	16	302	55	0	0	29	30
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0
Lane Util. Factor				1.00	0.91	1.00	0.95	0.95			1.00	1.00
Frt				1.00	1.00	0.85	1.00	1.00			1.00	0.85
Flt Protected				0.95	1.00	1.00	0.95	0.97			1.00	1.00
Satd. Flow (prot)				1703	5036	1615	1681	1690			1900	1568
Flt Permitted				0.95	1.00	1.00	0.74	0.77			1.00	1.00
Satd. Flow (perm)				1703	5036	1615	1303	1350			1900	1568
Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Adj. Flow (vph)	0	0	0	20	1047	18	336	61	0	0	32	33
RTOR Reduction (vph)	0	0	0	0	0	7	0	0	0	0	0	25
Lane Group Flow (vph)	0	0	0	20	1047	11	195	202	0	0	32	8
Heavy Vehicles (%)	0%	0%	0%	6%	3%	0%	2%	6%	0%	0%	0%	3%
Turn Type				Split	NA	Prot	Perm	NA			NA	Perm
Protected Phases				6	6	6		8			8	
Permitted Phases							8					8
Actuated Green, G (s)				45.1	45.1	45.1	18.4	18.4			18.4	18.4
Effective Green, g (s)				45.1	45.1	45.1	18.4	18.4			18.4	18.4
Actuated g/C Ratio				0.61	0.61	0.61	0.25	0.25			0.25	0.25
Clearance Time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0
Vehicle Extension (s)				3.0	3.0	3.0	3.0	3.0			3.0	3.0
Lane Grp Cap (vph)				1044	3090	990	326	337			475	392
v/s Ratio Prot				0.01	c0.21	0.01					0.02	
v/s Ratio Perm							c0.15	0.15				0.01
v/c Ratio				0.02	0.34	0.01	0.60	0.60			0.07	0.02
Uniform Delay, d1				5.6	6.9	5.5	24.3	24.3			21.0	20.8
Progression Factor				1.00	1.00	1.00	1.02	1.02			1.00	1.00
Incremental Delay, d2				0.0	0.3	0.0	2.9	2.9			0.1	0.0
Delay (s)				5.6	7.2	5.5	27.8	27.8			21.1	20.8
Level of Service				A	A	A	C	C			C	C
Approach Delay (s)		0.0			7.2			27.8			20.9	
Approach LOS		A			A			C			C	
Intersection Summary												
HCM 2000 Control Delay			13.0	HCM 2000 Level of Service				B				
HCM 2000 Volume to Capacity ratio			0.41									
Actuated Cycle Length (s)			73.5	Sum of lost time (s)				10.0				
Intersection Capacity Utilization			66.7%	ICU Level of Service				C				
Analysis Period (min)			15									
c Critical Lane Group												

Timings

Existing Conditions

6: Colonial Corner Drive & Oaklawn Boulevard

PM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBL	SBT	Ø6	Ø8
Lane Configurations								
Traffic Volume (vph)	49	1258	46	18	28	17		
Future Volume (vph)	49	1258	46	18	28	17		
Turn Type	Split	NA	Prot	NA	Perm	NA		
Protected Phases	2	2	2	4		4	6	8
Permitted Phases					4			
Detector Phase	2	2	2	4	4	4		
Switch Phase								
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	23.0	23.0	23.0	40.0	33.0
Total Split (s)	50.0	50.0	50.0	50.0	50.0	50.0	50.0	50.0
Total Split (%)	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50%	50%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0		0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0		5.0		
Lead/Lag								
Lead-Lag Optimize?								
Recall Mode	Max	Max	Max	Min	Min	Min	Max	Min

Intersection Summary

Cycle Length: 100

Actuated Cycle Length: 73.6

Natural Cycle: 75

Control Type: Actuated-Uncoordinated

Splits and Phases: 6: Colonial Corner Drive & Oaklawn Boulevard

#6 Ø2	#6 Ø4
50 s	50 s
#5 Ø6	#5 Ø8
50 s	50 s

Queues

Existing Conditions

6: Colonial Corner Drive & Oaklawn Boulevard

PM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBT
Lane Group Flow (vph)	53	1367	50	27	48
v/c Ratio	0.05	0.43	0.05	0.06	0.12
Control Delay	6.9	8.5	2.7	16.6	15.3
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	6.9	8.5	2.7	16.6	15.3
Queue Length 50th (ft)	8	97	0	7	10
Queue Length 95th (ft)	27	175	14	24	26
Internal Link Dist (ft)		552		254	247
Turn Bay Length (ft)	180		175		
Base Capacity (vph)	1107	3151	1010	1128	963
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.05	0.43	0.05	0.02	0.05
Intersection Summary					

HCM Signalized Intersection Capacity Analysis
6: Colonial Corner Drive & Oaklawn Boulevard

Existing Conditions
PM Peak Hour

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR		
Lane Configurations														
Traffic Volume (vph)	49	1258	46	0	0	0	0	18	6	28	17	0		
Future Volume (vph)	49	1258	46	0	0	0	0	18	6	28	17	0		
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900		
Total Lost time (s)	5.0	5.0	5.0					5.0			5.0			
Lane Util. Factor	1.00	0.91	1.00					1.00			1.00			
Frt	1.00	1.00	0.85					0.96			1.00			
Flt Protected	0.95	1.00	1.00					1.00			0.97			
Satd. Flow (prot)	1805	5136	1615					1834			1797			
Flt Permitted	0.95	1.00	1.00					1.00			0.85			
Satd. Flow (perm)	1805	5136	1615					1834			1571			
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92		
Adj. Flow (vph)	53	1367	50	0	0	0	0	20	7	30	18	0		
RTOR Reduction (vph)	0	0	19	0	0	0	0	5	0	0	0	0		
Lane Group Flow (vph)	53	1367	31	0	0	0	0	22	0	0	48	0		
Heavy Vehicles (%)	0%	1%	0%	0%	0%	0%	0%	0%	0%	4%	0%	0%		
Turn Type	Split	NA	Prot					NA		Perm	NA			
Protected Phases	2	2	2					4			4			
Permitted Phases										4				
Actuated Green, G (s)	45.1	45.1	45.1					18.4			18.4			
Effective Green, g (s)	45.1	45.1	45.1					18.4			18.4			
Actuated g/C Ratio	0.61	0.61	0.61					0.25			0.25			
Clearance Time (s)	5.0	5.0	5.0					5.0			5.0			
Vehicle Extension (s)	3.0	3.0	3.0					3.0			3.0			
Lane Grp Cap (vph)	1107	3151	990					459			393			
v/s Ratio Prot	0.03	c0.27	0.02					0.01						
v/s Ratio Perm											c0.03			
v/c Ratio	0.05	0.43	0.03					0.05			0.12			
Uniform Delay, d1	5.7	7.5	5.6					20.9			21.3			
Progression Factor	1.00	1.00	1.00					1.00			0.71			
Incremental Delay, d2	0.1	0.4	0.1					0.0			0.1			
Delay (s)	5.7	7.9	5.7					20.9			15.2			
Level of Service	A	A	A					C			B			
Approach Delay (s)		7.8			0.0			20.9			15.2			
Approach LOS		A			A			C			B			
Intersection Summary														
HCM 2000 Control Delay			8.2									HCM 2000 Level of Service	A	
HCM 2000 Volume to Capacity ratio			0.34											
Actuated Cycle Length (s)			73.5								10.0		Sum of lost time (s)	
Intersection Capacity Utilization			50.0%										ICU Level of Service	A
Analysis Period (min)			15											
c Critical Lane Group														

HCM 6th TWSC
7: Hopewell Visitor Center & Oaklawn Boulevard

Existing Conditions
PM Peak Hour

Intersection												
Int Delay, s/veh	1.3											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	0	2	2	3	1	0	0	0	0	5	38	3
Future Vol, veh/h	0	2	2	3	1	0	0	0	0	5	38	3
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	75	75	75	75	75	75	75	75	75	75	75	75
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	3	0
Mvmt Flow	0	3	3	4	1	0	0	0	0	7	51	4

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	-	67	53	70	69	-	55	0	0	0	0	0
Stage 1	-	67	-	0	0	-	-	-	-	-	-	-
Stage 2	-	0	-	70	69	-	-	-	-	-	-	-
Critical Hdwy	-	6.5	6.2	7.1	6.5	-	4.1	-	-	4.1	-	-
Critical Hdwy Stg 1	-	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	-	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	-	4	3.3	3.5	4	-	2.2	-	-	2.2	-	-
Pot Cap-1 Maneuver	0	828	1020	927	825	0	1563	-	-	-	-	-
Stage 1	0	843	-	-	-	0	-	-	-	-	-	-
Stage 2	0	-	-	945	841	0	-	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	-	828	1020	922	825	-	1563	-	-	-	-	-
Mov Cap-2 Maneuver	-	828	-	922	825	-	-	-	-	-	-	-
Stage 1	-	843	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	940	841	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	9		9		0			
HCM LOS	A		A					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1563	-	-	914	896	-	-	-
HCM Lane V/C Ratio	-	-	-	0.006	0.006	-	-	-
HCM Control Delay (s)	0	-	-	9	9	-	-	-
HCM Lane LOS	A	-	-	A	A	-	-	-
HCM 95th %tile Q(veh)	0	-	-	0	0	-	-	-

A.M. No-Build 2027

HCM 6th TWSC
 1: Old Iron Road/Old Iron Road & Monroe Avenue

No-Build
 AM Peak Hour

Intersection

Int Delay, s/veh	2.1					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	W			W	W	
Traffic Vol, veh/h	24	0	0	32	32	17
Future Vol, veh/h	24	0	0	32	32	17
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	4	0	0	9	9	12
Mvmt Flow	26	0	0	35	35	18

Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	79	44	53	0	-	0
Stage 1	44	-	-	-	-	-
Stage 2	35	-	-	-	-	-
Critical Hdwy	6.44	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.44	-	-	-	-	-
Critical Hdwy Stg 2	5.44	-	-	-	-	-
Follow-up Hdwy	3.536	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	919	1032	1566	-	-	-
Stage 1	973	-	-	-	-	-
Stage 2	982	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	919	1032	1566	-	-	-
Mov Cap-2 Maneuver	919	-	-	-	-	-
Stage 1	973	-	-	-	-	-
Stage 2	982	-	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	9	0	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1566	-	919	-	-
HCM Lane V/C Ratio	-	-	0.028	-	-
HCM Control Delay (s)	0	-	9	-	-
HCM Lane LOS	A	-	A	-	-
HCM 95th %tile Q(veh)	0	-	0.1	-	-

HCM 6th TWSC
2: Courthouse Road & Ashland Street

No-Build
AM Peak Hour

Intersection												
Int Delay, s/veh	4.1											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↵	↵			↕			↕		↵		↵
Traffic Vol, veh/h	7	40	0	1	216	55	0	0	0	140	0	8
Future Vol, veh/h	7	40	0	1	216	55	0	0	0	140	0	8
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	110	-	-	-	-	-	-	-	-	0	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	93	93	93	93	93	93	93	93	93	93
Heavy Vehicles, %	14	3	0	0	1	4	0	0	0	5	0	13
Mvmt Flow	8	43	0	1	232	59	0	0	0	151	0	9

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	291	0	0	43	0	0	327	352	43	323	-	262
Stage 1	-	-	-	-	-	-	59	59	-	264	-	-
Stage 2	-	-	-	-	-	-	268	293	-	59	-	-
Critical Hdwy	4.24	-	-	4.1	-	-	7.1	6.5	6.2	7.15	-	6.33
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.15	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.15	-	-
Follow-up Hdwy	2.326	-	-	2.2	-	-	3.5	4	3.3	3.545	-	3.417
Pot Cap-1 Maneuver	1205	-	-	1579	-	-	630	576	1033	624	0	751
Stage 1	-	-	-	-	-	-	958	850	-	735	0	-
Stage 2	-	-	-	-	-	-	742	674	-	945	0	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1205	-	-	1579	-	-	619	571	1033	620	-	751
Mov Cap-2 Maneuver	-	-	-	-	-	-	619	571	-	620	-	-
Stage 1	-	-	-	-	-	-	951	844	-	730	-	-
Stage 2	-	-	-	-	-	-	733	673	-	939	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	1.2	0	0	12.5
HCM LOS			A	B

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	-	1205	-	-	1579	-	-	620	751
HCM Lane V/C Ratio	-	0.006	-	-	0.001	-	-	0.243	0.011
HCM Control Delay (s)	-	0	8	-	7.3	0	-	12.7	9.8
HCM Lane LOS	-	A	A	-	A	A	-	B	A
HCM 95th %tile Q(veh)	-	0	-	-	0	-	-	0.9	0

Timings
3: Ashland Street & Oaklawn Boulevard

No-Build
AM Peak Hour

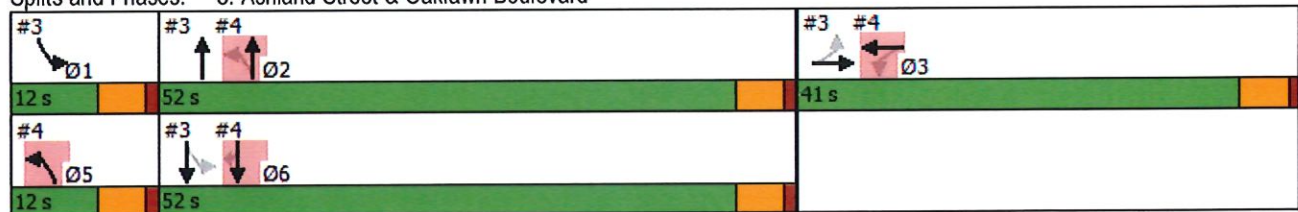


Lane Group	EBT	NBT	SBL	SBT	Ø5
Lane Configurations	↔↔↔	↕↔	↘	↕↕	
Traffic Volume (vph)	520	54	39	47	
Future Volume (vph)	520	54	39	47	
Turn Type	NA	NA	pm+pt	NA	
Protected Phases	3	2	1	6	5
Permitted Phases			6		
Detector Phase	3	2	1	6	
Switch Phase					
Minimum Initial (s)	7.0	7.0	5.0	7.0	5.0
Minimum Split (s)	12.0	12.0	10.0	12.0	10.0
Total Split (s)	41.0	52.0	12.0	52.0	12.0
Total Split (%)	39.0%	49.5%	11.4%	49.5%	11%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	
Lead/Lag		Lag	Lead	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None

Intersection Summary

Cycle Length: 105
 Actuated Cycle Length: 49.3
 Natural Cycle: 40
 Control Type: Actuated-Uncoordinated

Splits and Phases: 3: Ashland Street & Oaklawn Boulevard
























Queues
 3: Ashland Street & Oaklawn Boulevard

No-Build
 AM Peak Hour

	→	↑	↘	↓
Lane Group	EBT	NBT	SBL	SBT
Lane Group Flow (vph)	865	67	42	51
v/c Ratio	0.39	0.08	0.10	0.06
Control Delay	10.1	16.8	7.6	9.4
Queue Delay	0.0	0.0	0.0	0.0
Total Delay	10.1	16.8	7.6	9.4
Queue Length 50th (ft)	36	5	3	2
Queue Length 95th (ft)	126	26	12	7
Internal Link Dist (ft)	823	266		355
Turn Bay Length (ft)			125	
Base Capacity (vph)	3757	2926	409	2874
Starvation Cap Reductn	0	0	0	0
Spillback Cap Reductn	0	0	0	0
Storage Cap Reductn	0	0	0	0
Reduced v/c Ratio	0.23	0.02	0.10	0.02
Intersection Summary				

HCM Signalized Intersection Capacity Analysis 3: Ashland Street & Oaklawn Boulevard

No-Build
AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		  						  		  		
Traffic Volume (vph)	165	520	111	0	0	0	0	54	7	39	47	0
Future Volume (vph)	165	520	111	0	0	0	0	54	7	39	47	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		5.0						5.0		5.0	5.0	
Lane Util. Factor		0.91						0.95		1.00	0.95	
Frt		0.98						0.98		1.00	1.00	
Flt Protected		0.99						1.00		0.95	1.00	
Satd. Flow (prot)		4822						3370		1641	3312	
Flt Permitted		0.99						1.00		0.71	1.00	
Satd. Flow (perm)		4822						3370		1218	3312	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	179	565	121	0	0	0	0	59	8	42	51	0
RTOR Reduction (vph)	0	18	0	0	0	0	0	6	0	0	0	0
Lane Group Flow (vph)	0	847	0	0	0	0	0	61	0	42	51	0
Heavy Vehicles (%)	2%	5%	4%	0%	0%	0%	0%	4%	14%	10%	9%	0%
Turn Type	Perm	NA						NA		pm+pt	NA	
Protected Phases		3						2		1	6	
Permitted Phases	3									6		
Actuated Green, G (s)		22.7						11.8		13.9	11.9	
Effective Green, g (s)		22.7						11.8		13.9	11.9	
Actuated g/C Ratio		0.44						0.23		0.27	0.23	
Clearance Time (s)		5.0						5.0		5.0	5.0	
Vehicle Extension (s)		3.0						3.0		3.0	3.0	
Lane Grp Cap (vph)		2125						772		345	765	
v/s Ratio Prot								0.02		c0.00	0.02	
v/s Ratio Perm		0.18								c0.03		
v/c Ratio		0.40						0.08		0.12	0.07	
Uniform Delay, d1		9.8						15.6		14.1	15.5	
Progression Factor		1.00						1.00		0.56	0.51	
Incremental Delay, d2		0.1						0.0		0.2	0.0	
Delay (s)		9.9						15.6		8.0	7.9	
Level of Service		A						B		A	A	
Approach Delay (s)		9.9			0.0			15.6			7.9	
Approach LOS		A			A			B			A	
Intersection Summary												
HCM 2000 Control Delay			10.1								HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio			0.29									
Actuated Cycle Length (s)			51.5							15.0	Sum of lost time (s)	
Intersection Capacity Utilization			49.3%								ICU Level of Service	A
Analysis Period (min)			15									
c Critical Lane Group												

Timings

4: Ashland Street & Woodlawn Street

No-Build
AM Peak Hour



Lane Group	WBT	NBL	NBT	SBT	SBR	Ø1
Lane Configurations	↔↔↔	↘	↕↕	↕	↗	
Traffic Volume (vph)	551	30	176	80	336	
Future Volume (vph)	551	30	176	80	336	
Turn Type	NA	pm+pt	NA	NA	Perm	
Protected Phases	3	5	2	6		1
Permitted Phases		2			6	
Detector Phase	3	5	2	6	6	
Switch Phase						
Minimum Initial (s)	7.0	5.0	7.0	7.0	7.0	5.0
Minimum Split (s)	12.0	10.0	12.0	12.0	12.0	10.0
Total Split (s)	41.0	12.0	52.0	52.0	52.0	12.0
Total Split (%)	39.0%	11.4%	49.5%	49.5%	49.5%	11%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	
Lead/Lag		Lead	Lag	Lag	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None	None

Intersection Summary

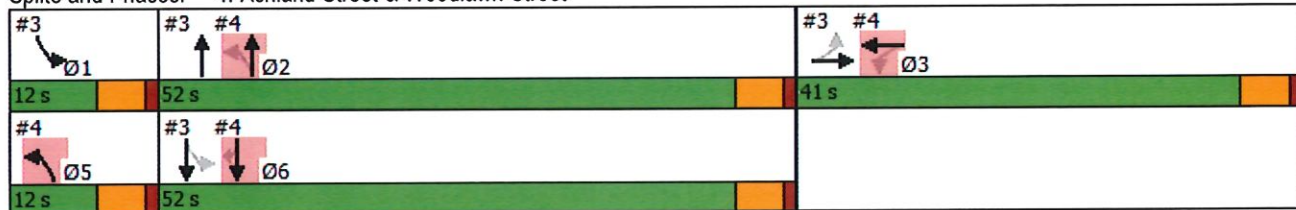
Cycle Length: 105

Actuated Cycle Length: 49.3

Natural Cycle: 40

Control Type: Actuated-Uncoordinated

Splits and Phases: 4: Ashland Street & Woodlawn Street



Queues
4: Ashland Street & Woodlawn Street

No-Build
AM Peak Hour























Lane Group	WBT	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	650	32	189	86	361
v/c Ratio	0.29	0.07	0.22	0.20	0.63
Control Delay	9.7	15.2	20.9	19.9	12.5
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	9.7	15.2	20.9	19.9	12.5
Queue Length 50th (ft)	26	6	19	16	21
Queue Length 95th (ft)	94	33	69	67	123
Internal Link Dist (ft)	233		355	275	
Turn Bay Length (ft)		170			
Base Capacity (vph)	3823	448	3071	1527	1421
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.17	0.07	0.06	0.06	0.25
Intersection Summary					

HCM Signalized Intersection Capacity Analysis

4: Ashland Street & Woodlawn Street

No-Build
AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations					  			 				
Traffic Volume (vph)	0	0	0	11	551	43	30	176	0	0	80	336
Future Volume (vph)	0	0	0	11	551	43	30	176	0	0	80	336
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)					5.0		5.0	5.0			5.0	5.0
Lane Util. Factor					0.91		1.00	0.95			1.00	1.00
Frt					0.99		1.00	1.00			1.00	0.85
Flt Protected					1.00		0.95	1.00			1.00	1.00
Satd. Flow (prot)					4917		1805	3539			1759	1599
Flt Permitted					1.00		0.70	1.00			1.00	1.00
Satd. Flow (perm)					4917		1332	3539			1759	1599
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93
Adj. Flow (vph)	0	0	0	12	592	46	32	189	0	0	86	361
RTOR Reduction (vph)	0	0	0	0	7	0	0	0	0	0	0	195
Lane Group Flow (vph)	0	0	0	0	643	0	32	189	0	0	86	166
Heavy Vehicles (%)	0%	0%	0%	0%	4%	9%	0%	2%	0%	0%	8%	1%
Turn Type				Perm	NA		pm+pt	NA			NA	Perm
Protected Phases					3		5	2			6	
Permitted Phases				3			2					6
Actuated Green, G (s)					22.7		13.7	11.8			11.9	11.9
Effective Green, g (s)					22.7		13.7	11.8			11.9	11.9
Actuated g/C Ratio					0.44		0.27	0.23			0.23	0.23
Clearance Time (s)					5.0		5.0	5.0			5.0	5.0
Vehicle Extension (s)					3.0		3.0	3.0			3.0	3.0
Lane Grp Cap (vph)					2167		371	810			406	369
v/s Ratio Prot							c0.00	0.05			0.05	
v/s Ratio Perm					0.13		0.02					c0.10
v/c Ratio					0.30		0.09	0.23			0.21	0.45
Uniform Delay, d1					9.3		14.1	16.2			16.0	17.0
Progression Factor					1.00		1.17	1.13			1.00	1.00
Incremental Delay, d2					0.1		0.1	0.1			0.3	0.9
Delay (s)					9.3		16.7	18.5			16.3	17.9
Level of Service					A		B	B			B	B
Approach Delay (s)		0.0			9.3			18.2			17.6	
Approach LOS		A			A			B			B	
Intersection Summary												
HCM 2000 Control Delay					13.6		HCM 2000 Level of Service				B	
HCM 2000 Volume to Capacity ratio					0.34							
Actuated Cycle Length (s)					51.5		Sum of lost time (s)				15.0	
Intersection Capacity Utilization					49.3%		ICU Level of Service				A	
Analysis Period (min)					15							
c Critical Lane Group												

Timings
5: Colonial Corner Drive & Woodlawn Street

No-Build
AM Peak Hour

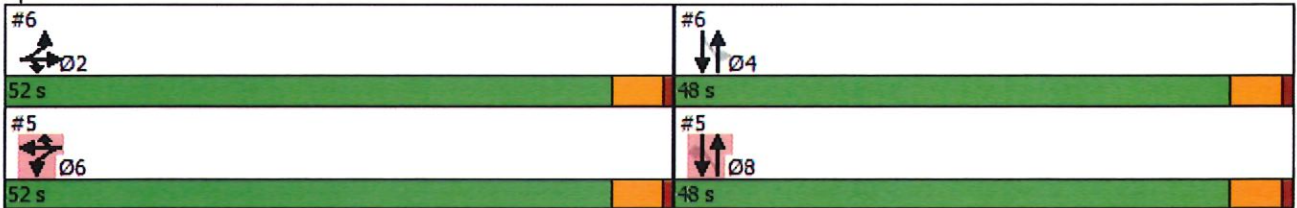


Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR	Ø2	Ø4
Lane Configurations	↔	↑↑↑	↗	↖	↑	↑	↗		
Traffic Volume (vph)	1	765	10	387	26	22	51		
Future Volume (vph)	1	765	10	387	26	22	51		
Turn Type	Split	NA	Prot	Perm	NA	NA	Perm		
Protected Phases	6	6	6		8	8		2	4
Permitted Phases				8			8		
Detector Phase	6	6	6	8	8	8	8		
Switch Phase									
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	23.0	23.0	23.0	23.0	40.0	23.0
Total Split (s)	52.0	52.0	52.0	48.0	48.0	48.0	48.0	52.0	48.0
Total Split (%)	52.0%	52.0%	52.0%	48.0%	48.0%	48.0%	48.0%	52%	48%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	5.0	5.0		
Lead/Lag									
Lead-Lag Optimize?									
Recall Mode	Max	Max	Max	Min	Min	Min	Min	Max	Min

Intersection Summary

Cycle Length: 100
 Actuated Cycle Length: 77.5
 Natural Cycle: 65
 Control Type: Actuated-Uncoordinated

Splits and Phases: 5: Colonial Corner Drive & Woodlawn Street



Queues
5: Colonial Corner Drive & Woodlawn Street

No-Build
AM Peak Hour



Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	1	823	11	220	224	24	55
v/c Ratio	0.00	0.27	0.01	0.64	0.66	0.05	0.12
Control Delay	8.0	8.1	2.2	33.0	34.1	20.5	6.7
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	8.0	8.1	2.2	33.0	34.2	20.5	6.7
Queue Length 50th (ft)	0	57	0	90	92	9	0
Queue Length 95th (ft)	3	111	5	169	177	25	24
Internal Link Dist (ft)		848			247	95	
Turn Bay Length (ft)	160		160				
Base Capacity (vph)	1100	3069	992	732	721	1009	924
Starvation Cap Reductn	0	0	0	21	19	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.00	0.27	0.01	0.31	0.32	0.02	0.06
Intersection Summary							

HCM Signalized Intersection Capacity Analysis

5: Colonial Corner Drive & Woodlawn Street

No-Build
AM Peak Hour

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations													
Traffic Volume (vph)	0	0	0	1	765	10	387	26	0	0	22	51	
Future Volume (vph)	0	0	0	1	765	10	387	26	0	0	22	51	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0	
Lane Util. Factor				1.00	0.91	1.00	0.95	0.95			1.00	1.00	
Frt				1.00	1.00	0.85	1.00	1.00			1.00	0.85	
Flt Protected				0.95	1.00	1.00	0.95	0.96			1.00	1.00	
Satd. Flow (prot)				1805	5036	1615	1681	1683			1810	1615	
Flt Permitted				0.95	1.00	1.00	0.74	0.74			1.00	1.00	
Satd. Flow (perm)				1805	5036	1615	1312	1292			1810	1615	
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	
Adj. Flow (vph)	0	0	0	1	823	11	416	28	0	0	24	55	
RTOR Reduction (vph)	0	0	0	0	0	4	0	0	0	0	0	41	
Lane Group Flow (vph)	0	0	0	1	823	7	220	224	0	0	24	14	
Heavy Vehicles (%)	0%	0%	0%	0%	3%	0%	2%	8%	0%	0%	5%	0%	
Turn Type				Split	NA	Prot	Perm	NA			NA	Perm	
Protected Phases				6	6	6		8			8		
Permitted Phases							8					8	
Actuated Green, G (s)				47.3	47.3	47.3	20.2	20.2			20.2	20.2	
Effective Green, g (s)				47.3	47.3	47.3	20.2	20.2			20.2	20.2	
Actuated g/C Ratio				0.61	0.61	0.61	0.26	0.26			0.26	0.26	
Clearance Time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0	
Vehicle Extension (s)				3.0	3.0	3.0	3.0	3.0			3.0	3.0	
Lane Grp Cap (vph)				1101	3073	985	341	336			471	420	
v/s Ratio Prot				0.00	c0.16	0.00					0.01		
v/s Ratio Perm							0.17	c0.17				0.01	
v/c Ratio				0.00	0.27	0.01	0.65	0.67			0.05	0.03	
Uniform Delay, d1				5.9	7.0	5.9	25.5	25.6			21.5	21.4	
Progression Factor				1.00	1.00	1.00	0.95	0.95			1.00	1.00	
Incremental Delay, d2				0.0	0.2	0.0	4.2	4.9			0.0	0.0	
Delay (s)				5.9	7.2	5.9	28.3	29.2			21.5	21.4	
Level of Service				A	A	A	C	C			C	C	
Approach Delay (s)		0.0			7.2			28.7			21.4		
Approach LOS		A			A			C			C		
Intersection Summary													
HCM 2000 Control Delay			15.1	HCM 2000 Level of Service				B					
HCM 2000 Volume to Capacity ratio			0.39										
Actuated Cycle Length (s)			77.5	Sum of lost time (s)				10.0					
Intersection Capacity Utilization			66.7%	ICU Level of Service				C					
Analysis Period (min)			15										
c Critical Lane Group													

Timings
6: Colonial Corner Drive & Oaklawn Boulevard

No-Build
AM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBL	SBT	Ø6	Ø8
Lane Configurations	↖	↑↑↑	↗	↑		↕		
Traffic Volume (vph)	20	746	5	43	6	4		
Future Volume (vph)	20	746	5	43	6	4		
Turn Type	Split	NA	Prot	NA	Perm	NA		
Protected Phases	2	2	2	4		4	6	8
Permitted Phases					4			
Detector Phase	2	2	2	4	4	4		
Switch Phase								
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	23.0	23.0	23.0	40.0	23.0
Total Split (s)	52.0	52.0	52.0	48.0	48.0	48.0	52.0	48.0
Total Split (%)	52.0%	52.0%	52.0%	48.0%	48.0%	48.0%	52%	48%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0		0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0		5.0		
Lead/Lag								
Lead-Lag Optimize?								
Recall Mode	Max	Max	Max	Min	Min	Min	Max	Min

Intersection Summary

Cycle Length: 100
 Actuated Cycle Length: 77.5
 Natural Cycle: 65
 Control Type: Actuated-Uncoordinated

Splits and Phases: 6: Colonial Corner Drive & Oaklawn Boulevard

#6 ↖ Ø2	#6 ↕ Ø4
52 s	48 s
#5 ↖ Ø6	#5 ↕ Ø8
52 s	48 s

Queues
6: Colonial Corner Drive & Oaklawn Boulevard






















No-Build
AM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBT
Lane Group Flow (vph)	22	802	5	48	10
v/c Ratio	0.02	0.26	0.01	0.10	0.02
Control Delay	8.0	8.1	0.2	20.5	6.1
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	8.0	8.1	0.2	20.5	6.1
Queue Length 50th (ft)	4	55	0	17	0
Queue Length 95th (ft)	16	108	1	40	3
Internal Link Dist (ft)		552		254	247
Turn Bay Length (ft)	180		175		
Base Capacity (vph)	1000	3040	992	1013	868
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.02	0.26	0.01	0.05	0.01
Intersection Summary					

HCM Signalized Intersection Capacity Analysis
6: Colonial Corner Drive & Oaklawn Boulevard

No-Build
AM Peak Hour

													
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations		  						 			 		
Traffic Volume (vph)	20	746	5	0	0	0	0	43	2	6	4	0	
Future Volume (vph)	20	746	5	0	0	0	0	43	2	6	4	0	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)	5.0	5.0	5.0					5.0			5.0		
Lane Util. Factor	1.00	0.91	1.00					1.00			1.00		
Frt	1.00	1.00	0.85					0.99			1.00		
Flt Protected	0.95	1.00	1.00					1.00			0.97		
Satd. Flow (prot)	1641	4988	1615					1817			1674		
Flt Permitted	0.95	1.00	1.00					1.00			0.90		
Satd. Flow (perm)	1641	4988	1615					1817			1557		
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	
Adj. Flow (vph)	22	802	5	0	0	0	0	46	2	6	4	0	
RTOR Reduction (vph)	0	0	2	0	0	0	0	1	0	0	0	0	
Lane Group Flow (vph)	22	802	3	0	0	0	0	47	0	0	10	0	
Heavy Vehicles (%)	10%	4%	0%	0%	0%	0%	0%	2%	50%	17%	0%	0%	
Turn Type	Split	NA	Prot					NA		Perm	NA		
Protected Phases	2	2	2					4			4		
Permitted Phases										4			
Actuated Green, G (s)	47.3	47.3	47.3					20.2			20.2		
Effective Green, g (s)	47.3	47.3	47.3					20.2			20.2		
Actuated g/C Ratio	0.61	0.61	0.61					0.26			0.26		
Clearance Time (s)	5.0	5.0	5.0					5.0			5.0		
Vehicle Extension (s)	3.0	3.0	3.0					3.0			3.0		
Lane Grp Cap (vph)	1001	3044	985					473			405		
v/s Ratio Prot	0.01	c0.16	0.00					c0.03					
v/s Ratio Perm											0.01		
v/c Ratio	0.02	0.26	0.00					0.10			0.02		
Uniform Delay, d1	6.0	7.0	5.9					21.7			21.3		
Progression Factor	1.00	1.00	1.00					1.00			0.30		
Incremental Delay, d2	0.0	0.2	0.0					0.1			0.0		
Delay (s)	6.0	7.2	5.9					21.8			6.5		
Level of Service	A	A	A					C			A		
Approach Delay (s)		7.2			0.0			21.8			6.5		
Approach LOS		A			A			C			A		
Intersection Summary													
HCM 2000 Control Delay			8.0		HCM 2000 Level of Service						A		
HCM 2000 Volume to Capacity ratio			0.21										
Actuated Cycle Length (s)			77.5		Sum of lost time (s)						10.0		
Intersection Capacity Utilization			50.0%		ICU Level of Service						A		
Analysis Period (min)			15										
c Critical Lane Group													

HCM 6th TWSC
7: Hopewell Visitor Center & Oaklawn Boulevard

No-Build
AM Peak Hour

Intersection

Int Delay, s/veh 1.2

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑			↑			↕			↕	
Traffic Vol, veh/h	0	1	2	0	0	0	0	0	0	3	15	1
Future Vol, veh/h	0	1	2	0	0	0	0	0	0	3	15	1
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	0	0	50	0	0	0	0	0	0	0	7	100
Mvmt Flow	0	1	2	0	0	0	0	0	0	3	16	1

Major/Minor	Minor2	Minor1		Major1		Major2	
Conflicting Flow All	- 23	17	24	23	- 17	0	0
Stage 1	- 23	-	0	0	-	-	-
Stage 2	- 0	- 24	23	-	-	-	-
Critical Hdwy	- 6.5	6.7	7.1	6.5	- 4.1	-	4.1
Critical Hdwy Stg 1	- 5.5	-	6.1	5.5	-	-	-
Critical Hdwy Stg 2	- 5.5	-	6.1	5.5	-	-	-
Follow-up Hdwy	- 4	3.75	3.5	4	- 2.2	-	2.2
Pot Cap-1 Maneuver	0 874	938	993	874	0 1613	-	-
Stage 1	0 880	-	-	-	0	-	-
Stage 2	0	-	999	880	0	-	-
Platoon blocked, %						-	-
Mov Cap-1 Maneuver	- 874	938	990	874	- 1613	-	-
Mov Cap-2 Maneuver	- 874	-	990	874	-	-	-
Stage 1	- 880	-	-	-	-	-	-
Stage 2	-	-	995	880	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	8.9	0	0	
HCM LOS	A	A		

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1613	-	-	916	-	-	-	-
HCM Lane V/C Ratio	-	-	-	0.004	-	-	-	-
HCM Control Delay (s)	0	-	-	8.9	0	-	-	-
HCM Lane LOS	A	-	-	A	A	-	-	-
HCM 95th %tile Q(veh)	0	-	-	0	-	-	-	-

P.M. No-Build 2027

HCM 6th TWSC
1: Old Iron Road/Old Iron Road & Monroe Avenue

No-Build
PM Peak Hour

Intersection

Int Delay, s/veh 2

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	Y			↑	↑	
Traffic Vol, veh/h	43	0	3	67	69	39
Future Vol, veh/h	43	0	3	67	69	39
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	2	0	3
Mvmt Flow	47	0	3	73	75	42

Major/Minor	Minor2	Major1	Major2		
Conflicting Flow All	175	96	117	0	0
Stage 1	96	-	-	-	-
Stage 2	79	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-
Pot Cap-1 Maneuver	819	966	1484	-	-
Stage 1	933	-	-	-	-
Stage 2	949	-	-	-	-
Platoon blocked, %				-	-
Mov Cap-1 Maneuver	817	966	1484	-	-
Mov Cap-2 Maneuver	817	-	-	-	-
Stage 1	931	-	-	-	-
Stage 2	949	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	9.7	0.3	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1484	-	817	-	-
HCM Lane V/C Ratio	0.002	-	0.057	-	-
HCM Control Delay (s)	7.4	0	9.7	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0	-	0.2	-	-

HCM 6th TWSC
2: Courthouse Road & Ashland Street

No-Build
PM Peak Hour

Intersection												
Int Delay, s/veh	6.6											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↗			↕			↕		↖		↗
Traffic Vol, veh/h	15	130	0	1	254	85	0	0	0	226	0	19
Future Vol, veh/h	15	130	0	1	254	85	0	0	0	226	0	19
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	110	-	-	-	-	-	-	-	-	0	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	93	93	93	93	93	93	93	93	93	93
Heavy Vehicles, %	0	1	0	0	1	1	0	0	0	2	0	5
Mvmt Flow	16	140	0	1	273	91	0	0	0	243	0	20

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	364	0	0	140	0	0	503	538	140	493	-	319
Stage 1	-	-	-	-	-	-	172	172	-	321	-	-
Stage 2	-	-	-	-	-	-	331	366	-	172	-	-
Critical Hdwy	4.1	-	-	4.1	-	-	7.1	6.5	6.2	7.12	-	6.25
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.12	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.12	-	-
Follow-up Hdwy	2.2	-	-	2.2	-	-	3.5	4	3.3	3.518	-	3.345
Pot Cap-1 Maneuver	1206	-	-	1456	-	-	482	453	913	486	0	715
Stage 1	-	-	-	-	-	-	835	760	-	691	0	-
Stage 2	-	-	-	-	-	-	687	626	-	830	0	-
Platoon blocked, %		-	-	-	-	-						
Mov Cap-1 Maneuver	1206	-	-	1456	-	-	463	447	913	481	-	715
Mov Cap-2 Maneuver	-	-	-	-	-	-	463	447	-	481	-	-
Stage 1	-	-	-	-	-	-	824	750	-	682	-	-
Stage 2	-	-	-	-	-	-	667	625	-	819	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	0.8	0	0	19.1
HCM LOS			A	C

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	-	1206	-	-	1456	-	-	481	715
HCM Lane V/C Ratio	-	0.013	-	-	0.001	-	-	0.505	0.029
HCM Control Delay (s)	0	8	-	-	7.5	0	-	19.9	10.2
HCM Lane LOS		A	A	-	A	A	-	C	B
HCM 95th %tile Q(veh)	-	0	-	-	0	-	-	2.8	0.1

Timings

3: Ashland Street & Oaklawn Boulevard

No-Build
PM Peak Hour



Lane Group	EBT	NBT	SBL	SBT	Ø5
Lane Configurations	↔↔↔	↕↔	↘	↕↕	
Traffic Volume (vph)	790	70	54	55	
Future Volume (vph)	790	70	54	55	
Turn Type	NA	NA	pm+pt	NA	
Protected Phases	3	2	1	6	5
Permitted Phases			6		
Detector Phase	3	2	1	6	
Switch Phase					
Minimum Initial (s)	7.0	7.0	5.0	7.0	5.0
Minimum Split (s)	23.0	23.0	10.0	23.0	10.0
Total Split (s)	50.0	45.0	10.0	44.0	11.0
Total Split (%)	47.6%	42.9%	9.5%	41.9%	10%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	
Lead/Lag		Lag	Lead	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None

Intersection Summary

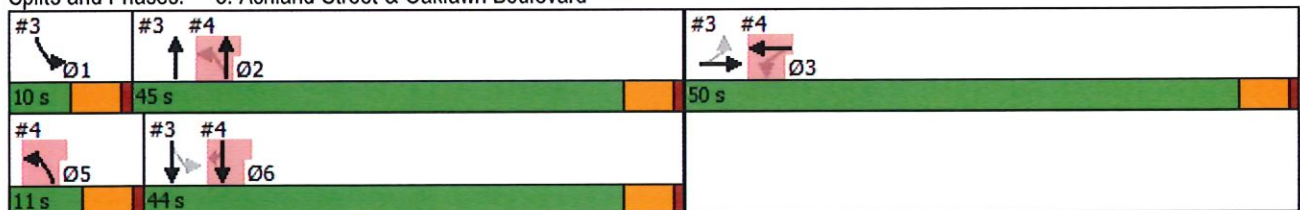
Cycle Length: 105

Actuated Cycle Length: 73.2

Natural Cycle: 60

Control Type: Actuated-Uncoordinated

Splits and Phases: 3: Ashland Street & Oaklawn Boulevard



Queues
 3: Ashland Street & Oaklawn Boulevard





















No-Build
 PM Peak Hour



Lane Group	EBT	NBT	SBL	SBT
Lane Group Flow (vph)	1338	103	58	59
v/c Ratio	0.51	0.14	0.15	0.07
Control Delay	12.5	19.5	9.3	10.9
Queue Delay	0.0	0.0	0.0	0.0
Total Delay	12.5	19.5	9.3	10.9
Queue Length 50th (ft)	138	16	7	4
Queue Length 95th (ft)	230	35	17	9
Internal Link Dist (ft)	823	266		355
Turn Bay Length (ft)			125	
Base Capacity (vph)	3205	2006	389	2053
Starvation Cap Reductn	0	0	0	0
Spillback Cap Reductn	0	0	0	0
Storage Cap Reductn	0	0	0	0
Reduced v/c Ratio	0.42	0.05	0.15	0.03
Intersection Summary				

HCM Signalized Intersection Capacity Analysis
 3: Ashland Street & Oaklawn Boulevard

No-Build
 PM Peak Hour

													
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations		  						 			 		
Traffic Volume (vph)	261	790	193	0	0	0	0	70	26	54	55	0	
Future Volume (vph)	261	790	193	0	0	0	0	70	26	54	55	0	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)		5.0						5.0		5.0	5.0		
Lane Util. Factor		0.91						0.95		1.00	0.95		
Frt		0.98						0.96		1.00	1.00		
Flt Protected		0.99						1.00		0.95	1.00		
Satd. Flow (prot)		4908						3353		1805	3539		
Flt Permitted		0.99						1.00		0.66	1.00		
Satd. Flow (perm)		4908						3353		1261	3539		
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	
Adj. Flow (vph)	281	849	208	0	0	0	0	75	28	58	59	0	
RTOR Reduction (vph)	0	21	0	0	0	0	0	22	0	0	0	0	
Lane Group Flow (vph)	0	1317	0	0	0	0	0	81	0	58	59	0	
Heavy Vehicles (%)	2%	2%	3%	0%	0%	0%	0%	3%	4%	0%	2%	0%	
Turn Type	Perm	NA						NA		pm+pt	NA		
Protected Phases		3						2		1	6		
Permitted Phases	3									6			
Actuated Green, G (s)		39.0						17.1		21.4	17.7		
Effective Green, g (s)		39.0						17.1		21.4	17.7		
Actuated g/C Ratio		0.52						0.23		0.29	0.24		
Clearance Time (s)		5.0						5.0		5.0	5.0		
Vehicle Extension (s)		3.0						3.0		3.0	3.0		
Lane Grp Cap (vph)		2558						766		387	837		
v/s Ratio Prot								0.02		c0.01	0.02		
v/s Ratio Perm		0.27								c0.04			
v/c Ratio		0.51						0.11		0.15	0.07		
Uniform Delay, d1		11.7						22.8		19.7	22.2		
Progression Factor		1.00						1.00		0.47	0.44		
Incremental Delay, d2		0.2						0.1		0.2	0.0		
Delay (s)		11.9						22.9		9.4	9.8		
Level of Service		B						C		A	A		
Approach Delay (s)		11.9			0.0			22.9			9.6		
Approach LOS		B			A			C			A		
Intersection Summary													
HCM 2000 Control Delay			12.4									HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio			0.39										
Actuated Cycle Length (s)			74.8									Sum of lost time (s)	15.0
Intersection Capacity Utilization			52.2%									ICU Level of Service	A
Analysis Period (min)			15										
c	Critical Lane Group												

Timings
4: Ashland Street & Woodlawn Street

No-Build
PM Peak Hour

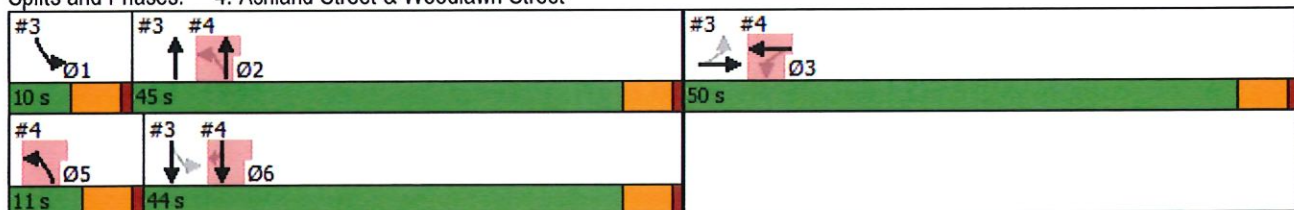


Lane Group	WBT	NBL	NBT	SBT	SBR	Ø1
Lane Configurations	↔↔↔	↖	↕	↕	↗	
Traffic Volume (vph)	709	52	278	105	319	
Future Volume (vph)	709	52	278	105	319	
Turn Type	NA	pm+pt	NA	NA	Perm	
Protected Phases	3	5	2	6		1
Permitted Phases		2			6	
Detector Phase	3	5	2	6	6	
Switch Phase						
Minimum Initial (s)	7.0	5.0	7.0	7.0	7.0	5.0
Minimum Split (s)	23.0	10.0	23.0	23.0	23.0	10.0
Total Split (s)	50.0	11.0	45.0	44.0	44.0	10.0
Total Split (%)	47.6%	10.5%	42.9%	41.9%	41.9%	10%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	
Lead/Lag		Lead	Lag	Lag	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None	None

Intersection Summary

Cycle Length: 105
 Actuated Cycle Length: 73.2
 Natural Cycle: 60
 Control Type: Actuated-Uncoordinated

Splits and Phases: 4: Ashland Street & Woodlawn Street



Queues
4: Ashland Street & Woodlawn Street

No-Build
PM Peak Hour



Lane Group	WBT	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	875	57	302	114	347
v/c Ratio	0.33	0.15	0.39	0.25	0.67
Control Delay	11.0	23.2	32.2	27.0	20.8
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	11.0	23.2	32.2	27.0	20.8
Queue Length 50th (ft)	80	24	76	50	80
Queue Length 95th (ft)	139	60	120	94	172
Internal Link Dist (ft)	233		355	275	
Turn Bay Length (ft)		170			
Base Capacity (vph)	3225	391	2127	1102	1002
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.27	0.15	0.14	0.10	0.35
Intersection Summary					

HCM Signalized Intersection Capacity Analysis

4: Ashland Street & Woodlawn Street

No-Build
PM Peak Hour



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations					↕↕↕		↕	↕↕			↕	↕	
Traffic Volume (vph)	0	0	0	19	709	76	52	278	0	0	105	319	
Future Volume (vph)	0	0	0	19	709	76	52	278	0	0	105	319	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)					5.0		5.0	5.0			5.0	5.0	
Lane Util. Factor					0.91		1.00	0.95			1.00	1.00	
Frt					0.99		1.00	1.00			1.00	0.85	
Flt Protected					1.00		0.95	1.00			1.00	1.00	
Satd. Flow (prot)					4953		1736	3574			1900	1599	
Flt Permitted					1.00		0.68	1.00			1.00	1.00	
Satd. Flow (perm)					4953		1249	3574			1900	1599	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	
Adj. Flow (vph)	0	0	0	21	771	83	57	302	0	0	114	347	
RTOR Reduction (vph)	0	0	0	0	10	0	0	0	0	0	0	136	
Lane Group Flow (vph)	0	0	0	0	865	0	57	302	0	0	114	211	
Heavy Vehicles (%)	0%	0%	0%	0%	3%	5%	4%	1%	0%	0%	0%	1%	
Turn Type				Perm	NA		pm+pt	NA			NA	Perm	
Protected Phases					3		5	2			6		
Permitted Phases				3			2					6	
Actuated Green, G (s)					39.0		20.2	17.1			17.7	17.7	
Effective Green, g (s)					39.0		20.2	17.1			17.7	17.7	
Actuated g/C Ratio					0.52		0.27	0.23			0.24	0.24	
Clearance Time (s)					5.0		5.0	5.0			5.0	5.0	
Vehicle Extension (s)					3.0		3.0	3.0			3.0	3.0	
Lane Grp Cap (vph)					2582		357	817			449	378	
v/s Ratio Prot							c0.01	0.08			0.06		
v/s Ratio Perm					0.17		0.04					c0.13	
v/c Ratio					0.33		0.16	0.37			0.25	0.56	
Uniform Delay, d1					10.4		20.6	24.3			23.2	25.1	
Progression Factor					1.00		1.25	1.19			1.00	1.00	
Incremental Delay, d2					0.1		0.2	0.3			0.3	1.8	
Delay (s)					10.5		25.9	29.3			23.5	26.9	
Level of Service					B		C	C			C	C	
Approach Delay (s)		0.0			10.5			28.7			26.1		
Approach LOS		A			B			C			C		
Intersection Summary													
HCM 2000 Control Delay			18.6		HCM 2000 Level of Service						B		
HCM 2000 Volume to Capacity ratio			0.39										
Actuated Cycle Length (s)			74.8		Sum of lost time (s)					15.0			
Intersection Capacity Utilization			52.2%		ICU Level of Service					A			
Analysis Period (min)			15										
c Critical Lane Group													

Timings
5: Colonial Corner Drive & Woodlawn Street

No-Build
PM Peak Hour

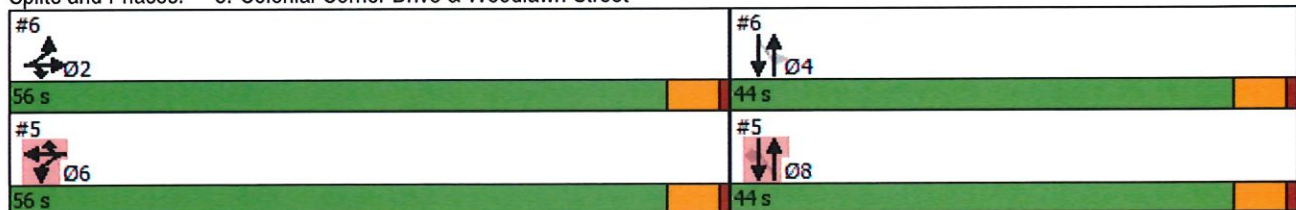


Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR	Ø2	Ø4
Lane Configurations	↖	↑↑↑	↗	↖	↗	↑	↗		
Traffic Volume (vph)	18	947	16	304	55	29	30		
Future Volume (vph)	18	947	16	304	55	29	30		
Turn Type	Split	NA	Prot	Perm	NA	NA	Perm		
Protected Phases	6	6	6		8	8		2	4
Permitted Phases				8			8		
Detector Phase	6	6	6	8	8	8	8		
Switch Phase									
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	33.0	33.0	33.0	33.0	40.0	23.0
Total Split (s)	56.0	56.0	56.0	44.0	44.0	44.0	44.0	56.0	44.0
Total Split (%)	56.0%	56.0%	56.0%	44.0%	44.0%	44.0%	44.0%	56%	44%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	5.0	5.0		
Lead/Lag									
Lead-Lag Optimize?									
Recall Mode	Max	Max	Max	Min	Min	Min	Min	Max	Min

Intersection Summary

Cycle Length: 100
 Actuated Cycle Length: 80
 Natural Cycle: 75
 Control Type: Actuated-Uncoordinated

Splits and Phases: 5: Colonial Corner Drive & Woodlawn Street



Queues
5: Colonial Corner Drive & Woodlawn Street




















No-Build
PM Peak Hour



Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	20	1029	17	191	199	32	33
v/c Ratio	0.02	0.32	0.02	0.63	0.63	0.07	0.08
Control Delay	6.7	7.4	2.8	37.5	37.3	23.3	8.8
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	6.7	7.4	2.8	37.5	37.3	23.3	8.8
Queue Length 50th (ft)	3	70	0	89	93	12	0
Queue Length 95th (ft)	14	129	7	164	170	33	20
Internal Link Dist (ft)		848			247	95	
Turn Bay Length (ft)	160		160				
Base Capacity (vph)	1088	3220	1040	636	659	929	783
Starvation Cap Reductn	0	0	0	8	12	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.02	0.32	0.02	0.30	0.31	0.03	0.04
Intersection Summary							

HCM Signalized Intersection Capacity Analysis
 5: Colonial Corner Drive & Woodlawn Street

No-Build
 PM Peak Hour

													
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations													
Traffic Volume (vph)	0	0	0	18	947	16	304	55	0	0	29	30	
Future Volume (vph)	0	0	0	18	947	16	304	55	0	0	29	30	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0	
Lane Util. Factor				1.00	0.91	1.00	0.95	0.95			1.00	1.00	
Frt				1.00	1.00	0.85	1.00	1.00			1.00	0.85	
Flt Protected				0.95	1.00	1.00	0.95	0.97			1.00	1.00	
Satd. Flow (prot)				1703	5036	1615	1681	1690			1900	1568	
Flt Permitted				0.95	1.00	1.00	0.74	0.77			1.00	1.00	
Satd. Flow (perm)				1703	5036	1615	1303	1350			1900	1568	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	
Adj. Flow (vph)	0	0	0	20	1029	17	330	60	0	0	32	33	
RTOR Reduction (vph)	0	0	0	0	0	6	0	0	0	0	0	25	
Lane Group Flow (vph)	0	0	0	20	1029	11	191	199	0	0	32	8	
Heavy Vehicles (%)	0%	0%	0%	6%	3%	0%	2%	6%	0%	0%	0%	3%	
Turn Type				Split	NA	Prot	Perm	NA			NA	Perm	
Protected Phases				6	6	6		8			8		
Permitted Phases							8					8	
Actuated Green, G (s)				51.2	51.2	51.2	18.8	18.8			18.8	18.8	
Effective Green, g (s)				51.2	51.2	51.2	18.8	18.8			18.8	18.8	
Actuated g/C Ratio				0.64	0.64	0.64	0.24	0.24			0.24	0.24	
Clearance Time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0	
Vehicle Extension (s)				3.0	3.0	3.0	3.0	3.0			3.0	3.0	
Lane Grp Cap (vph)				1089	3223	1033	306	317			446	368	
v/s Ratio Prot				0.01	c0.20	0.01					0.02		
v/s Ratio Perm							0.15	c0.15				0.00	
v/c Ratio				0.02	0.32	0.01	0.62	0.63			0.07	0.02	
Uniform Delay, d1				5.2	6.5	5.2	27.4	27.5			23.8	23.5	
Progression Factor				1.00	1.00	1.00	1.02	1.02			1.00	1.00	
Incremental Delay, d2				0.0	0.3	0.0	3.9	3.9			0.1	0.0	
Delay (s)				5.3	6.8	5.2	32.0	32.0			23.9	23.5	
Level of Service				A	A	A	C	C			C	C	
Approach Delay (s)		0.0			6.7			32.0			23.7		
Approach LOS		A			A			C			C		
Intersection Summary													
HCM 2000 Control Delay			13.9	HCM 2000 Level of Service						B			
HCM 2000 Volume to Capacity ratio			0.40										
Actuated Cycle Length (s)			80.0	Sum of lost time (s)				10.0					
Intersection Capacity Utilization			66.7%	ICU Level of Service						C			
Analysis Period (min)			15										
c Critical Lane Group													

Timings

6: Colonial Corner Drive & Oaklawn Boulevard

No-Build
PM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBL	SBT	Ø6	Ø8
Lane Configurations								
Traffic Volume (vph)	49	1264	46	18	28	17		
Future Volume (vph)	49	1264	46	18	28	17		
Turn Type	Split	NA	Prot	NA	Perm	NA		
Protected Phases	2	2	2	4		4	6	8
Permitted Phases					4			
Detector Phase	2	2	2	4	4	4		
Switch Phase								
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	23.0	23.0	23.0	40.0	33.0
Total Split (s)	56.0	56.0	56.0	44.0	44.0	44.0	56.0	44.0
Total Split (%)	56.0%	56.0%	56.0%	44.0%	44.0%	44.0%	56%	44%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0		0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0		5.0		
Lead/Lag								
Lead-Lag Optimize?								
Recall Mode	Max	Max	Max	Min	Min	Min	Max	Min

Intersection Summary

Cycle Length: 100
 Actuated Cycle Length: 80
 Natural Cycle: 75
 Control Type: Actuated-Uncoordinated

Splits and Phases: 6: Colonial Corner Drive & Oaklawn Boulevard

#6 	Ø2	#6 	Ø4
56 s		44 s	
#5 	Ø6	#5 	Ø8
56 s		44 s	

Queues
 6: Colonial Corner Drive & Oaklawn Boulevard






















No-Build
 PM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBT
Lane Group Flow (vph)	53	1374	50	27	48
v/c Ratio	0.05	0.42	0.05	0.06	0.13
Control Delay	6.6	8.1	2.5	18.7	16.8
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	6.6	8.1	2.5	18.7	16.8
Queue Length 50th (ft)	8	102	0	8	11
Queue Length 95th (ft)	27	182	14	27	27
Internal Link Dist (ft)		552		254	247
Turn Bay Length (ft)	180		175		
Base Capacity (vph)	1154	3284	1050	900	765
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.05	0.42	0.05	0.03	0.06
Intersection Summary					

HCM Signalized Intersection Capacity Analysis
6: Colonial Corner Drive & Oaklawn Boulevard

No-Build
PM Peak Hour

													
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations		  						 			 		
Traffic Volume (vph)	49	1264	46	0	0	0	0	18	6	28	17	0	
Future Volume (vph)	49	1264	46	0	0	0	0	18	6	28	17	0	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)	5.0	5.0	5.0					5.0			5.0		
Lane Util. Factor	1.00	0.91	1.00					1.00			1.00		
Frt	1.00	1.00	0.85					0.96			1.00		
Flt Protected	0.95	1.00	1.00					1.00			0.97		
Satd. Flow (prot)	1805	5136	1615					1834			1797		
Flt Permitted	0.95	1.00	1.00					1.00			0.84		
Satd. Flow (perm)	1805	5136	1615					1834			1566		
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	
Adj. Flow (vph)	53	1374	50	0	0	0	0	20	7	30	18	0	
RTOR Reduction (vph)	0	0	18	0	0	0	0	5	0	0	0	0	
Lane Group Flow (vph)	53	1374	32	0	0	0	0	22	0	0	48	0	
Heavy Vehicles (%)	0%	1%	0%	0%	0%	0%	0%	0%	0%	4%	0%	0%	
Turn Type	Split	NA	Prot					NA		Perm	NA		
Protected Phases	2	2	2					4			4		
Permitted Phases										4			
Actuated Green, G (s)	51.2	51.2	51.2					18.8			18.8		
Effective Green, g (s)	51.2	51.2	51.2					18.8			18.8		
Actuated g/C Ratio	0.64	0.64	0.64					0.24			0.24		
Clearance Time (s)	5.0	5.0	5.0					5.0			5.0		
Vehicle Extension (s)	3.0	3.0	3.0					3.0			3.0		
Lane Grp Cap (vph)	1155	3287	1033					430			368		
v/s Ratio Prot	0.03	c0.27	0.02					0.01					
v/s Ratio Perm											c0.03		
v/c Ratio	0.05	0.42	0.03					0.05			0.13		
Uniform Delay, d1	5.3	7.1	5.3					23.7			24.1		
Progression Factor	1.00	1.00	1.00					1.00			0.68		
Incremental Delay, d2	0.1	0.4	0.1					0.0			0.2		
Delay (s)	5.4	7.5	5.3					23.7			16.6		
Level of Service	A	A	A					C			B		
Approach Delay (s)		7.3			0.0			23.7			16.6		
Approach LOS		A			A			C			B		
Intersection Summary													
HCM 2000 Control Delay			7.9									HCM 2000 Level of Service	A
HCM 2000 Volume to Capacity ratio			0.34										
Actuated Cycle Length (s)			80.0									Sum of lost time (s)	10.0
Intersection Capacity Utilization			50.0%									ICU Level of Service	A
Analysis Period (min)			15										
c Critical Lane Group													

HCM 6th TWSC
7: Hopewell Visitor Center & Oaklawn Boulevard

No-Build
PM Peak Hour

Intersection												
Int Delay, s/veh	1.3											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	0	2	2	3	1	0	0	0	0	5	38	3
Future Vol, veh/h	0	2	2	3	1	0	0	0	0	5	38	3
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	3	0
Mvmt Flow	0	2	2	3	1	0	0	0	0	5	41	3

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	-	53	43	55	54	-	44	0	0	0	0	0
Stage 1	-	53	-	0	0	-	-	-	-	-	-	-
Stage 2	-	0	-	55	54	-	-	-	-	-	-	-
Critical Hdwy	-	6.5	6.2	7.1	6.5	-	4.1	-	-	4.1	-	-
Critical Hdwy Stg 1	-	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	-	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	-	4	3.3	3.5	4	-	2.2	-	-	2.2	-	-
Pot Cap-1 Maneuver	0	842	1033	948	841	0	1577	-	-	-	-	-
Stage 1	0	855	-	-	-	0	-	-	-	-	-	-
Stage 2	0	-	-	962	854	0	-	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	-	842	1033	944	841	-	1577	-	-	-	-	-
Mov Cap-2 Maneuver	-	842	-	944	841	-	-	-	-	-	-	-
Stage 1	-	855	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	958	854	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	8.9	8.9	0	
HCM LOS	A	A		

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1577	-	-	928	916	-	-	-
HCM Lane V/C Ratio	-	-	-	0.005	0.005	-	-	-
HCM Control Delay (s)	0	-	-	8.9	8.9	-	-	-
HCM Lane LOS	A	-	-	A	A	-	-	-
HCM 95th %tile Q(veh)	0	-	-	0	0	-	-	-

A.M. Build 2027

HCM 6th TWSC
 1: Old Iron Road/Old Iron Road & Monroe Avenue

Build Conditions
 AM Peak Hour

Intersection

Int Delay, s/veh 2.9

Movement EBL EBR NBL NBT SBT SBR

Lane Configurations	Y			↑	↑	
Traffic Vol, veh/h	45	0	0	33	33	33
Future Vol, veh/h	45	0	0	33	33	33
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	4	0	0	9	9	12
Mvmt Flow	49	0	0	36	36	36

Major/Minor Minor2 Major1 Major2

Conflicting Flow All	90	54	72	0	-	0
Stage 1	54	-	-	-	-	-
Stage 2	36	-	-	-	-	-
Critical Hdwy	6.44	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.44	-	-	-	-	-
Critical Hdwy Stg 2	5.44	-	-	-	-	-
Follow-up Hdwy	3.536	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	906	1019	1541	-	-	-
Stage 1	963	-	-	-	-	-
Stage 2	981	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	906	1019	1541	-	-	-
Mov Cap-2 Maneuver	906	-	-	-	-	-
Stage 1	963	-	-	-	-	-
Stage 2	981	-	-	-	-	-

Approach EB NB SB

HCM Control Delay, s	9.2	0	0
HCM LOS	A		

Minor Lane/Major Mvmt NBL NBT EBLn1 SBT SBR

Capacity (veh/h)	1541	-	906	-	-
HCM Lane V/C Ratio	-	-	0.054	-	-
HCM Control Delay (s)	0	-	9.2	-	-
HCM Lane LOS	A	-	A	-	-
HCM 95th %tile Q(veh)	0	-	0.2	-	-

HCM 6th TWSC
2: Courthouse Road & Ashland Street

Build Conditions
AM Peak Hour

Intersection												
Int Delay, s/veh	4.4											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↗			↕			↕		↖		↗
Traffic Vol, veh/h	7	41	0	1	224	72	0	0	0	158	0	8
Future Vol, veh/h	7	41	0	1	224	72	0	0	0	158	0	8
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	110	-	-	-	-	-	-	-	-	0	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	93	93	93	93	93	93	93	93	93	93
Heavy Vehicles, %	14	3	0	0	1	4	0	0	0	5	0	13
Mvmt Flow	8	44	0	1	241	77	0	0	0	170	0	9

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	318	0	0	44	0	0	346	380	44	342	-	280
Stage 1	-	-	-	-	-	-	60	60	-	282	-	-
Stage 2	-	-	-	-	-	-	286	320	-	60	-	-
Critical Hdwy	4.24	-	-	4.1	-	-	7.1	6.5	6.2	7.15	-	6.33
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.15	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.15	-	-
Follow-up Hdwy	2.326	-	-	2.2	-	-	3.5	4	3.3	3.545	-	3.417
Pot Cap-1 Maneuver	1177	-	-	1577	-	-	612	556	1032	606	0	733
Stage 1	-	-	-	-	-	-	957	849	-	718	0	-
Stage 2	-	-	-	-	-	-	726	656	-	944	0	-
Platoon blocked, %		-	-	-	-	-						
Mov Cap-1 Maneuver	1177	-	-	1577	-	-	601	552	1032	602	-	733
Mov Cap-2 Maneuver	-	-	-	-	-	-	601	552	-	602	-	-
Stage 1	-	-	-	-	-	-	950	843	-	713	-	-
Stage 2	-	-	-	-	-	-	717	655	-	938	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	1.2	0	0	13.1
HCM LOS			A	B

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	-	1177	-	-	1577	-	-	602	733
HCM Lane V/C Ratio	-	0.006	-	-	0.001	-	-	0.282	0.012
HCM Control Delay (s)	0	8.1	-	-	7.3	0	-	13.3	10
HCM Lane LOS		A	A	-	A	A	-	B	B
HCM 95th %tile Q(veh)	-	0	-	-	0	-	-	1.2	0

Timings
3: Ashland Street & Oaklawn Boulevard

Build Conditions
AM Peak Hour

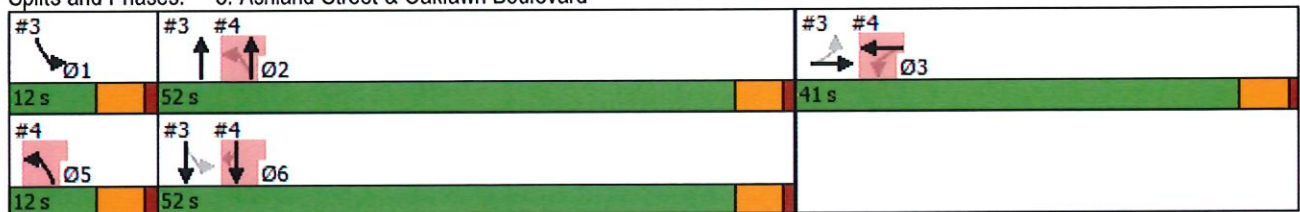


Lane Group	EBT	NBT	SBL	SBT	Ø5
Lane Configurations	↔↔↔	↕↔	↘	↕↕	
Traffic Volume (vph)	548	60	40	62	
Future Volume (vph)	548	60	40	62	
Turn Type	NA	NA	pm+pt	NA	
Protected Phases	3	2	1	6	5
Permitted Phases			6		
Detector Phase	3	2	1	6	
Switch Phase					
Minimum Initial (s)	7.0	7.0	5.0	7.0	5.0
Minimum Split (s)	12.0	12.0	10.0	12.0	10.0
Total Split (s)	41.0	52.0	12.0	52.0	12.0
Total Split (%)	39.0%	49.5%	11.4%	49.5%	11%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	
Lead/Lag		Lag	Lead	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None

Intersection Summary

Cycle Length: 105
 Actuated Cycle Length: 52.9
 Natural Cycle: 40
 Control Type: Actuated-Uncoordinated

Splits and Phases: 3: Ashland Street & Oaklawn Boulevard



Queues
3: Ashland Street & Oaklawn Boulevard













Build Conditions
AM Peak Hour



Lane Group	EBT	NBT	SBL	SBT
Lane Group Flow (vph)	908	85	43	67
v/c Ratio	0.42	0.11	0.11	0.08
Control Delay	11.3	16.5	8.5	11.0
Queue Delay	0.0	0.0	0.0	0.0
Total Delay	11.3	16.5	8.5	11.0
Queue Length 50th (ft)	66	9	5	3
Queue Length 95th (ft)	135	29	15	11
Internal Link Dist (ft)	823	266		355
Turn Bay Length (ft)			125	
Base Capacity (vph)	3543	2734	418	2761
Starvation Cap Reductn	0	0	0	0
Spillback Cap Reductn	0	0	0	0
Storage Cap Reductn	0	0	0	0
Reduced v/c Ratio	0.26	0.03	0.10	0.02
Intersection Summary				

HCM Signalized Intersection Capacity Analysis
 3: Ashland Street & Oaklawn Boulevard

Build Conditions
 AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑↑↑						↑↑		↘	↑↑	
Traffic Volume (vph)	173	548	114	0	0	0	0	60	18	40	62	0
Future Volume (vph)	173	548	114	0	0	0	0	60	18	40	62	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		5.0						5.0		5.0	5.0	
Lane Util. Factor		0.91						0.95		1.00	0.95	
Frt		0.98						0.96		1.00	1.00	
Flt Protected		0.99						1.00		0.95	1.00	
Satd. Flow (prot)		4824						3275		1641	3312	
Flt Permitted		0.99						1.00		0.63	1.00	
Satd. Flow (perm)		4824						3275		1096	3312	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	188	596	124	0	0	0	0	65	20	43	67	0
RTOR Reduction (vph)	0	18	0	0	0	0	0	15	0	0	0	0
Lane Group Flow (vph)	0	890	0	0	0	0	0	70	0	43	67	0
Heavy Vehicles (%)	2%	5%	4%	0%	0%	0%	0%	4%	14%	10%	9%	0%
Turn Type	Perm	NA						NA		pm+pt	NA	
Protected Phases		3						2		1	6	
Permitted Phases	3									6		
Actuated Green, G (s)		23.8						12.8		17.4	14.1	
Effective Green, g (s)		23.8						12.8		17.4	14.1	
Actuated g/C Ratio		0.43						0.23		0.32	0.26	
Clearance Time (s)		5.0						5.0		5.0	5.0	
Vehicle Extension (s)		3.0						3.0		3.0	3.0	
Lane Grp Cap (vph)		2091						763		380	850	
v/s Ratio Prot								0.02		c0.01	0.02	
v/s Ratio Perm		0.18								c0.03		
v/c Ratio		0.43						0.09		0.11	0.08	
Uniform Delay, d1		10.8						16.5		13.2	15.5	
Progression Factor		1.00						1.00		0.63	0.60	
Incremental Delay, d2		0.1						0.1		0.1	0.0	
Delay (s)		10.9						16.5		8.5	9.3	
Level of Service		B						B		A	A	
Approach Delay (s)		10.9			0.0			16.5			9.0	
Approach LOS		B			A			B			A	
Intersection Summary												
HCM 2000 Control Delay			11.2		HCM 2000 Level of Service						B	
HCM 2000 Volume to Capacity ratio			0.30									
Actuated Cycle Length (s)			54.9		Sum of lost time (s)					15.0		
Intersection Capacity Utilization			50.0%		ICU Level of Service					A		
Analysis Period (min)			15									
c Critical Lane Group												

Timings

Build Conditions

4: Ashland Street & Woodlawn Street

AM Peak Hour

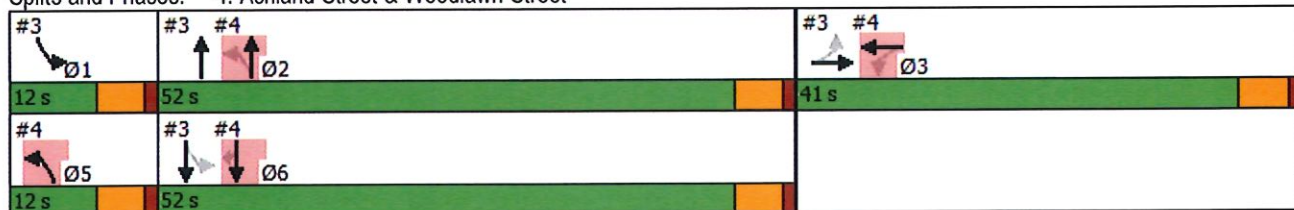


Lane Group	WBT	NBL	NBT	SBT	SBR	Ø1
Lane Configurations	↔↔↔	↘	↕	↕	↗	
Traffic Volume (vph)	563	31	190	87	341	
Future Volume (vph)	563	31	190	87	341	
Turn Type	NA	pm+pt	NA	NA	Perm	
Protected Phases	3	5	2	6		1
Permitted Phases		2			6	
Detector Phase	3	5	2	6	6	
Switch Phase						
Minimum Initial (s)	7.0	5.0	7.0	7.0	7.0	5.0
Minimum Split (s)	12.0	10.0	12.0	12.0	12.0	10.0
Total Split (s)	41.0	12.0	52.0	52.0	52.0	12.0
Total Split (%)	39.0%	11.4%	49.5%	49.5%	49.5%	11%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	
Lead/Lag		Lead	Lag	Lag	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None	None

Intersection Summary

Cycle Length: 105
 Actuated Cycle Length: 52.9
 Natural Cycle: 40
 Control Type: Actuated-Uncoordinated

Splits and Phases: 4: Ashland Street & Woodlawn Street



Queues
4: Ashland Street & Woodlawn Street

Build Conditions
AM Peak Hour



Lane Group	WBT	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	674	33	204	94	367
v/c Ratio	0.30	0.07	0.26	0.20	0.60
Control Delay	10.7	16.3	24.5	19.7	12.1
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	10.7	16.3	24.5	19.7	12.1
Queue Length 50th (ft)	47	10	36	19	25
Queue Length 95th (ft)	100	34	74	73	130
Internal Link Dist (ft)	233		355	275	
Turn Bay Length (ft)		170			
Base Capacity (vph)	3603	455	2950	1466	1374
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.19	0.07	0.07	0.06	0.27
Intersection Summary					

HCM Signalized Intersection Capacity Analysis
4: Ashland Street & Woodlawn Street

Build Conditions
AM Peak Hour

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations					←↑↑↑		↖	↑↑			↑	↗	
Traffic Volume (vph)	0	0	0	20	563	44	31	190	0	0	87	341	
Future Volume (vph)	0	0	0	20	563	44	31	190	0	0	87	341	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)					5.0		5.0	5.0			5.0	5.0	
Lane Util. Factor					0.91		1.00	0.95			1.00	1.00	
Frt					0.99		1.00	1.00			1.00	0.85	
Flt Protected					1.00		0.95	1.00			1.00	1.00	
Satd. Flow (prot)					4917		1805	3539			1759	1599	
Flt Permitted					1.00		0.70	1.00			1.00	1.00	
Satd. Flow (perm)					4917		1323	3539			1759	1599	
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	
Adj. Flow (vph)	0	0	0	22	605	47	33	204	0	0	94	367	
RTOR Reduction (vph)	0	0	0	0	7	0	0	0	0	0	0	184	
Lane Group Flow (vph)	0	0	0	0	667	0	33	204	0	0	94	183	
Heavy Vehicles (%)	0%	0%	0%	0%	4%	9%	0%	2%	0%	0%	8%	1%	
Turn Type				Perm	NA		pm+pt	NA			NA	Perm	
Protected Phases					3		5	2			6		
Permitted Phases				3			2					6	
Actuated Green, G (s)					23.8		14.8	12.8			14.1	14.1	
Effective Green, g (s)					23.8		14.8	12.8			14.1	14.1	
Actuated g/C Ratio					0.43		0.27	0.23			0.26	0.26	
Clearance Time (s)					5.0		5.0	5.0			5.0	5.0	
Vehicle Extension (s)					3.0		3.0	3.0			3.0	3.0	
Lane Grp Cap (vph)					2131		374	825			451	410	
v/s Ratio Prot							c0.00	0.06			0.05		
v/s Ratio Perm					0.14		0.02					c0.11	
v/c Ratio					0.31		0.09	0.25			0.21	0.45	
Uniform Delay, d1					10.2		14.9	17.1			16.0	17.1	
Progression Factor					1.00		1.26	1.20			1.00	1.00	
Incremental Delay, d2					0.1		0.1	0.2			0.2	0.8	
Delay (s)					10.3		18.9	20.8			16.2	17.9	
Level of Service					B		B	C			B	B	
Approach Delay (s)		0.0			10.3			20.5			17.6		
Approach LOS		A			B			C			B		
Intersection Summary													
HCM 2000 Control Delay			14.5		HCM 2000 Level of Service						B		
HCM 2000 Volume to Capacity ratio			0.35										
Actuated Cycle Length (s)			54.9		Sum of lost time (s)					15.0			
Intersection Capacity Utilization			50.0%		ICU Level of Service					A			
Analysis Period (min)			15										
c Critical Lane Group													

Timings
5: Colonial Corner Drive & Woodlawn Street

Build Conditions
AM Peak Hour



Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR	Ø2	Ø4
Lane Configurations	↔	↑↑↑	↔	↔	↔	↑	↔		
Traffic Volume (vph)	5	776	10	457	27	22	52		
Future Volume (vph)	5	776	10	457	27	22	52		
Turn Type	Split	NA	Prot	Perm	NA	NA	Perm		
Protected Phases	6	6	6		8	8		2	4
Permitted Phases				8			8		
Detector Phase	6	6	6	8	8	8	8		
Switch Phase									
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	23.0	23.0	23.0	23.0	40.0	23.0
Total Split (s)	50.0	50.0	50.0	50.0	50.0	50.0	50.0	50.0	50.0
Total Split (%)	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50%	50%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	5.0	5.0		
Lead/Lag									
Lead-Lag Optimize?									
Recall Mode	Max	Max	Max	Min	Min	Min	Min	Max	Min

Intersection Summary

Cycle Length: 100
 Actuated Cycle Length: 78.2
 Natural Cycle: 65
 Control Type: Actuated-Uncoordinated

Splits and Phases: 5: Colonial Corner Drive & Woodlawn Street

#6 ↔ Ø2	#6 ↑↓ Ø4
50 s	50 s
#5 ↔ Ø6	#5 ↑↓ Ø8
50 s	50 s

Queues
5: Colonial Corner Drive & Woodlawn Street




















Build Conditions
AM Peak Hour



Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	5	834	11	260	260	24	56
v/c Ratio	0.00	0.29	0.01	0.68	0.69	0.05	0.11
Control Delay	9.8	9.6	2.6	30.3	31.1	18.6	5.9
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	9.8	9.6	2.6	30.3	31.1	18.6	5.9
Queue Length 50th (ft)	1	65	0	94	95	8	0
Queue Length 95th (ft)	7	126	5	167	172	24	23
Internal Link Dist (ft)		848			247	95	
Turn Bay Length (ft)	160		160				
Base Capacity (vph)	1046	2919	945	761	747	1049	960
Starvation Cap Reductn	0	0	0	28	26	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.00	0.29	0.01	0.35	0.36	0.02	0.06
Intersection Summary							

HCM Signalized Intersection Capacity Analysis
5: Colonial Corner Drive & Woodlawn Street

Build Conditions
AM Peak Hour

													
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations													
Traffic Volume (vph)	0	0	0	5	776	10	457	27	0	0	22	52	
Future Volume (vph)	0	0	0	5	776	10	457	27	0	0	22	52	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0	
Lane Util. Factor				1.00	0.91	1.00	0.95	0.95			1.00	1.00	
Frt				1.00	1.00	0.85	1.00	1.00			1.00	0.85	
Flt Protected				0.95	1.00	1.00	0.95	0.96			1.00	1.00	
Satd. Flow (prot)				1805	5036	1615	1681	1683			1810	1615	
Flt Permitted				0.95	1.00	1.00	0.74	0.73			1.00	1.00	
Satd. Flow (perm)				1805	5036	1615	1312	1288			1810	1615	
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	
Adj. Flow (vph)	0	0	0	5	834	11	491	29	0	0	24	56	
RTOR Reduction (vph)	0	0	0	0	0	5	0	0	0	0	0	40	
Lane Group Flow (vph)	0	0	0	5	834	6	260	260	0	0	24	16	
Heavy Vehicles (%)	0%	0%	0%	0%	3%	0%	2%	8%	0%	0%	5%	0%	
Turn Type				Split	NA	Prot	Perm	NA			NA	Perm	
Protected Phases				6	6	6		8			8		
Permitted Phases							8					8	
Actuated Green, G (s)				45.4	45.4	45.4	22.8	22.8			22.8	22.8	
Effective Green, g (s)				45.4	45.4	45.4	22.8	22.8			22.8	22.8	
Actuated g/C Ratio				0.58	0.58	0.58	0.29	0.29			0.29	0.29	
Clearance Time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0	
Vehicle Extension (s)				3.0	3.0	3.0	3.0	3.0			3.0	3.0	
Lane Grp Cap (vph)				1047	2923	937	382	375			527	470	
v/s Ratio Prot				0.00	c0.17	0.00					0.01		
v/s Ratio Perm							0.20	c0.20				0.01	
v/c Ratio				0.00	0.29	0.01	0.68	0.69			0.05	0.03	
Uniform Delay, d1				6.9	8.2	6.9	24.5	24.6			19.9	19.8	
Progression Factor				1.00	1.00	1.00	0.86	0.86			1.00	1.00	
Incremental Delay, d2				0.0	0.2	0.0	4.9	5.5			0.0	0.0	
Delay (s)				6.9	8.5	6.9	26.0	26.6			19.9	19.9	
Level of Service				A	A	A	C	C			B	B	
Approach Delay (s)		0.0			8.5			26.3			19.9		
Approach LOS		A			A			C			B		
Intersection Summary													
HCM 2000 Control Delay			15.5	HCM 2000 Level of Service					B				
HCM 2000 Volume to Capacity ratio			0.42										
Actuated Cycle Length (s)			78.2	Sum of lost time (s)					10.0				
Intersection Capacity Utilization			67.5%	ICU Level of Service					C				
Analysis Period (min)			15										
c Critical Lane Group													

Timings

Build Conditions

6: Colonial Corner Drive & Oaklawn Boulevard

AM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBL	SBT	Ø6	Ø8
Lane Configurations								
Traffic Volume (vph)	20	759	5	108	6	8		
Future Volume (vph)	20	759	5	108	6	8		
Turn Type	Split	NA	Prot	NA	Perm	NA		
Protected Phases	2	2	2	4		4	6	8
Permitted Phases					4			
Detector Phase	2	2	2	4	4	4		
Switch Phase								
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	23.0	23.0	23.0	40.0	23.0
Total Split (s)	50.0	50.0	50.0	50.0	50.0	50.0	50.0	50.0
Total Split (%)	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50%	50%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0		0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0		5.0		
Lead/Lag								
Lead-Lag Optimize?								
Recall Mode	Max	Max	Max	Min	Min	Min	Max	Min

Intersection Summary

Cycle Length: 100
 Actuated Cycle Length: 78.2
 Natural Cycle: 65
 Control Type: Actuated-Uncoordinated

Splits and Phases: 6: Colonial Corner Drive & Oaklawn Boulevard

#6 Ø2	#6 Ø4
50 s	50 s
#5 Ø6	#5 Ø8
50 s	50 s

Queues
6: Colonial Corner Drive & Oaklawn Boulevard


















Build Conditions
AM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBT
Lane Group Flow (vph)	22	816	5	147	15
v/c Ratio	0.02	0.28	0.01	0.30	0.03
Control Delay	9.6	9.6	0.2	19.7	9.3
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	9.6	9.6	0.2	19.7	9.3
Queue Length 50th (ft)	4	64	0	48	2
Queue Length 95th (ft)	18	123	1	91	7
Internal Link Dist (ft)		552		254	247
Turn Bay Length (ft)	180		175		
Base Capacity (vph)	951	2892	945	961	944
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.02	0.28	0.01	0.15	0.02
Intersection Summary					

HCM Signalized Intersection Capacity Analysis
6: Colonial Corner Drive & Oaklawn Boulevard

Build Conditions
AM Peak Hour

													
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations													
Traffic Volume (vph)	20	759	5	0	0	0	0	108	29	6	8	0	
Future Volume (vph)	20	759	5	0	0	0	0	108	29	6	8	0	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)	5.0	5.0	5.0					5.0			5.0		
Lane Util. Factor	1.00	0.91	1.00					1.00			1.00		
Frt	1.00	1.00	0.85					0.97			1.00		
Flt Protected	0.95	1.00	1.00					1.00			0.98		
Satd. Flow (prot)	1641	4988	1615					1646			1744		
Flt Permitted	0.95	1.00	1.00					1.00			0.92		
Satd. Flow (perm)	1641	4988	1615					1646			1629		
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	
Adj. Flow (vph)	22	816	5	0	0	0	0	116	31	6	9	0	
RTOR Reduction (vph)	0	0	2	0	0	0	0	12	0	0	0	0	
Lane Group Flow (vph)	22	816	3	0	0	0	0	135	0	0	15	0	
Heavy Vehicles (%)	10%	4%	0%	0%	0%	0%	0%	2%	50%	17%	0%	0%	
Turn Type	Split	NA	Prot					NA		Perm	NA		
Protected Phases	2	2	2					4			4		
Permitted Phases										4			
Actuated Green, G (s)	45.4	45.4	45.4					22.8			22.8		
Effective Green, g (s)	45.4	45.4	45.4					22.8			22.8		
Actuated g/C Ratio	0.58	0.58	0.58					0.29			0.29		
Clearance Time (s)	5.0	5.0	5.0					5.0			5.0		
Vehicle Extension (s)	3.0	3.0	3.0					3.0			3.0		
Lane Grp Cap (vph)	952	2895	937					479			474		
v/s Ratio Prot	0.01	c0.16	0.00					c0.08					
v/s Ratio Perm											0.01		
v/c Ratio	0.02	0.28	0.00					0.28			0.03		
Uniform Delay, d1	7.0	8.2	6.9					21.4			19.8		
Progression Factor	1.00	1.00	1.00					1.00			0.50		
Incremental Delay, d2	0.0	0.2	0.0					0.3			0.0		
Delay (s)	7.0	8.5	6.9					21.7			10.0		
Level of Service	A	A	A					C			A		
Approach Delay (s)		8.4			0.0			21.7			10.0		
Approach LOS		A			A			C			A		
Intersection Summary													
HCM 2000 Control Delay			10.4									HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio			0.28										
Actuated Cycle Length (s)			78.2									Sum of lost time (s)	10.0
Intersection Capacity Utilization			50.0%									ICU Level of Service	A
Analysis Period (min)			15										
c	Critical Lane Group												

HCM 6th TWSC
7: Hopewell Visitor Center & Oaklawn Boulevard

Build Conditions
AM Peak Hour

Intersection												
Int Delay, s/veh	6.4											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	0	1	88	0	0	0	4	0	0	3	15	25
Future Vol, veh/h	0	1	88	0	0	0	4	0	0	3	15	25
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	0	0	50	0	0	0	0	0	0	0	7	100
Mvmt Flow	0	1	96	0	0	0	4	0	0	3	16	27

Major/Minor	Minor2	Minor1			Major1			Major2				
Conflicting Flow All	-	44	30	92	57	-	43	0	0	0	0	0
Stage 1	-	36	-	8	8	-	-	-	-	-	-	-
Stage 2	-	8	-	84	49	-	-	-	-	-	-	-
Critical Hdwy	-	6.5	6.7	7.1	6.5	-	4.1	-	-	4.1	-	-
Critical Hdwy Stg 1	-	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	-	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	-	4	3.75	3.5	4	-	2.2	-	-	2.2	-	-
Pot Cap-1 Maneuver	0	852	922	897	838	0	1579	-	-	-	-	-
Stage 1	0	869	-	1019	893	0	-	-	-	-	-	-
Stage 2	0	893	-	929	858	0	-	-	-	-	-	-
Platoon blocked, %												
Mov Cap-1 Maneuver	-	849	922	801	835	-	1579	-	-	-	-	-
Mov Cap-2 Maneuver	-	849	-	801	835	-	-	-	-	-	-	-
Stage 1	-	869	-	1016	890	-	-	-	-	-	-	-
Stage 2	-	890	-	832	858	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	9.4	0	7.3	
HCM LOS	A	A		

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1579	-	-	921	-	-	-	-
HCM Lane V/C Ratio	0.003	-	-	0.105	-	-	-	-
HCM Control Delay (s)	7.3	0	-	9.4	0	-	-	-
HCM Lane LOS	A	A	-	A	A	-	-	-
HCM 95th %tile Q(veh)	0	-	-	0.4	-	-	-	-

P.M. Build 2027

HCM 6th TWSC
 1: Old Iron Road/Old Iron Road & Monroe Avenue

Build Conditions
 PM Peak Hour

Intersection

Int Delay, s/veh 2.2

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	W			↑	↑	
Traffic Vol, veh/h	58	0	3	68	70	76
Future Vol, veh/h	58	0	3	68	70	76
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	2	0	3
Mvmt Flow	63	0	3	74	76	83

Major/Minor	Minor2	Major1	Major2
Conflicting Flow All	198	118	159
Stage 1	118	-	-
Stage 2	80	-	-
Critical Hdwy	6.4	6.2	4.1
Critical Hdwy Stg 1	5.4	-	-
Critical Hdwy Stg 2	5.4	-	-
Follow-up Hdwy	3.5	3.3	2.2
Pot Cap-1 Maneuver	795	939	1433
Stage 1	912	-	-
Stage 2	948	-	-
Platoon blocked, %			
Mov Cap-1 Maneuver	793	939	1433
Mov Cap-2 Maneuver	793	-	-
Stage 1	910	-	-
Stage 2	948	-	-

Approach	EB	NB	SB
HCM Control Delay, s	9.9	0.3	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1433	-	793	-	-
HCM Lane V/C Ratio	0.002	-	0.079	-	-
HCM Control Delay (s)	7.5	0	9.9	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0	-	0.3	-	-

HCM 6th TWSC
2: Courthouse Road & Ashland Street

Build Conditions
PM Peak Hour

Intersection												
Int Delay, s/veh	8.5											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↗			↕			↕		↖		↗
Traffic Vol, veh/h	15	132	0	1	261	98	0	0	0	266	0	19
Future Vol, veh/h	15	132	0	1	261	98	0	0	0	266	0	19
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	110	-	-	-	-	-	-	-	-	0	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	93	93	93	93	93	93	93	93	93	93
Heavy Vehicles, %	0	1	0	0	1	1	0	0	0	2	0	5
Mvmt Flow	16	142	0	1	281	105	0	0	0	286	0	20

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	386	0	0	142	0	0	520	562	142	510	-	334
Stage 1	-	-	-	-	-	-	174	174	-	336	-	-
Stage 2	-	-	-	-	-	-	346	388	-	174	-	-
Critical Hdwy	4.1	-	-	4.1	-	-	7.1	6.5	6.2	7.12	-	6.25
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.12	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.12	-	-
Follow-up Hdwy	2.2	-	-	2.2	-	-	3.5	4	3.3	3.518	-	3.345
Pot Cap-1 Maneuver	1184	-	-	1453	-	-	470	439	911	474	0	701
Stage 1	-	-	-	-	-	-	833	759	-	678	0	-
Stage 2	-	-	-	-	-	-	674	612	-	828	0	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1184	-	-	1453	-	-	451	432	911	469	-	701
Mov Cap-2 Maneuver	-	-	-	-	-	-	451	432	-	469	-	-
Stage 1	-	-	-	-	-	-	821	748	-	669	-	-
Stage 2	-	-	-	-	-	-	654	611	-	817	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	0.8	0	0	23.1
HCM LOS			A	C

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	-	1184	-	-	1453	-	-	469	701
HCM Lane V/C Ratio	-	0.014	-	-	0.001	-	-	0.61	0.029
HCM Control Delay (s)	0	8.1	-	-	7.5	0	-	24	10.3
HCM Lane LOS		A	A	-	A	A	-	C	B
HCM 95th %tile Q(veh)	-	0	-	-	0	-	-	4	0.1

Timings
3: Ashland Street & Oaklawn Boulevard

Build Conditions
PM Peak Hour

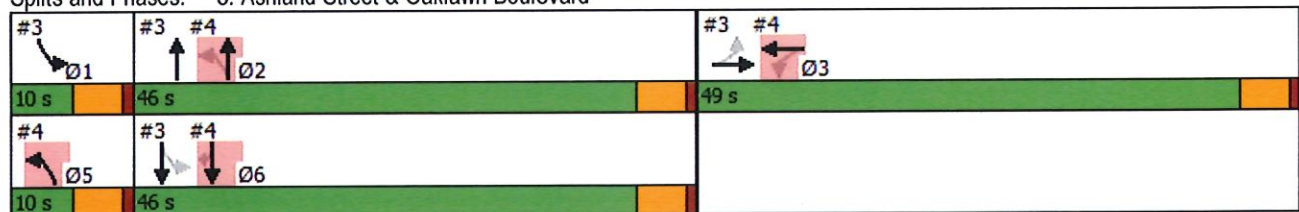


Lane Group	EBT	NBT	SBL	SBT	Ø5
Lane Configurations	↔↔↔	↑↔	↘	↑↑	
Traffic Volume (vph)	816	75	55	87	
Future Volume (vph)	816	75	55	87	
Turn Type	NA	NA	pm+pt	NA	
Protected Phases	3	2	1	6	5
Permitted Phases			6		
Detector Phase	3	2	1	6	
Switch Phase					
Minimum Initial (s)	7.0	7.0	5.0	7.0	5.0
Minimum Split (s)	23.0	23.0	10.0	23.0	10.0
Total Split (s)	49.0	46.0	10.0	46.0	10.0
Total Split (%)	46.7%	43.8%	9.5%	43.8%	10%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	
Lead/Lag		Lag	Lead	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None

Intersection Summary

Cycle Length: 105
 Actuated Cycle Length: 74.1
 Natural Cycle: 60
 Control Type: Actuated-Uncoordinated

Splits and Phases: 3: Ashland Street & Oaklawn Boulevard



Queues
3: Ashland Street & Oaklawn Boulevard













Build Conditions
PM Peak Hour



Lane Group	EBT	NBT	SBL	SBT
Lane Group Flow (vph)	1382	118	59	94
v/c Ratio	0.52	0.15	0.15	0.12
Control Delay	12.9	18.4	11.4	14.1
Queue Delay	0.0	0.0	0.0	0.0
Total Delay	12.9	18.4	11.4	14.1
Queue Length 50th (ft)	142	17	10	8
Queue Length 95th (ft)	242	37	24	18
Internal Link Dist (ft)	823	266		355
Turn Bay Length (ft)			125	
Base Capacity (vph)	3135	1993	385	2102
Starvation Cap Reductn	0	0	0	0
Spillback Cap Reductn	0	0	0	0
Storage Cap Reductn	0	0	0	0
Reduced v/c Ratio	0.44	0.06	0.15	0.04
Intersection Summary				

HCM Signalized Intersection Capacity Analysis
 3: Ashland Street & Oaklawn Boulevard

Build Conditions
 PM Peak Hour

													
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations		↔↕↔						↕↔		↕	↕↕		
Traffic Volume (vph)	269	816	201	0	0	0	0	75	34	55	87	0	
Future Volume (vph)	269	816	201	0	0	0	0	75	34	55	87	0	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)		5.0						5.0		5.0	5.0		
Lane Util. Factor		0.91						0.95		1.00	0.95		
Frt		0.98						0.95		1.00	1.00		
Flt Protected		0.99						1.00		0.95	1.00		
Satd. Flow (prot)		4907						3330		1805	3539		
Flt Permitted		0.99						1.00		0.68	1.00		
Satd. Flow (perm)		4907						3330		1287	3539		
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	
Adj. Flow (vph)	289	877	216	0	0	0	0	81	37	59	94	0	
RTOR Reduction (vph)	0	21	0	0	0	0	0	29	0	0	0	0	
Lane Group Flow (vph)	0	1361	0	0	0	0	0	89	0	59	94	0	
Heavy Vehicles (%)	2%	2%	3%	0%	0%	0%	0%	3%	4%	0%	2%	0%	
Turn Type	Perm	NA						NA		pm+pt	NA		
Protected Phases		3						2		1	6		
Permitted Phases	3									6			
Actuated Green, G (s)		39.6						16.4		20.1	16.4		
Effective Green, g (s)		39.6						16.4		20.1	16.4		
Actuated g/C Ratio		0.53						0.22		0.27	0.22		
Clearance Time (s)		5.0						5.0		5.0	5.0		
Vehicle Extension (s)		3.0						3.0		3.0	3.0		
Lane Grp Cap (vph)		2601						731		371	776		
v/s Ratio Prot								0.03		c0.01	0.03		
v/s Ratio Perm		0.28								c0.03			
v/c Ratio		0.52						0.12		0.16	0.12		
Uniform Delay, d1		11.4						23.4		20.6	23.4		
Progression Factor		1.00						1.00		0.59	0.56		
Incremental Delay, d2		0.2						0.1		0.2	0.1		
Delay (s)		11.6						23.5		12.4	13.2		
Level of Service		B						C		B	B		
Approach Delay (s)		11.6			0.0			23.5			12.9		
Approach LOS		B			A			C			B		
Intersection Summary													
HCM 2000 Control Delay			12.6									HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio			0.40										
Actuated Cycle Length (s)			74.7							15.0			
Intersection Capacity Utilization			53.3%									ICU Level of Service	A
Analysis Period (min)			15										
c Critical Lane Group													

Timings

Build Conditions

4: Ashland Street & Woodlawn Street

PM Peak Hour



Lane Group	WBT	NBL	NBT	SBT	SBR	Ø1
Lane Configurations	↔↑↑↔	↘	↑↑	↑	↗	
Traffic Volume (vph)	729	53	291	116	323	
Future Volume (vph)	729	53	291	116	323	
Turn Type	NA	pm+pt	NA	NA	Perm	
Protected Phases	3	5	2	6		1
Permitted Phases		2			6	
Detector Phase	3	5	2	6	6	
Switch Phase						
Minimum Initial (s)	7.0	5.0	7.0	7.0	7.0	5.0
Minimum Split (s)	23.0	10.0	23.0	23.0	23.0	10.0
Total Split (s)	49.0	10.0	46.0	46.0	46.0	10.0
Total Split (%)	46.7%	9.5%	43.8%	43.8%	43.8%	10%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	
Lead/Lag		Lead	Lag	Lag	Lag	Lead
Lead-Lag Optimize?		Yes	Yes	Yes	Yes	Yes
Recall Mode	None	None	None	None	None	None

Intersection Summary

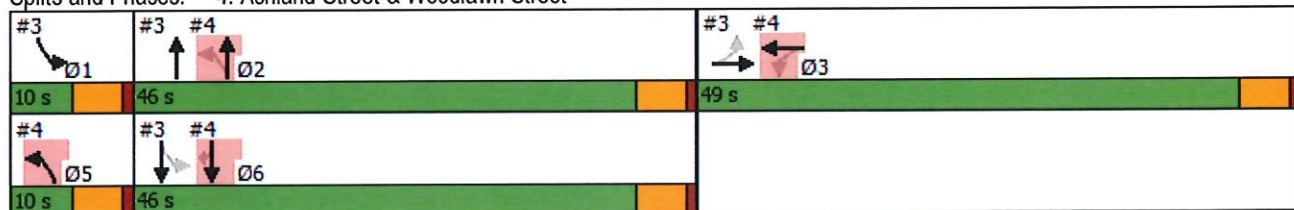
Cycle Length: 105

Actuated Cycle Length: 74.1

Natural Cycle: 60

Control Type: Actuated-Uncoordinated

Splits and Phases: 4: Ashland Street & Woodlawn Street



Queues
4: Ashland Street & Woodlawn Street













Build Conditions
PM Peak Hour



Lane Group	WBT	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	920	58	316	126	351
v/c Ratio	0.35	0.16	0.40	0.30	0.73
Control Delay	11.3	23.0	32.0	27.8	24.1
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	11.3	23.0	32.0	27.8	24.1
Queue Length 50th (ft)	84	25	78	54	86
Queue Length 95th (ft)	149	60	123	99	177
Internal Link Dist (ft)	233		355	275	
Turn Bay Length (ft)		170			
Base Capacity (vph)	3153	370	2123	1128	1018
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.29	0.16	0.15	0.11	0.34
Intersection Summary					

HCM Signalized Intersection Capacity Analysis
4: Ashland Street & Woodlawn Street

Build Conditions
PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations					←↑↑→		↙	↑↑			↑	↗
Traffic Volume (vph)	0	0	0	40	729	78	53	291	0	0	116	323
Future Volume (vph)	0	0	0	40	729	78	53	291	0	0	116	323
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)					5.0		5.0	5.0			5.0	5.0
Lane Util. Factor					0.91		1.00	0.95			1.00	1.00
Frt					0.99		1.00	1.00			1.00	0.85
Flt Protected					1.00		0.95	1.00			1.00	1.00
Satd. Flow (prot)					4952		1736	3574			1900	1599
Flt Permitted					1.00		0.68	1.00			1.00	1.00
Satd. Flow (perm)					4952		1235	3574			1900	1599
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	0	0	0	43	792	85	58	316	0	0	126	351
RTOR Reduction (vph)	0	0	0	0	9	0	0	0	0	0	0	131
Lane Group Flow (vph)	0	0	0	0	911	0	58	316	0	0	126	220
Heavy Vehicles (%)	0%	0%	0%	0%	3%	5%	4%	1%	0%	0%	0%	1%
Turn Type				Perm	NA		pm+pt	NA			NA	Perm
Protected Phases					3		5	2			6	
Permitted Phases				3			2					6
Actuated Green, G (s)					39.6		20.1	16.4			16.4	16.4
Effective Green, g (s)					39.6		20.1	16.4			16.4	16.4
Actuated g/C Ratio					0.53		0.27	0.22			0.22	0.22
Clearance Time (s)					5.0		5.0	5.0			5.0	5.0
Vehicle Extension (s)					3.0		3.0	3.0			3.0	3.0
Lane Grp Cap (vph)					2625		357	784			417	351
v/s Ratio Prot							c0.01	0.09			0.07	
v/s Ratio Perm					0.18		0.04					c0.14
v/c Ratio					0.35		0.16	0.40			0.30	0.63
Uniform Delay, d1					10.1		20.6	25.0			24.4	26.4
Progression Factor					1.00		1.24	1.19			1.00	1.00
Incremental Delay, d2					0.1		0.2	0.3			0.4	3.5
Delay (s)					10.2		25.9	30.0			24.8	29.8
Level of Service					B		C	C			C	C
Approach Delay (s)		0.0			10.2			29.4			28.5	
Approach LOS		A			B			C			C	
Intersection Summary												
HCM 2000 Control Delay			19.2		HCM 2000 Level of Service						B	
HCM 2000 Volume to Capacity ratio			0.41									
Actuated Cycle Length (s)			74.7		Sum of lost time (s)					15.0		
Intersection Capacity Utilization			53.3%		ICU Level of Service					A		
Analysis Period (min)			15									
c Critical Lane Group												

Timings
5: Colonial Corner Drive & Woodlawn Street

Build Conditions
PM Peak Hour



Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR	Ø2	Ø4
Lane Configurations									
Traffic Volume (vph)	28	961	16	351	56	30	31		
Future Volume (vph)	28	961	16	351	56	30	31		
Turn Type	Split	NA	Prot	Perm	NA	NA	Perm		
Protected Phases	6	6	6		8	8		2	4
Permitted Phases				8			8		
Detector Phase	6	6	6	8	8	8	8		
Switch Phase									
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	33.0	33.0	33.0	33.0	40.0	23.0
Total Split (s)	56.0	56.0	56.0	44.0	44.0	44.0	44.0	56.0	44.0
Total Split (%)	56.0%	56.0%	56.0%	44.0%	44.0%	44.0%	44.0%	56%	44%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0	5.0	5.0	5.0		
Lead/Lag									
Lead-Lag Optimize?									
Recall Mode	Max	Max	Max	Min	Min	Min	Min	Max	Min

Intersection Summary

Cycle Length: 100
 Actuated Cycle Length: 81.9
 Natural Cycle: 75
 Control Type: Actuated-Uncoordinated

Splits and Phases: 5: Colonial Corner Drive & Woodlawn Street

#6 Ø2	56 s	#6 Ø4	44 s
#5 Ø6	56 s	#5 Ø8	44 s

Queues
5: Colonial Corner Drive & Woodlawn Street

Build Conditions
PM Peak Hour



Lane Group	WBL	WBT	WBR	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	30	1045	17	218	225	33	34
v/c Ratio	0.03	0.33	0.02	0.67	0.67	0.07	0.08
Control Delay	7.8	8.3	3.2	36.8	36.7	22.5	8.2
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	7.8	8.3	3.2	36.9	36.7	22.5	8.2
Queue Length 50th (ft)	5	78	0	96	100	13	0
Queue Length 95th (ft)	20	147	8	185	187	33	20
Internal Link Dist (ft)		848			247	95	
Turn Bay Length (ft)	160		160				
Base Capacity (vph)	1066	3153	1019	623	640	909	768
Starvation Cap Reductn	0	0	0	20	23	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.03	0.33	0.02	0.36	0.36	0.04	0.04
Intersection Summary							

HCM Signalized Intersection Capacity Analysis

5: Colonial Corner Drive & Woodlawn Street

Build Conditions

PM Peak Hour



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations				↘	↑↑↑	↗	↘	↗			↑	↗
Traffic Volume (vph)	0	0	0	28	961	16	351	56	0	0	30	31
Future Volume (vph)	0	0	0	28	961	16	351	56	0	0	30	31
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0
Lane Util. Factor				1.00	0.91	1.00	0.95	0.95			1.00	1.00
Frt				1.00	1.00	0.85	1.00	1.00			1.00	0.85
Flt Protected				0.95	1.00	1.00	0.95	0.96			1.00	1.00
Satd. Flow (prot)				1703	5036	1615	1681	1689			1900	1568
Flt Permitted				0.95	1.00	1.00	0.74	0.76			1.00	1.00
Satd. Flow (perm)				1703	5036	1615	1302	1337			1900	1568
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	0	0	0	30	1045	17	382	61	0	0	33	34
RTOR Reduction (vph)	0	0	0	0	0	6	0	0	0	0	0	25
Lane Group Flow (vph)	0	0	0	30	1045	11	218	225	0	0	33	9
Heavy Vehicles (%)	0%	0%	0%	6%	3%	0%	2%	6%	0%	0%	0%	3%
Turn Type				Split	NA	Prot	Perm	NA			NA	Perm
Protected Phases				6	6	6		8			8	
Permitted Phases							8					8
Actuated Green, G (s)				51.3	51.3	51.3	20.6	20.6			20.6	20.6
Effective Green, g (s)				51.3	51.3	51.3	20.6	20.6			20.6	20.6
Actuated g/C Ratio				0.63	0.63	0.63	0.25	0.25			0.25	0.25
Clearance Time (s)				5.0	5.0	5.0	5.0	5.0			5.0	5.0
Vehicle Extension (s)				3.0	3.0	3.0	3.0	3.0			3.0	3.0
Lane Grp Cap (vph)				1066	3154	1011	327	336			477	394
v/s Ratio Prot				0.02	c0.21	0.01					0.02	
v/s Ratio Perm							0.17	c0.17				0.01
v/c Ratio				0.03	0.33	0.01	0.67	0.67			0.07	0.02
Uniform Delay, d1				5.8	7.2	5.8	27.6	27.6			23.3	23.1
Progression Factor				1.00	1.00	1.00	0.96	0.96			1.00	1.00
Incremental Delay, d2				0.0	0.3	0.0	5.1	5.0			0.1	0.0
Delay (s)				5.9	7.5	5.8	31.6	31.5			23.4	23.1
Level of Service				A	A	A	C	C			C	C
Approach Delay (s)		0.0			7.4			31.6			23.2	
Approach LOS		A			A			C			C	

Intersection Summary			
HCM 2000 Control Delay	14.8	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.43		
Actuated Cycle Length (s)	81.9	Sum of lost time (s)	10.0
Intersection Capacity Utilization	66.7%	ICU Level of Service	C
Analysis Period (min)	15		
c Critical Lane Group			

Timings
6: Colonial Corner Drive & Oaklawn Boulevard

Build Conditions
PM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBL	SBT	Ø6	Ø8
Lane Configurations	↵	↑↑↑	↶	↑		↷		
Traffic Volume (vph)	50	1288	47	61	29	27		
Future Volume (vph)	50	1288	47	61	29	27		
Turn Type	Split	NA	Prot	NA	Perm	NA		
Protected Phases	2	2	2	4		4	6	8
Permitted Phases					4			
Detector Phase	2	2	2	4	4	4		
Switch Phase								
Minimum Initial (s)	35.0	35.0	35.0	15.0	15.0	15.0	35.0	15.0
Minimum Split (s)	40.0	40.0	40.0	23.0	23.0	23.0	40.0	33.0
Total Split (s)	56.0	56.0	56.0	44.0	44.0	44.0	56.0	44.0
Total Split (%)	56.0%	56.0%	56.0%	44.0%	44.0%	44.0%	56%	44%
Yellow Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lost Time Adjust (s)	0.0	0.0	0.0	0.0		0.0		
Total Lost Time (s)	5.0	5.0	5.0	5.0		5.0		
Lead/Lag								
Lead-Lag Optimize?								
Recall Mode	Max	Max	Max	Min	Min	Min	Max	Min

Intersection Summary

Cycle Length: 100
 Actuated Cycle Length: 81.9
 Natural Cycle: 75
 Control Type: Actuated-Uncoordinated

Splits and Phases: 6: Colonial Corner Drive & Oaklawn Boulevard

#6 ↵ Ø2 56 s	#6 ↷ Ø4 44 s
#5 ↶ Ø6 56 s	#5 ↷ Ø8 44 s

Queues
6: Colonial Corner Drive & Oaklawn Boulevard






















Build Conditions
PM Peak Hour



Lane Group	EBL	EBT	EBR	NBT	SBT
Lane Group Flow (vph)	54	1400	51	92	61
v/c Ratio	0.05	0.44	0.05	0.19	0.16
Control Delay	7.7	9.2	2.8	18.9	20.0
Queue Delay	0.0	0.0	0.0	0.0	0.0
Total Delay	7.7	9.2	2.8	18.9	20.0
Queue Length 50th (ft)	9	114	0	27	17
Queue Length 95th (ft)	31	209	16	62	41
Internal Link Dist (ft)		552		254	247
Turn Bay Length (ft)	180		175		
Base Capacity (vph)	1130	3215	1030	887	748
Starvation Cap Reductn	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0
Reduced v/c Ratio	0.05	0.44	0.05	0.10	0.08
Intersection Summary					

HCM Signalized Intersection Capacity Analysis
6: Colonial Corner Drive & Oaklawn Boulevard

Build Conditions
PM Peak Hour

														
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR		
Lane Configurations		  						 			 			
Traffic Volume (vph)	50	1288	47	0	0	0	0	61	24	29	27	0		
Future Volume (vph)	50	1288	47	0	0	0	0	61	24	29	27	0		
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900		
Total Lost time (s)	5.0	5.0	5.0					5.0			5.0			
Lane Util. Factor	1.00	0.91	1.00					1.00			1.00			
Frt	1.00	1.00	0.85					0.96			1.00			
Flt Protected	0.95	1.00	1.00					1.00			0.97			
Satd. Flow (prot)	1805	5136	1615					1828			1813			
Flt Permitted	0.95	1.00	1.00					1.00			0.84			
Satd. Flow (perm)	1805	5136	1615					1828			1564			
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92		
Adj. Flow (vph)	54	1400	51	0	0	0	0	66	26	32	29	0		
RTOR Reduction (vph)	0	0	19	0	0	0	0	17	0	0	0	0		
Lane Group Flow (vph)	54	1400	32	0	0	0	0	75	0	0	61	0		
Heavy Vehicles (%)	0%	1%	0%	0%	0%	0%	0%	0%	0%	4%	0%	0%		
Turn Type	Split	NA	Prot					NA		Perm	NA			
Protected Phases	2	2	2					4			4			
Permitted Phases										4				
Actuated Green, G (s)	51.3	51.3	51.3					20.6			20.6			
Effective Green, g (s)	51.3	51.3	51.3					20.6			20.6			
Actuated g/C Ratio	0.63	0.63	0.63					0.25			0.25			
Clearance Time (s)	5.0	5.0	5.0					5.0			5.0			
Vehicle Extension (s)	3.0	3.0	3.0					3.0			3.0			
Lane Grp Cap (vph)	1130	3217	1011					459			393			
v/s Ratio Prot	0.03	c0.27	0.02					c0.04						
v/s Ratio Perm											0.04			
v/c Ratio	0.05	0.44	0.03					0.16			0.16			
Uniform Delay, d1	5.9	7.9	5.8					23.9			23.9			
Progression Factor	1.00	1.00	1.00					1.00			0.83			
Incremental Delay, d2	0.1	0.4	0.1					0.2			0.2			
Delay (s)	6.0	8.3	5.9					24.1			20.0			
Level of Service	A	A	A					C			C			
Approach Delay (s)		8.1			0.0			24.1			20.0			
Approach LOS		A			A			C			C			
Intersection Summary														
HCM 2000 Control Delay			9.4									HCM 2000 Level of Service	A	
HCM 2000 Volume to Capacity ratio			0.36											
Actuated Cycle Length (s)			81.9								10.0			
Intersection Capacity Utilization			50.0%										ICU Level of Service	A
Analysis Period (min)			15											
c Critical Lane Group														

HCM 6th TWSC
7: Hopewell Visitor Center & Oaklawn Boulevard

Build Conditions
PM Peak Hour

Intersection

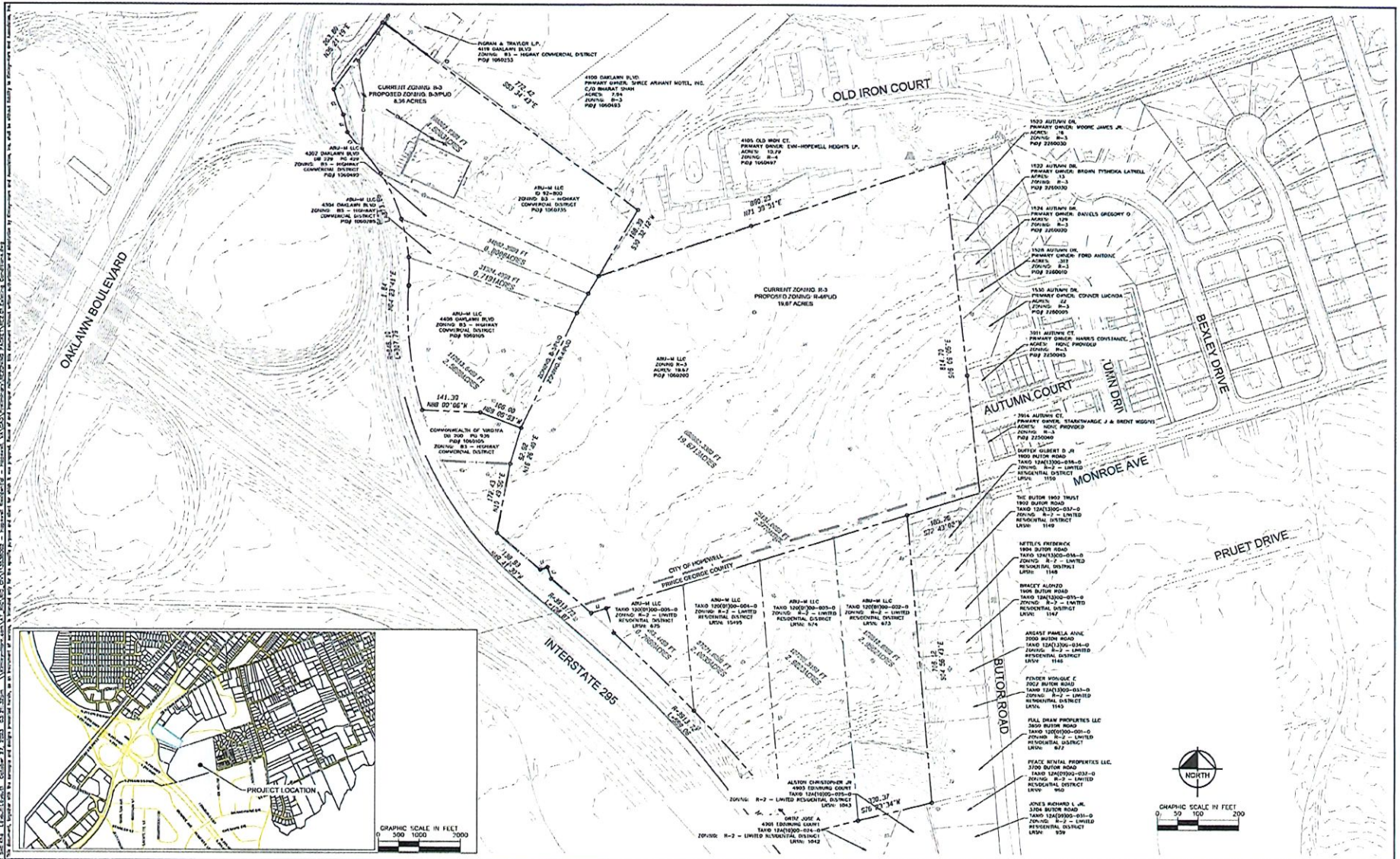
Int Delay, s/veh 3.7

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	0	2	60	3	1	0	10	0	0	5	39	59
Future Vol, veh/h	0	2	60	3	1	0	10	0	0	5	39	59
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	3	0
Mvmt Flow	0	2	65	3	1	0	11	0	0	5	42	64

Major/Minor	Minor2	Minor1		Major1		Major2						
Conflicting Flow All	-	106	74	140	138	-	106	0	0	0	0	0
Stage 1	-	84	-	22	22	-	-	-	-	-	-	-
Stage 2	-	22	-	118	116	-	-	-	-	-	-	-
Critical Hdwy	-	6.5	6.2	7.1	6.5	-	4.1	-	-	4.1	-	-
Critical Hdwy Stg 1	-	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	-	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	-	4	3.3	3.5	4	-	2.2	-	-	2.2	-	-
Pot Cap-1 Maneuver	0	788	993	835	757	0	1498	-	-	-	-	-
Stage 1	0	829	-	1002	881	0	-	-	-	-	-	-
Stage 2	0	881	-	891	803	0	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	-	782	993	774	752	-	1498	-	-	-	-	-
Mov Cap-2 Maneuver	-	782	-	774	752	-	-	-	-	-	-	-
Stage 1	-	829	-	995	875	-	-	-	-	-	-	-
Stage 2	-	875	-	830	803	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	8.9	9.7	7.4	
HCM LOS	A	A		

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1498	-	-	984	768	-	-	-
HCM Lane V/C Ratio	0.007	-	-	0.068	0.006	-	-	-
HCM Control Delay (s)	7.4	0	-	8.9	9.7	-	-	-
HCM Lane LOS	A	A	-	A	A	-	-	-
HCM 95th %tile Q(veh)	0	-	-	0.2	0	-	-	-



NO.	REVISED	DATE	BY

Kimley»Horn

© 2023 KIMLEY-HORN AND ASSOCIATES, INC.
 2025 WATERLICK STREET, SUITE 1000, VA 23120
 PHONE: 804-673-3882
 WWW.KIMLEY-HORN.COM

AKA PROJECT
 113028002
 DATE
 10/27/2023
 TOTAL AS SHOWN
 67% DRAW BY MMB
 DESIGNED BY GLE
 CHECKED BY MMB

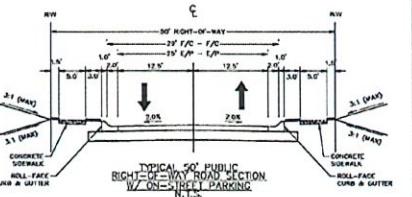
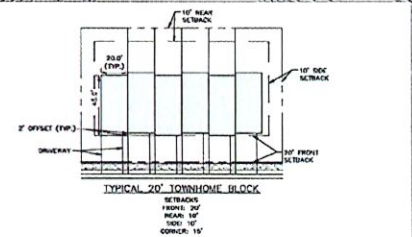
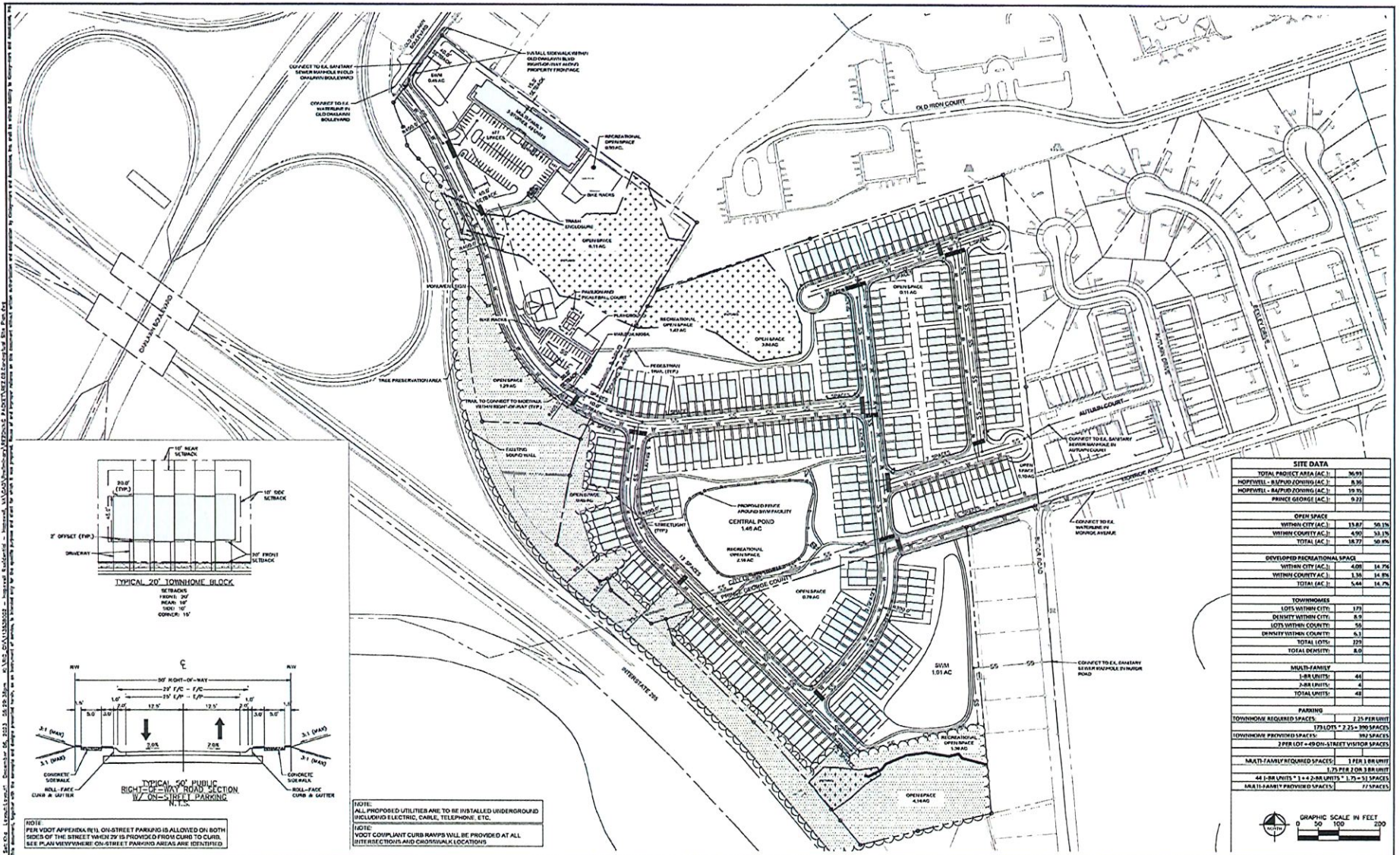
HOPECREST TOWNES
 PREPARED FOR
MANSOUR REAL ESTATE

CITY OF HOPEWELL & PRINCE GEORGE COUNTY, VIRGINIA

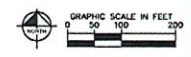
LICENSED PROFESSIONAL

EXISTING CONDITIONS

SHEET NUMBER
REZ.01



SITE DATA	
TOTAL PROJECT AREA (AC.)	36.93
HOPEWELL - 84PHD ZONING (AC.)	8.36
HOPEWELL - 84PHD ZONING (AC.)	19.35
PHENCE GEORGIA (AC.)	9.22
OPEN SPACE	
WITHIN CITY (AC.)	13.67 36.1%
WITHIN COUNTY (AC.)	4.90 13.1%
TOTAL (AC.)	18.77 50.8%
DEVELOPED RECREATIONAL SPACE	
WITHIN CITY (AC.)	4.08 11.1%
WITHIN COUNTY (AC.)	1.36 3.7%
TOTAL (AC.)	5.44 14.7%
TOWNHOMES	
LOTS WITHIN CITY	171
DENSITY WITHIN CITY	8.9
LOTS WITHIN COUNTY	59
DENSITY WITHIN COUNTY	6.1
TOTAL LOTS	230
TOTAL DENSITY	8.0
MULTI-FAMILY	
1-88 UNITS	41
2-88 UNITS	41
TOTAL UNITS	82
PARKING	
TOWNHOME REQUIRED SPACES	231 PER UNIT
171 LOTS * 2.25 = 382 SPACES	
TOWNHOME PROVIDED SPACES	182 SPACES
3 PER LOT = 69 ON-STREET VISITOR SPACES	
MULTI-FAMILY REQUIRED SPACES	
1 PER 1.88 UNIT	1 PER 1.88 UNIT
1 PER 1.88 UNIT	1 PER 1.88 UNIT
44 1-88 UNITS * 1 + 2-88 UNITS * 1.75 = 111 SPACES	
MULTI-FAMILY PROVIDED SPACES	111 SPACES



NOTE:
PER VDOT APPROVAL, ONE STREET PARKING IS ALLOWED ON BOTH SIDES OF THE STREET WHEN 20' IS PROVIDED FROM CURB TO CURB. SEE PLAN VIEW WHERE ON-STREET PARKING AREAS ARE IDENTIFIED.

NOTE:
ALL PROPOSED UTILITIES ARE TO BE INSTALLED UNDERGROUND INCLUDING ELECTRIC, CABLE, TELEPHONE, ETC.
NOTE:
VOOT COMPLIANT CURB RAMPS WILL BE PROVIDED AT ALL INTERSECTIONS AND CROSSWALK LOCATIONS.

No.	REVISIONS	DATE	BY

Kimley Horn
© 2023 KIMLEY-HORN AND ASSOCIATES, INC.
2935 MARSH STREET, SUITE 100, HOPEWELL, VA 22920
PHONE: 824-673-1889
WWW.KH-LLY-HORN.COM

HOPECREST TOWNES
PREPARED FOR
MANSOUR REAL ESTATE

LICENSED PROFESSIONAL
CITY OF HOPEWELL & PHENCE, GEORGIA COUNTY
VIRGINIA DATE:

CONCEPTUAL SITE PLAN

SHEET NUMBER
REZ.02

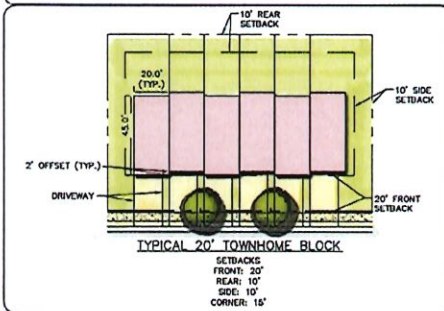


SITE PLAN LEGEND

- (A) AMENITY AREA A**
PAVILION WITH RESTROOMS/STORAGE, PICKLE BALL COURT, PLAYGROUND, PEDESTRIAN LIGHTING, AND LANDSCAPING
- (B) AMENITY AREA B**
HARDSCAPED GATHERING AREA WITH GAZEBO, PEDESTRIAN LIGHTING, SEATING, AND LANDSCAPING.
- (C) AMENITY AREA C**
ENCLOSED DOG PARK AREA WITH SEATING AND LANDSCAPING
- (D) OPEN SPACE AMENITY AREAS**
HARDSCAPED SIDEWALK AND TRAIL WITH BENCHES, SITE LIGHTING, AND LANDSCAPING
- (E) STORM WATER MANAGEMENT POND**
AERATION FOUNTAIN AND ENHANCED LANDSCAPING
- (F) EXISTING WETLANDS | FOREST**
- (G) EXISTING NOISE BARRIER WALL**

CONCEPT PLANT SCHEDULE

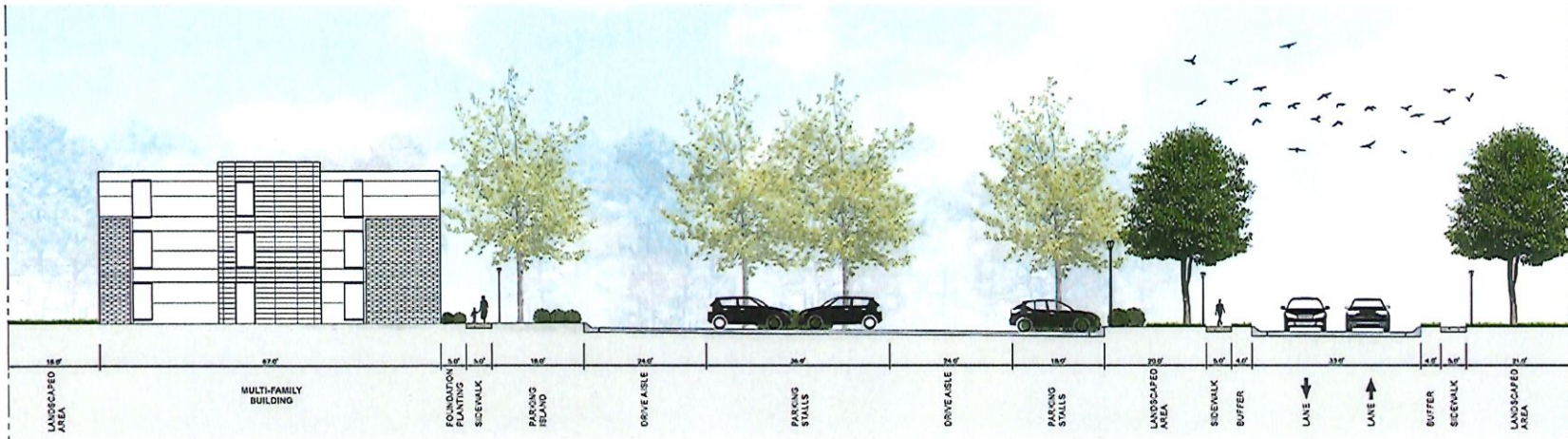
STREET TREE	248	B.B.D. 3" DCal B.B.D. 3" DCal B.B.D. 3" DCal B.B.D. 3" DCal
OVERSHOOT SCREENING	38	B.B.D. 6" HT 8M B.B.D. 6" HT 8M B.B.D. 6" HT 8M B.B.D. 6" HT 8M
PARKING AREA	13	B.B.D. 3" DCal B.B.D. 3" DCal B.B.D. 3" DCal
FOUNDATION AND OPEN SPACE TREES	42	B.B.D. 6" HT 8M B.B.D. 6" HT 8M B.B.D. 6" HT 8M
SHRUBS	229	Cor. 24" HT 8M Cor. 18" HT 8M Cor. 18" HT 8M Cor. 18" HT 8M Cor. 18" HT 8M Cor. 24" HT 8M Cor. 24" HT 8M Cor. 24" HT 8M Cor. 24" HT 8M



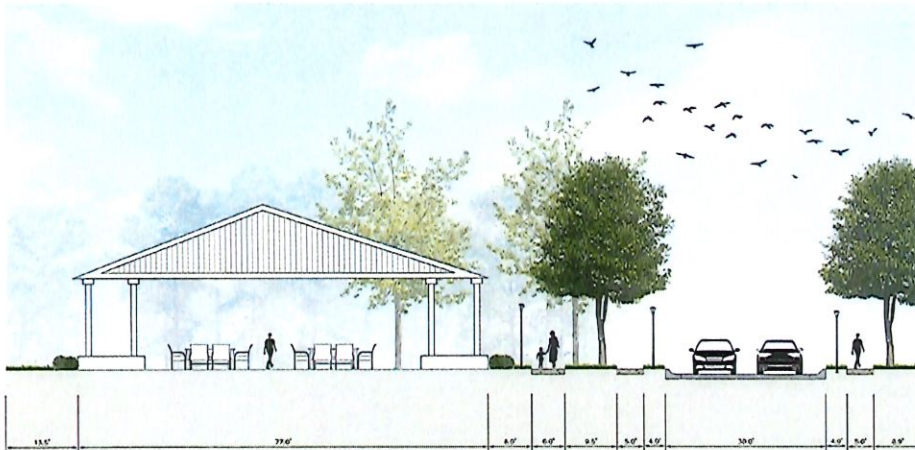
OVERALL CONCEPTUAL PLAN
12.06.2023
SCALE: 1" = 100'



EXHIBIT A-CONCEPTUAL PLAN | HOPECREST TOWNES
City of Hopewell & Prince George County, Virginia



MULTI-FAMILY VIEWSHED: SECTION A-A'



PAVILION AMENITY VIEWSHED: SECTION B-B'

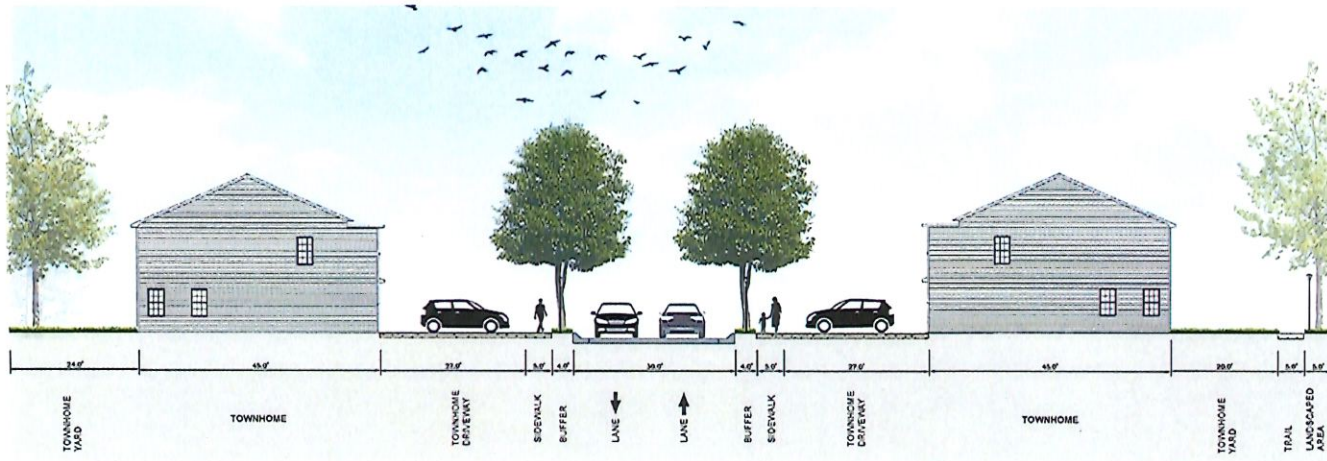


SECTION- KEY PLAN
N.T.S.

EXHIBIT A-CONCEPTUAL PLAN | HOPECREST TOWNES
City of Hopewell & Prince George County, Virginia

ILLUSTRATIVE VIEWSHEDS
12.06.2023 SCALE: N.T.S.



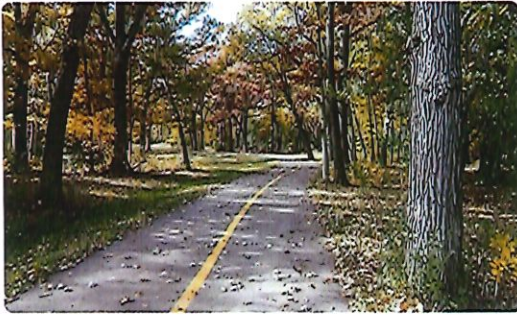


TOWNHOMES VIEWSHED: SECTION C-C'



SECTION-KEY PLAN
N.T.S.

EXHIBIT A-CONCEPTUAL PLAN | HOPECREST TOWNES
City of Hopewell & Prince George County, Virginia



WOODED TRAILS



PAVILION AND GAZEBO



SWM POND WITH AERATION FOUNTAIN



ACTIVE RECREATION



LANDSCAPING



DUMPSTER AND BMP ENCLOSURE



NOTE: BMP ENCLOSURE FENCING WILL BE BLACK-COATED CHAIN LINK

EXHIBIT A-CONCEPTUAL PLAN | HOPECREST TOWNES

City of Hopewell & Prince George County, Virginia

PRECEDENT IMAGERY
12.04.2023

Kimley»Horn

Exhibit C

BUILDING EXTERIOR FINISHES

HARDIE ARCHITECTURAL
PANEL FINE SAND-GROOVED



SCHEME OF PANEL COLORS



BRICK VENEER
Glen-Gery



BROWNS 50 MODULAR FACE BRICK BY GLEN-GERY glen-gery.com

AC1 WALL CLADDING PANEL



ALUMINUM WALL PANEL SOLID
BLACK COLOR# 326



WINDOWS & ENTRY DOORS
PERGOLA CURTAIN AND TYPED WINDOWS
BLACK COLOR#



BALCONY RAILING
CABLE RAILING SYSTEM

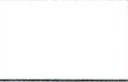
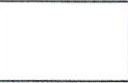


BUILDING 3D RENDERINGS

T. 703.433.8175



6307 Barcroft News Dr
Falls Church VA 22041
buildix@gmail.com



RESIDENTIAL DEVELOPMENT
OAKLAWN BLVD BLVD. HOPEWELL, VA

REVISIONS:

DATE: 08-31-2021
PROJECT NO:
DRAWN BY: HC
CHECKED BY: HM

001

PRELIMINARY CONCEPT DESIGN

BUILDING EXTERIOR FINISHES

HANDS ARCHITECTURAL
PANEL FINE SAND-GROOVED



SCHEME OF PANEL COLORS

SW 7083
Darkroom

SW 7668
March Wind

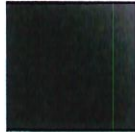
SW 7655
Wall Street

BRICK VENEER
Glen-Gery



INGLANDS 58 POCULAR FACE BRICK BY GLEN-GERY glen-gery.com

ACM WALL CLADDING PANEL



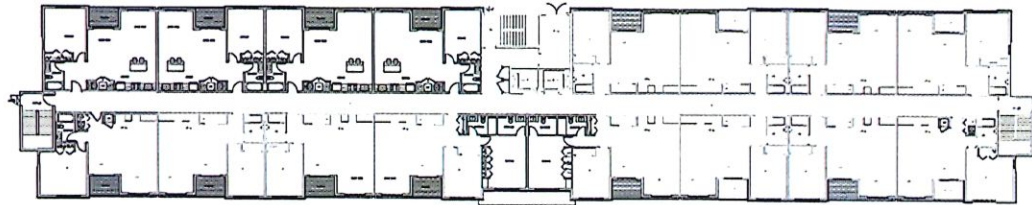
ALU-CORROD WALL PANEL SOLID
BLACK COLOR# 325



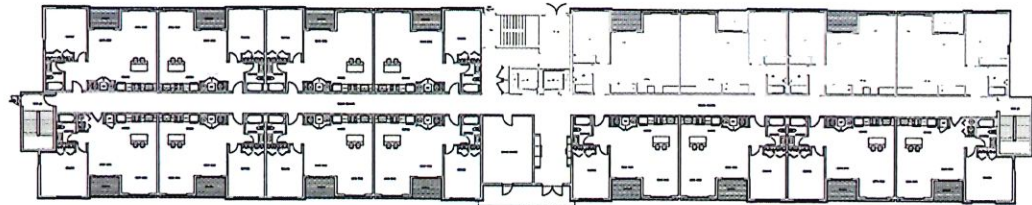
WINDOWS & ENTRY DOORS
FRAMING ELEMENTS AND TRUED WINDOWS
BLACK COLOR



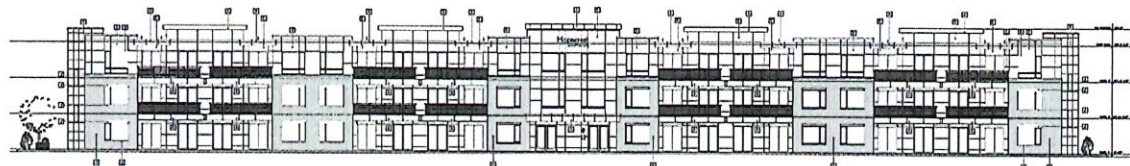
BALCONY RAILING
CABLE RAILING SYSTEM



PROPOSED SECOND & THIRD FLOOR PLAN



BUILDING FRONT ELEVATION



BUILDING FRONT ELEVATION

- (1) (ALUMINUM) AND PANELS BY BLACK COLOR
- (2) ALL WINDOWS IN BLACK
- (3) FINE SAND-GROOVED PANELS IN BLACK
- (4) BRICK VENEER PANELS, WHITE AND BROWN
- (5) BRICK VENEER PANELS, WALL STREET OPTION
- (6) BRICK VENEER PANELS
- (7) BRICK VENEER PANELS
- (8) BRICK VENEER PANELS, BRICKWORK OPTION

T. 703-453-5175

BUILDIX

6307 Bercraft Meadows Dr
Falls Church VA 22041
buildix@gmail.com

HOPECREST APARTMENTS
RESIDENTIAL DEVELOPMENT
OAKLAWN BLVD. HOPEWELL, VA

REVISIONS:

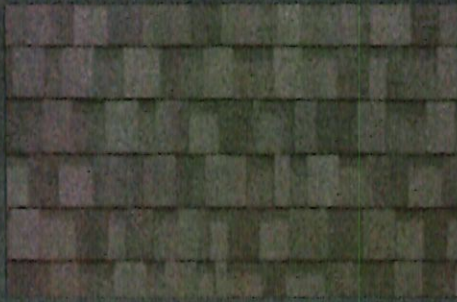
DATE: 05-31-2023
PROJECT NO:
DRAWN BY: RC
CHECKED BY: RM

001

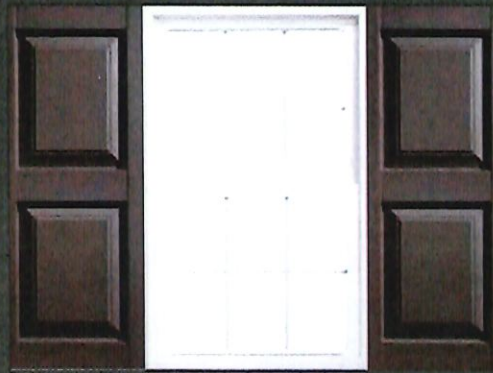
PRELIMINARY CONCEPT DESIGN



SCHEME: #17

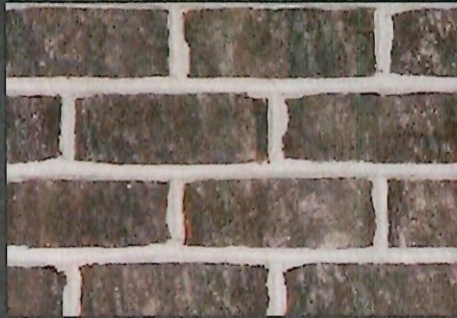


SHINGLES: WEATHERWOOD



SHUTTERS: MUSKET BROWN

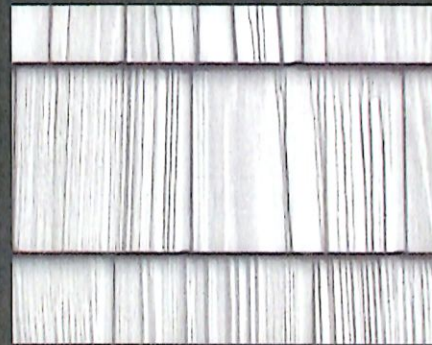
FRONT DOOR: BEATRIX BROWN SW2014



BRICK: CLAYTON FALLS



STONE: PENNSYLVANIA LEDGESTONE
(STONECRAFT)

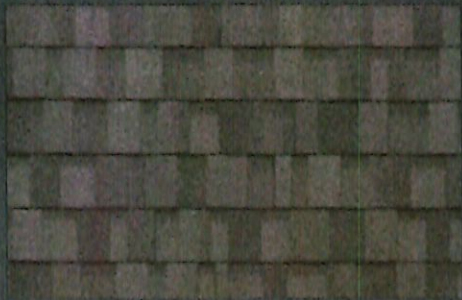


SHAKE OR B&B ACCENT - STERLING

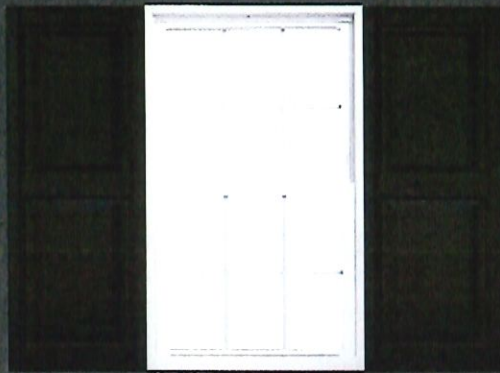


SIDING: STORM (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.



SHINGLES: WEATHERWOOD



SHUTTERS: BLACK



FRONT DOOR: TRICORN BLACK SW6258

SCHEME: #18



BRICK: COLONY POINTE



STONE: BUCKTOWN LEDGESTONE (STONECRAFT)

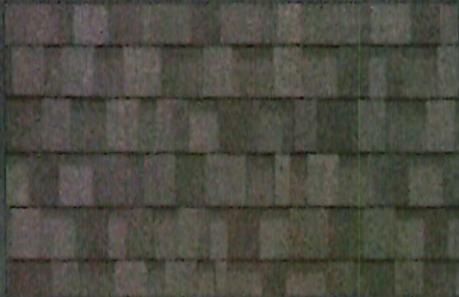


SHAKE OR B&B ACCENT - STERLING

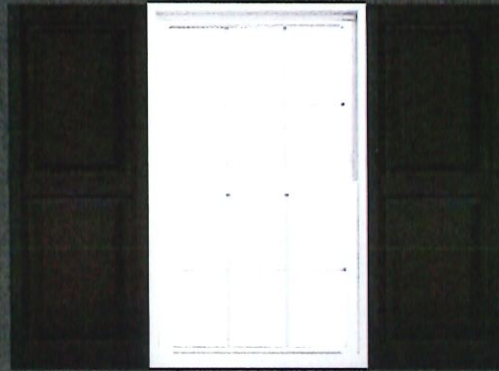


SIDING: WHITE (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.



SHINGLES: WEATHERWOOD



SHUTTERS: BLACK



FRONT DOOR: TRICORN BLACK SW6258

SCHEME: #19



BRICK: BRADFORD HALL TUDOR



SHAKE OR B&B ACCENT - ROCKSLIDE

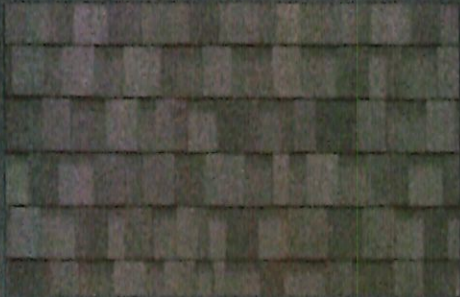


STONE: BUCKTOWN LEDGESTONE (STONECRAFT)

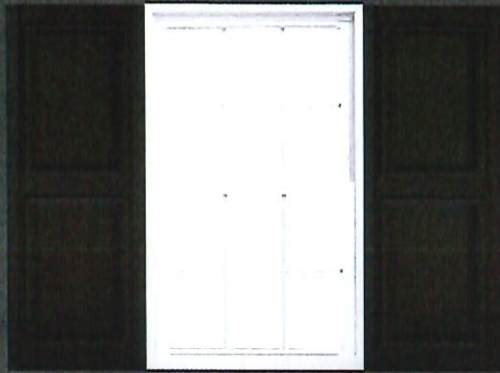


SIDING: ROCKSLIDE (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.



SHINGLES: WEATHERWOOD



SHUTTERS: BLACK



FRONT DOOR: MAROONED SW6020

SCHEME: #20



BRICK: BRADFORD HALL TUDOR



STONE: BUCKTOWN LEDGESTONE (STONECRAFT)

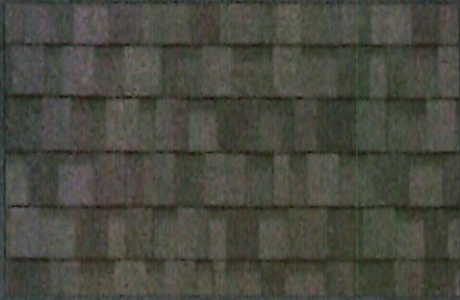


SHAKE OR B&B ACCENT - HEATHER

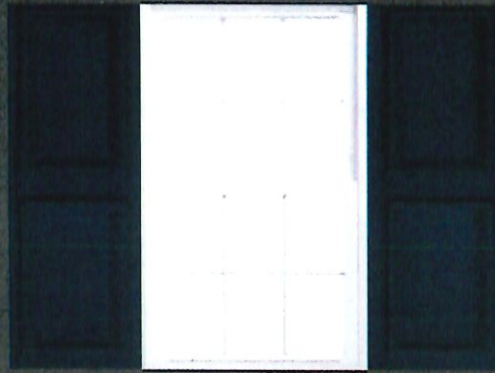


SIDING: STORM (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.



SHINGLES: WEATHERWOOD



SHUTTERS: MIGNIGHT BLUE



FRONT DOOR: NAVEE SW1511

SCHEME: #21



BRICK: COLONY POINTE



SHAKE OR B&B ACCENT - SAND



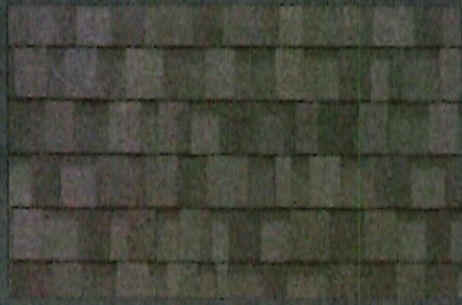
STONE: BUCKTOWN LEDGESTONE (STONECRAFT)



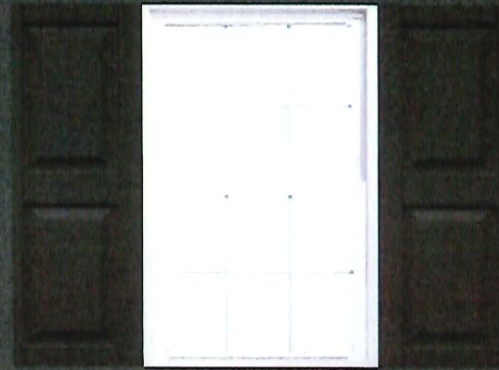
SIDING: HARVARD SLATE (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.

SCHEME: #22



SHINGLES: WEATHERWOOD



SHUTTERS: TUXEDO GRAY



FRONT DOOR: SUMMIT GRAY SW7669



BRICK: BRADFORD HALL TUDOR



STONE: PENNSYLVANIA LEDGESTONE
(STONECRAFT)



SHAKE OR B&B ACCENT - ROCKSLIDE

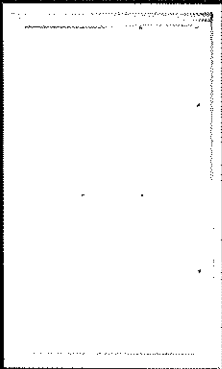


SIDING: MIDNIGHT SURF (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.

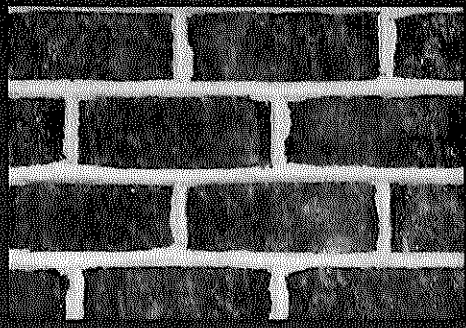
SCHEME: #23

SHINGLES: WEATHERWOOD



SHUTTERS: BLACK

FRONT DOOR: JASPER SW6216



BRICK: CLAYTON FALLS



STONE: BUCKTOWN LEDGESTONE (STONECRAFT)

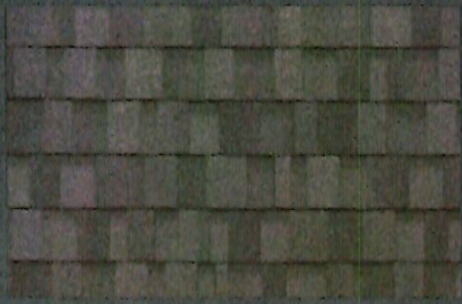
SHAKE OR B&B ACCENT - IRONSTONE



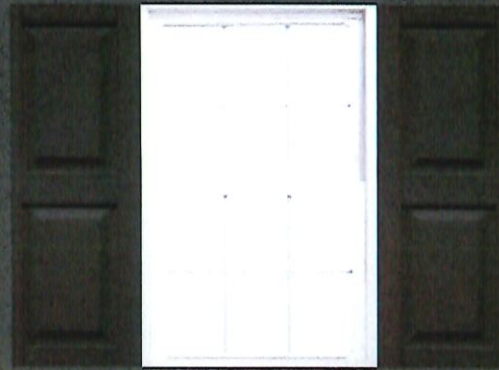
SIDING: STERLING (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.

SCHEME: #24



SHINGLES: WEATHERWOOD



SHUTTERS: TUXEDO GRAY

FRONT DOOR: URBANE BRONZE SW7048



BRICK: CLAYTON FALLS



SHAKE OR B&B ACCENT - SAND



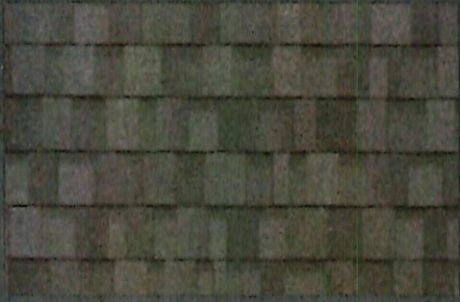
STONE: BUCKTOWN LEDGESTONE (STONECRAFT)



SIDING: PEBBLE CLAY (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.

SCHEME: #25



SHINGLES: WEATHERWOOD



SHUTTERS: TUXEDO GRAY

FRONT DOOR: URBANE BRONZE SW7048



BRICK: BRADFORD HALL TUDOR



SHAKE OR B&B ACCENT - SAND



STONE: BUCKTOWN LEDGESTONE (STONECRAFT)

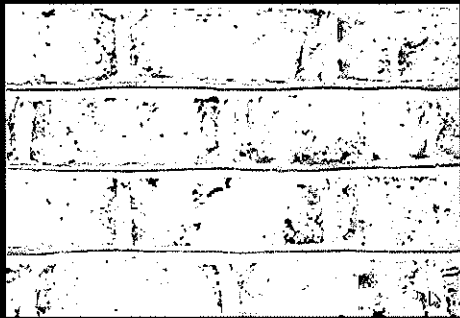


SIDING: SHAMROCK (VINYL)

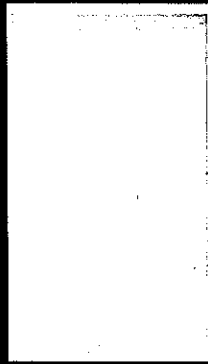
* Images may not reflect actual products. Products and colors are subject to change.

SCHEME: #26

SHINGLES: WEATHERWOOD

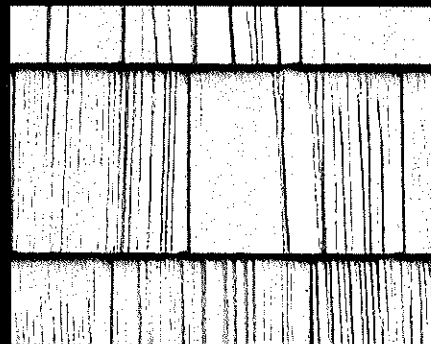


SHUTTERS: MIDNIGHT GREEN



FRONT DOOR: JASPER SW6216

BRICK: BRADFORD HALL TUDOR



SHAKE OR B&B ACCENT - STERLING

STONE: PENNSYLVANIA LEDGESTONE
(STONECRAFT)

SIDING: IRONSTONE (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.

HOPECREST TOWNES DEVELOPMENT

PROPOSED REZONING – PARCELS #106-0200, 106-0105,
106-0285, 106-0490, 106-0735

City Council Public Hearing

February 13, 2024

2nd Reading

Background

Applicant/Owner: Mansour Real Estate LLC / ABU-M LLC
Request: Rezoning
Area: 27.71 acres total (in Hopewell)
Ward: 7
Existing Zoning: **B-3** (Highway Commercial) & **R-3** (High Density Residential)
Proposed Zoning: **B-3/PUD** & **R-4/PUD**
Future Land Use: Interchange Commercial

Background

- Initial application – **October 2022**
- Signs placed at property - **November 2022**
- Applicant held public meeting – **Summer 2023**
- Application and exhibits on city website- **Summer 2023**
- Adjacent property owners notified via USPS – **February 1, 2024**
- Advertisements in Progress-Index for both Public Hearings:
February 1, 2024 and February 8, 2024

Proposal

Hopecrest Townes	
Multi-family units	Max. 48 units
Townhouse units	Max. 173 units
Community Pavilion	1
Playground	1
Pickleball Court	1
Walking Trail	1
Stormwater Ponds - enhanced	2

Proposal



SITE PLAN LEGEND

- A AMENITY AREA A**
TRUCKLIFT WITH RESTROOMS/STORAGE, PICKLE BALL COURT, PLAYGROUND, PEDESTRIAN LIGHTING, AND LANDSCAPING
- B AMENITY AREA B**
HANDSCAPED GATHERING AREA WITH GAZEBOS, PEDESTRIAN LIGHTING, SEATING, AND LANDSCAPING
- C AMENITY AREA C**
ENCLOSED DOG PARK AREA WITH SEATING AND LANDSCAPING
- D OPEN SPACE AMENITY AREAS**
HANDSCAPED SIDEWALK AND TRAIL WITH BENCHES, SITE LIGHTING, AND LANDSCAPING
- E STORM WATER MANAGEMENT POND**
AERATION FOUNTAIN AND ENHANCED LANDSCAPING
- F EXISTING WETLANDS | FOREST**
- G EXISTING NOISE BARRIER WALL**

CONCEPT PLANT SCHEDULE

SYMBOL	DESCRIPTION	QUANTITY	PLANT SPECIES
(Symbol)	STREET TREE Street Light, Trunkless Tertiary - Moderate Density, Maintenance Free Minimum 1.8m DBH @ 1.37m, 100% Survival, 100% Foliage Planting Date: 2024 100% Survival Rate	300	A & B: 100% C & D: 100% E & F: 100%
(Symbol)	LANDSCAPE TREE Moderate Density, Trunkless Tertiary - Moderate Density, Maintenance Free Minimum 1.8m DBH @ 1.37m, 100% Survival, 100% Foliage Planting Date: 2024 100% Survival Rate	150	A & B: 100% C & D: 100% E & F: 100%
(Symbol)	PLANTING AND OFFICE SPACE TREES Planting and Office Space Trees - Moderate Density, Maintenance Free Minimum 1.8m DBH @ 1.37m, 100% Survival, 100% Foliage Planting Date: 2024 100% Survival Rate	40	A & B: 100% C & D: 100% E & F: 100%
(Symbol)	SHRUBS Shrub - Moderate Density - Moderate Density, Maintenance Free Minimum 1.8m DBH @ 1.37m, 100% Survival, 100% Foliage Planting Date: 2024 100% Survival Rate	200	A & B: 100% C & D: 100% E & F: 100%

NOTE: THE PROPOSED DEVELOPMENT WILL PROVIDE A MINIMUM OF 10% TREE CANOPY REPLACEMENT.

TYPICAL POT TOWNHOME BLOCK

100' WIDE
150' LONG
10' OFFSET FROM STREET
10' SETBACK FROM REAR PROPERTY LINE
10' SETBACK FROM SIDE PROPERTY LINE

EXHIBIT A-CONCEPTUAL PLAN | HOPECREST TOWNES
City of Hopewell & Prince George County, Virginia

Comprehensive Plan

The City of Hopewell Comprehensive Plan identifies this general area as Regional and Interchange Commercial but recognizes residential potential.

It identifies these sites, in particular, as 'limited, restricted, and constricted.'



Comprehensive Plan

Increased Density		✓
Commercial & Residential Mixed-Use		—
Increased Owner-Occupied Units		✓
TND characteristics		✓
Increased Housing Variety		✓
Environmental Sensitivity		✓
Community Character & Health		✓

Comprehensive Plan

Transportation & Infrastructure		✓
Parks & Recreation		—

Project Guarantees

Townhome Materials & Architecture:

- ❖ Mix of stone, brick, hardi-plank and vinyl
- ❖ Townhouse blocks limited to no more than 8 units per block
- ❖ Variation in architectural elements such as gables,
- ❖ Minimum of one (1) car garage per unit
- ❖ Concrete or similar materials driveways
- ❖ Neighborhood amenities

Project Guarantees

Multi-Family Building Materials & Architecture:

- ❖ Substantial conformance with Exhibit C except for possible ground floor commercial use
- ❖ Exterior walls of hardie architectural panel, brick veneer, and ACM wall cladding panel.
- ❖ Balconies to have modern cable railing system.
- ❖ Resident amenities

Project Guarantees

Exhibit C

BUILDING EXTERIOR FINISHES

HOUSE ARCHITECTURAL FACED, FPC WITH GRANITE



SAMPLES OF PALETTE COLORS



JOINTS AND SANDSTRIPE



BUILDING 3D RENDERINGS

1. BUILDING

BUILDIX

6207 Riverchase Way Dr
Fairfax County VA 22031
703.261.1234

RESIDENTIAL DEVELOPMENT
DULLES BLVD BLVD HUNTERVILLE, VA

001

Staff Comments

- **The proposed project is in alignment with the Comprehensive Plan.**
- **Provides new and varied housing to city's housing stock.**
- **Guarantees from the applicant secure a quality development.**
- **All city departments and public schools provide general support.**
- **Development Department staff provide general support.**

Planning Commission Recommendation

In accordance with Article XXI-B of the Hopewell Zoning Ordinance, the Planning Commission recommends approval (4-0 vote) for the application to rezone Parcel #106-0200 from R-3 to R-4 with the Planned Unit Development (PUD) zoning overlay for Parcels #106-0200, 106-0105, 106-0285, 106-0490 and 106-0735.

City Council Public Hearing

Questions?

After public comment, Staff requests action from City Council.

MEMORANDUM

DATE: February 6, 2024

TO: Hopewell City Council

FROM: Christopher Ward, Director of Development

SUBJECT: Limitations on rental properties in housing developments

The Code of Virginia, [§36-96.3](#), has the following to say about limiting rental units in new housing developments:

C. It shall be an unlawful discriminatory housing practice for any political jurisdiction or its employees or appointed commissions to discriminate in the application of local land use ordinances or guidelines, or in the permitting of housing developments, (i) on the basis of race, color, religion, national origin, sex, elderliness, familial status, source of funds, sexual orientation, gender identity, military status, or disability; (ii) because the housing development contains or is expected to contain affordable housing units occupied or intended for occupancy by families or individuals with incomes at or below 80 percent of the median income of the area where the housing development is located or is proposed to be located; or (iii) by prohibiting or imposing conditions upon the rental or sale of dwelling units, provided that the provisions of this subsection shall not be construed to prohibit ordinances related to short-term rentals as defined in [§ 15.2-983](#).

The above State Code reference is provided to City Council to assist them in making an informed decision regarding rezonings for proposed new housing developments.

February 5, 2024

By the signature below, ABU M LLC (the "Applicant") offers the following Proffered Conditions in conjunction with Application #20220852 related to the property located in the City of Hopewell, Virginia (the "City") and identified as Parcel Identification Numbers 1060735, 1060105, 1060200, 1060285, and 1060490 (collectively, the "Property"). These proffered conditions shall be binding on the Applicant and its successors and assigns (the "Owner") with respect to the Property. Each proffered condition herein was made voluntarily and complies with applicable law. No agent of the City has suggested or demanded a proffered condition that is unreasonable under applicable law, and the proffered conditions herein supersede all previous proffers and letters of clarification, if any, made with respect to the Property.

1. **Concept Plan**. The site plan for the development of the Property shall be in conformance with the concept plan attached as Exhibit A entitled "Exhibit A, Conceptual Plan, Hopecrest Townes" prepared by Kimley Horn, dated October 27, 2023 and Sheet REZ.02 of the Conceptual Site Plan entitled "Hopecrest Townes prepared for Mansour Real Estate" prepared by Kimley Horn, dated December 4, 2023 (collectively, the "Concept Plan").
2. **Density**. No more than 173 townhouse units and up to 48 multifamily dwelling units in a building which may include commercial uses on the ground floor shall be developed on the Property. No accessory structures or buildings are permitted on a Townhome lot.
3. **Townhome Building Materials**. All Townhome buildings shall have exposed exterior walls (above grade and exclusive of trim) of stone, stone veneer, brick, hardi-plank, or vinyl with a minimum thickness of 0.044 inch and shall not be dutch lap in style, aluminum clad panels or a combination of the foregoing. Different architectural treatment and/or materials of comparable or better quality may be specifically approved with respect to the exposed portion of any such wall, by the Director of Planning and Development at the time of Site Plan review.
4. **Townhome Architecture**. To minimize visual repetition of buildings, no two adjacent Townhome buildings shall have the same identical individual elevation sequence pattern or color scheme across the front of the building. All Townhome units shall have a covered front porch or stoop. The side of each end unit Townhome shall include at least two (2) windows and the rear of each unit shall include at least two (2) windows. There shall be a change or an architectural offset of at least 24" in the façade elevation of each attached Townhouse. On the front elevations of each Townhome and the side of each end unit Townhome, there shall be a minimum of eighteen (18) inches of brick, stone or cultured stone visible above grade. Shutters shall be provided for a minimum of fifty (50%) of the Townhome units. Townhomes constructed on the Property shall generally be in conformance with Exhibit A (see case file) and attached hereto and by this reference made a part hereof, unless otherwise approved by the Director

of Planning and Development at the time of Site Plan review. Gutters and downspouts shall be provided in colors compatible with each unit.

5. **Multifamily Architecture.** The multifamily building constructed on the Property shall be in general conformance with Exhibit C (see case file) and attached hereto and by this reference made a part hereof, unless otherwise approved by the Director of Planning and Development at the time of Site Plan review. The Multifamily building shall have exposed exterior walls (above grade and exclusive of trim) of hardie architectural panel, brick veneer, and acm wall cladding panel. The balconies will have a cable railing system.
6. **Units in a Row.** There shall be no more than 8 Townhome units developed in a row.
7. **Dwelling Size.** The townhouse units shall have a minimum finished floor area of 1,250 square feet with at least three (3) bedrooms and two (2) bathrooms.
8. **Townhome Cantilevering.** In any Townhome unit, there shall be no cantilevered chimneys or closets. Any cantilevered items of a Townhome shall be limited to box or bay-type windows only, shall not extend beyond a maximum of twenty-four (24) inches from the predominant plane of the side of the home, nor shall the bottom be less than three (3) feet above the grade level below. Any usable floor space on the first floor such as breakfast nooks shall not be cantilevered. Items on the second floor such as balconies, decks, box or bay type windows may be cantilevered but shall not extend beyond a maximum of twenty-four (24) inches from the predominant plane of the side of the home.
9. **Garages.** Each Townhome unit shall have a minimum of a one (1) car attached garage.
10. **Driveways.** Driveways for each Townhome unit shall be constructed of concrete or other similar material approved by the Director of Planning.
11. **Foundation Planting, Sod and Irrigation.** Each Townhome unit front yard shall have a minimum of four (4) shrubs planted in the front planting bed, which front yard shall initially be sodded and irrigated.
12. **Trash Receptacles and Dumpsters.** There shall be no central trash receptacles for the Townhome units. All dumpsters for the multifamily building and amenity area, not including convenience containers, shall be screened from public view at the ground level on three (3) sides by materials complementary to the building it serves. The fourth (4th) side will have a solid, opaque gate or door that is of a substantial and durable material.
13. **Sound Suppression Measures.** Walls between dwelling units shall be constructed with a minimum certified sound transmission class (STC) of fifty-four (54). A cross section detail, reviewed and approved

by a certified architect or engineer as to the methodology accomplishing the STC, shall be included in the building permit application.

14. **Recreational Amenities.** Recreational amenities shall include (i) walking trails, which shall be five (5') feet in width and an all-weather hard surface, shall be provided generally as shown on the Concept Plan; (ii) sidewalks as shown on the Concept Plan, which shall connect directly to the walking trails required in (i) herein; (iii) central stormwater management pond shall be designed as a visual amenity to create a water feature and fountain type aerator, unless specifically prohibited or restricted by law or government regulation; (iv) an amenity area with a gazebo as generally shown on the Concept Plan; and (v) an amenity area with a pavilion and playground as generally shown on the Concept Plan. The recreational amenities will be constructed or installed with the prior to the issuance of a certificate of occupancy for the eighty-seventh (87th) Townhouse building.

15. **Sidewalks.** A continuous concrete sidewalk a minimum of five (5) feet in width shall be provided as shown on the Concept Plan.

16. **Construction.** The hours of exterior construction activities, including operation of bulldozers and other earthmoving equipment shall be limited to the hours between 7:00 a.m. and 7:00 p.m. Monday through Saturday, except in emergencies or as approved by the Director of Planning and Development where unusual circumstances require extending the specific hours in order to complete work such as concrete pours and utility connections. Signs, in both English and Spanish, stating the above-referenced provisions, shall be posted and maintained at all entrances to the Property prior to any land disturbance activities thereon.

17. **Mailboxes; signage.** A central mailbox unit shall be provided in the project for mail service. Freestanding signage for each of the multifamily building and the Townhome community shall be monument style and landscaped.

18. **Property Owners' Association.** Prior to or concurrent with the recordation of the final subdivision plat for the Property, a document setting forth covenants (the "Covenants") shall be recorded in the Clerk's Office of the Circuit Court of City of Hopewell, Virginia and the County of Prince George, Virginia setting forth controls on the development and maintenance of the Property and establishing at least one master property owners' associations (the "Association"). The Covenants shall provide that the open space, recreational amenities and stormwater facilities identified as "Amenity Area A", "Amenity Area B", "Amenity Area C", "Open Space Amenity Areas", "Stormwater Management Pond" and "Existing Wetlands/Forest" and other common areas, as well as the front and rear yard of all Townhouse lots shall be maintained by the Association. The Covenants shall also require (i) the Townhome unit owner to maintain the Townhome unit and lot in clean and good condition and repair in accordance with the proffered conditions and (ii) any lease of a Townhome unit to include provisions that (a) require the lessee to comply with the terms of the Covenants, (b) provides that the failure to comply with the

Covenants continues a default under the lease and (c) permits the board of the Association to terminate the lease in the event of an owner's failure to do so upon the occurrence of a default. The Covenants shall be subject to the review and approval of the Zoning Administrator prior to the recordation thereof, to assure conformance with the requirements of these proffered conditions.

19. **Transportation.** The Applicant shall make the following off-site transportation improvements:
- a. provide approximately sixty hundred fifty feet (650') double yellow centerline striping on Old Oaklawn Boulevard from the entrance to the Property to the entrance of Colonial Corner;
 - b. install Virginia Department of Transportation (VDOT) standard 24" Stop Bar and R1-1 Stop Sign at the entrance to the Property;
 - c. provide approximately six hundred feet (600') of right turn lane striping along Old Oaklawn Boulevard on the east bound approach to the entrance to Colonial Corner;
 - d. provide VDOT standard 24" Stop Bars on Old Oaklawn Boulevard at the eastbound and westbound intersections with the north and south entrances to Colonial Place;
 - e. Improve the Old Oaklawn Boulevard cross-section adjacent to the Property to VDOT standard cross-section, to include curb, gutter, and sidewalk, as approved by the Director of Public Works;
 - f. Mill and overlay the full width of Old Oaklawn Boulevard along the Property frontage from the entrance of the Property to the northernmost Property corner; and
 - g. Prior to issuance of the land disturbance permit, the Owner, in coordination with the Department of Public Works, shall conduct a survey to determine the condition of the existing roadways entering the Property, specifically Old Oaklawn Boulevard and Monroe Avenue. Prior to final bond release, the Owner shall conduct a survey of said roadways to identify any construction-related damage, which shall be repaired by the Owner to a standard acceptable to the Department of Public Works prior to final bond release.

20. **B-3 Uses.** The portion of the Property zoned B-3 shall not be permitted to be used for the following uses identified in Article XI of the Zoning Ordinance:

- 5, Automobile and truck sales and service establishments and rental agencies
- 6, Automotive parts stores
- 10, Building supplies and service
- 11, Car washes
- 15, Cigarette, cigar and tobacco retail distributor
- 18, Compounding, assembly or treatment of woods and cabinet
- 19, Contractors' establishments and display rooms
- 20, Convenience stores, with gasoline
- 29, Funeral homes
- 32, Hardware and feed store

- 40, Machinery rental, sales, and service
- 46, Night clubs and dance halls
- 51, Pawn shop
- 52, Pest control and extermination services
- 56, Plant nurseries and greenhouses
- 58, Repair services or businesses
- 65, Self-Service Storage Facility
- 67, Tattoo Parlors and Body Piercing Establishments
- 68, Taxi Cab Business
- 75, Wholesale businesses

21. **Severance**. The unenforceability, elimination, revision or amendment of any proffer set forth herein, in whole or in part, shall not affect the validity or enforceability of the other proffers or the unaffected part of any such proffer.

ABU M LLC, a Virginia limited liability company

By: _____

Name: BASIM MANSOUR

Title: MANAGING MEMBER

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF FAIRFAX, to wit:

The foregoing instrument was acknowledged before me this 5 day of FEBRUARY, 2024, by Basim Mansour as Managing Member of ABU M LLC, a Virginia limited liability company, on behalf of the company, who is personally known to me (or satisfactorily proven) to be the same person whose name is subscribed to the foregoing instrument on behalf of the limited liability company.

WITNESS my hand and seal as such Notary Public the day and year in this certificate above written.

Cindy Jean Ayres-Buzell
Notary Public



My commission expires: 3.31.28

Notary Registration No. 7858012



Applicant: Mansour Real Estate LLC /ABU-M LLC

Request: Rezoning of Parcel #106-0200 & PUD Overlay of Parcels #106-0200, #106-0105, #106-0285, #106-0490, and #106-0735

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

I. MEETINGS:

Planning Commission: Public Hearing	Dec. 7, 2023	Rec. Approval 4-0
City Council: Work Session	Jan. 16, 2024	1 st Reading
Public Hearing	Feb. 13, 2024	2 nd Reading

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning:	R-4/PUD, Residential Apartment District/Planned Unit Development
Existing Zoning:	R-3
Size of Area:	Total Area: 38.7 acres
Proposed Use:	Multi-Family Residential Building (48 units) and Townhouses (173 units)
Owner:	ABU-M LLC 5740 General Washington Dr. Alexandria, Virginia 22312
Location of Property:	Southeast of I-295 interchange abutting Prince George County
Election Ward:	Ward 7
Land Use Plan Recommendation:	Interchange Commercial

V. APPLICABLE CODE SECTIONS:

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

Article VIII. *Planned Developments*:

A. APPLICATION:

1. Planned development districts shall be established by amendment to the official zoning map.

B. REZONING TO PLANNED UNIT DEVELOPMENT DISTRICT:

All terms, conditions, safeguards and stipulations made at the time of the rezoning to planned development status, including the approval of the concept plan, with or without specified modifications, shall be binding upon the applicant or any successors in interest. Deviations from approved plans or failure to comply with any requirements, conditions or safeguards shall constitute a violation of these zoning regulations.

1. The granting of the planned development rezoning, and the approval of the concept plan, with or without specified modifications, shall not constitute the recording of a plat nor shall it authorize the issuance of building permits. Such action shall be undertaken only after the approval of the site plan and the recording of a plat.

C. SITE PLANS:

1. Approval of the concept plan and the application for rezoning shall constitute authority for the applicant to prepare site plans in accordance with Article XVI of this ordinance, and in conformity with the approved development plan.
2. Minor deviations from the concept plan shall be permitted in the site plan when the director of development determines that such are necessary due to requirements of topography, drainage, structural safety or vehicular circulation; and such deviations will not materially alter the character of the approved concept plan, including the proposed development sequence. In no case shall such deviations include the addition or elimination of any building shown on the approved concept plan, increase the density of a PUD [Planned Unit Development] or PMH [Planned Manufactured Home District] development or increase the floor area of a PSC development. Any changes not authorized by this paragraph shall require resubmission of the concept plan in accordance with the procedures contained in this Article.

Article XXI-A, *Initiation:*

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

Article XXI-B, *Action by Planning Commission:*

"In recommending the adoption of any amendment to this ordinance, the Planning Commission shall fully state its reasons for any such recommendations, describing any change in conditions, if any, that it believes makes the amendment advisable and specifically setting forth the manner in which, in its opinion, the amendment would be in harmony with the Comprehensive Plan of the City and would be in furtherance of the purpose of this ordinance."

VI. STAFF ANALYSIS:

Future Land Use Plan Analysis

The subject property is designated Regional and Interchange Commercial. Primary land uses recommended for this area include regional and power center shopping, interchange retail, department stores, hotels, and restaurants.

The subject property is also designated Priority Planning Area 6. The priority planning area does recognize residential potential in the area, but does not offer clear guidelines for development. Instead, a small area plan is recommended to evaluate options for comprehensive redevelopment.

The Comprehensive Plan states that existing access points serving the planning area are "limited, restricted, and constricted."

Applicable Comprehensive Plan Strategies

The following Comprehensive Plan strategies are applicable to this request:

Comprehensive Plan Strategy	Staff Analysis
Economic Development	
Promote mixed use commercial and residential development projects to increase the volume and variety of the City's housing stock; facilitate the ease of assemblage of small lots into consolidated development tracts where higher density, mixed-use residential development should be encouraged.	The proposed density conforms to the Comprehensive Plan's recommendation for increased volume and variety of housing stock. The proposal would be strengthened with a non-residential component to respond to the Plan's recommendation for mixed use development. As proposed, the vision for a vibrant mixed use community in this area is not precluded and may ultimately be achieved with future redevelopment

	of the adjacent former shopping center property.
Housing & Neighborhoods	
4.) Create, support, and implement programs that increase the percentage of owner occupied housing in the City	Project increases supply of for-sale residential units.
6) Promote the use of Traditional Neighborhood Development (TND) and high-density, mixed-use development projects that are appropriate for the expanded Downtown Hopewell District, the few remaining vacant residential tracts outside the district, and other areas identified by the Comprehensive Plan for redevelopment.	The project has incorporated many aspects of TND, including pedestrian pathways, accessible open space, and transit accessibility. Surface parking in front yards is the primary characteristic of the development that is not compatible with TND. An assessment of TND principles from the Comprehensive Plan is provided below.
<i>1. Appropriate location and TND Densities</i>	Project is well-situated to connect to existing developed areas. Higher residential density is achieved while maintaining 50% open space.
<i>c. Human-scale design and layout</i>	Human-scale design is incorporated with covered front porches/stoops. Sidewalks, paths, and amenity areas are provided throughout the development.
<i>2. Mix of Uses</i>	The project provides a mix of housing types and open spaces. A non-residential component would further support this principle. This criteria may ultimately be achieved with future redevelopment of the adjacent former shopping center property.
<i>3. Variety of Housing</i>	Project increases variety of housing types by providing new townhomes and quality multifamily rental dwellings.
<i>4. TND lot types and geometry</i>	Reduced lot sizes are incorporated, resulting in increased housing density while preserving open space. Multi-family building location is automobile oriented with surface parking lot featured prominently at the front of the building. Townhomes with front-loaded garages also do not contribute to a pedestrian-oriented street and building design. These elements are not reflective of TND.
<i>5. Pedestrian and vehicle compatibility</i>	Pedestrian sidewalks and paths are included in the project. The applicant is also providing bicycle racks at the multifamily building and pavilion amenity area. Vehicles feature prominently in front of buildings, which detracts from human-oriented design.
<i>6. Design standards and criteria for TND streets</i>	Project provides appropriate street widths to accommodate on-street parking on one-side and emergency vehicle access.
<i>7. Environmental preservation</i>	Project preserves natural vegetation and wetlands as noted on the Concept Plan. While some wetlands impacts are anticipated, the community has been designed to minimize these impacts.

8. <i>Phasing of Development</i>	New multifamily and townhome development is consistent with regional demand.
<i>e. Variety of destinations located within walking distance</i>	A non-residential component would further support this principle. Old Oaklawn Boulevard does not provide pedestrian facilities to facilitate safe passage to commercial uses outside the development.
9. <i>Neighborhood Connectivity</i>	The project provides several community amenities interconnected by trails.
10. <i>Local and regional transportation connectivity</i>	The project includes interconnected streets and will increase overall connectivity in the vicinity. The nearest public transit is a bus stop located at the Hopewell Visitor Center, located approximately 500 feet from the development.
11. <i>Development incentives for downtown and waterfront</i>	Not applicable
12. <i>Fiscal policy</i>	This policy directs development toward designated development areas. This proposal is located within Priority Planning Area 6.
13. <i>Health and civic betterment</i>	Project provides 50% open space and accessible amenities disbursed throughout the development.
7) Enact zoning regulations that encourage an increased variety of housing types and prices in order to appeal to a wide demographic spectrum, including a range of market-rate, higher density dwellings, retirement housing, quality rental dwellings, and mixed-use and live/work residences.	Project increases variety of housing types by providing new townhomes and quality multifamily rental dwellings. Townhomes comprise only 4.9% of housing structures in Hopewell, compared to 69.6% for single-family detached structures and 19.3% for multifamily structures. The Comprehensive Plan supports increasing this diversity with the addition of smaller and attached units “to appeal to a broad and diverse market” and “attract young workers and retirees.”
Land, Development & Environment	
15) Encourage future development that carefully considers terrain, soils, and geologic features; revise site plan criteria, erosion and sediment control standards, landscape and tree canopy requirements, and other code provisions to ensure more thoughtful protection of land during and after development.	Project includes 50% open space, as required by the PUD ordinance, and demonstrates conformance with the landscaping ordinance. The project has been design to minimize impacts to existing wetlands.
Community Character & Health	
9) Create opportunities to increase the number of people who walk and bike to daily activities; while reducing car dependency; develop a Complete Streets program and implement basic traffic calming and safety measures throughout the City.	Project provides trails, sidewalks, crosswalks and bike racks and is located in close proximity to existing transit.
10) ...require all new and re-development projects to include sidewalks, curb and gutter,	The Concept Plan address all such facilities with the exception of street lighting, which can be addressed at

landscaping, trash removal, street lighting, and adequate drainage facilities.	site plan.
Transportation & Infrastructure	
2) Implement transportation-efficient land use and Complete Streets practices with new and redevelopment projects, including an emphasis on higher density traditional neighborhood development (TND) forms of new and redevelopment in and around the downtown.	Project includes increased density and pedestrian and bike accommodations to address Complete Streets. The site design with front-loaded garages and parking emphasizes the automobile over the pedestrian, which is not compatible with TND.
11) Develop a plan to reduce congestion potential in and around the I-295 Interchange; require new and redevelopment projects to provide greater internal access and connectivity between individual “pad” development while reducing intersections with the entrance corridors.	A transportation impact analysis was conducted to evaluate impacts on receiving corridors and intersections. As a result, the proposal includes pavement markings and signage to address deficiencies in access and connectivity to Oaklawn Boulevard. Public Works has identified additional improvements needed to Old Oaklawn Boulevard immediately adjacent to the property that have not been incorporated by the Applicant.
15) Reduce the dependency on local neighborhood and downtown streets for non-residential traffic (“cut-through”) purposes; implement traffic calming measures (e.g. cross-walk delineation, cross-walk safety lighting, limited intersection redesign, 4-way stops and speed reduction, signage, and roundabouts) where appropriate.	Crosswalk delineation is included on the proffered concept plan.
16) Require sidewalks, curb and gutter, and contained storm drainage conveyance on all new public and private streets.	Project provides all such elements within the interior of the property.
Parks and Recreation	
17) Require appropriate levels of recreation, civic and open space improvements in conjunction with new residential and mixed-use development.	The project provides many private recreation amenities, including an open air pavilion, pickleball court, dog park, and walking trails. These facilities will be owned and maintained by the Property Owners’ Association, which is consistent with Parks and Recreation comments on the proposal. While it is noted that the City has an existing deficit of parks based on national data, no additional mitigation measures have been requested or proposed.

Assessed against the above metrics, the proposed project is generally in line with the Comprehensive Plan’s recommendations for this site. Parcel #106-0200, the largest piece of land totaling approximately 20 acres, is currently zoned R-3 and does not support large-scale commercial development.

The following departments and stakeholders have all expressed general support for the project: Fire, Police, Public Works, Public Schools, Wastewater, VA American Water, and Fort Gregg-Adams.

VII. STAFF RECOMMENDATION:

Comments from Public Works

The Public Works Department accepts the results of the Traffic Impact Analysis (TIA) provided by the applicant and generally supports the project. The department's concerns with the access connection to Old Oaklawn Boulevard can be resolved at the time of site plan.

Comments from Economic Development

The Economic Development & Tourism Director generally supports the project and agrees that high-density residential is the best use for this property. He adds that adding housing units to this area of the city provides the best opportunity for the redevelopment of the Colonial Corner shopping center. The Director believes the inclusion of ground floor commercial uses in the multi-family structure would improve the project overall.

Comments from Hopewell Public Schools

Hopewell Public Schools generally supports the project and notes that this development would have a positive effect on the school system by counteracting a declining enrollment.

Comments from Fire Department

The Fire Department is satisfied that all concerns have been adequately addressed.

Comments from Police Department

The Police Department is satisfied that all concerns have been adequately addressed.

Comments from Recreation and Parks

The proposed development will add more users to the city's park system.

Comments from Water Renewal

Water Renewal has no stated concerns with the proposed project.

Comments from Virginia American Water

Virginia American Water is satisfied that all concerns have been adequately addressed.

Comments from Fort Gregg-Adams

The City did not receive any written comment from Fort Gregg-Adams during the required 30-day notification and comment period.

Fiscal Impact

The consultant hired by the applicant (Mangum Economics) to conduct a fiscal impact analysis was unable to provide results due to the unavailability of recent city audits.

Comments from Development Department

Development Department Staff has the following comments:

- 1) The proposed project is in general alignment with the Comprehensive Plan and is an appropriate scale and density to overcome the challenges with access.
- 2) The project adds new housing to the city's housing stock and supports a variation in housing product.
- 3) Staff continues to have concerns about inconsistencies that remain unaddressed in the applicant's proposal. Likewise, updated exhibits have reflecting recent changes to the proposal have not been submitted.

As a result, Staff recommends deferral of this case to a later meeting to provide the applicant sufficient time to finalize the proposal.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article XXI-B, of the Hopewell Zoning Ordinance, the Planning Commission recommends that City Council *approve* (4-0 vote) the request to rezone Parcels #106-0200 from R-3 to R-4 and create a Planned Unit Development (PUD) overlay district to encompass Parcels #106-0200, 106-0105, 106-0285, 106-0490, and 106-0735 and accept the proffers submitted by the applicant dated February 6, 2024.

REGULAR BUSINESS

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Limitation on Service of Terms of Members of Appointed Boards, Commissions, Etc; - Amended Ordinance

ISSUE: City of Hopewell has a few commissions with term limits included in the ordinances which authorized them. COH Ordinance 2-3 needs to be amended slightly to include language which omit the conflict in term limits.

RECOMMENDATION: Conduct first reading at February 6, 2024 Regular Meeting and February 20, 2024 Regular Meetings to amend the language in section 2-3 of the Hopewell City Code.

TIMING: February 6, 2024 Regular Meeting and February 20, 2024 Regular Meetings

BACKGROUND: The Planning Department noticed a conflict between the term limits listed in the ordinance which authorized the appointment of its members and HCC sec 2-3. For example, the DDRC (Downtown Design Review Commission) has a 4 year term limit for members which conflicts with section 2-3(b) language of “no limit to the number of terms. The fix is to change the language to include “unless otherwise limited by state, federal (or local ordinance).”

ENCLOSED DOCUMENTS:

- Current ordinance HCC sec. 2-3
- Proposed Ordinance with amended language.

STAFF: Danielle Smith, City Attorney

FOR IN MEETING USE ONLY

SUMMARY:

Y N

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

Y N

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

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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

Sec. 2-3. Terms of members of appointed boards, commissions, etc.; limitation on service.

- (a) The terms of all members of all boards, commissions and authorities, for which no other date of appointment is otherwise provided by state law, shall begin on November 1 and end on October 31 of the appropriate year.
- (b) Unless otherwise limited by state and federal law, there shall be no limit to the number of terms or years of service of any citizen appointed by city council to any permanent commission, board or authority.

(Ord. No. 79-8, 4-10-79; Ord. No. 80-4, 3-11-80; Ord. No. 80-8, 5-27-80; Ord. No. 92-6, 4-14-92; Ord. No. 96-7, 4-23-96)

Sec. 2-3. - Terms of members of appointed boards, commissions,, etc., limitation of service.

(a) The terms of all members of all boards, commissions and authorities, for which no other date of appointment is otherwise provided by state law (or local ordinance) shall begin on November 1 and end on October 31 of the appropriate year.

(b) Unless otherwise limited by state and federal law, (or local ordinance), there shall be no limit to the number of terms or years of service of any citizen appointed by city council to any permanent commission, board or authority.

HCC 2-3

Terms of members of appointed boards, commissions, etc.; limitation on service

- **Sec. 2-3.**
- (a) The terms of all members of all boards, commissions and authorities, for which no other date of appointment is otherwise provided by **state law**, shall begin on November 1 and end on October 31 of the appropriate year.
- Issue: What happens when a board, commission or committee has internal term limits authorized by ordinance?
- Conflict of laws
- Answer: Amend the city's ordinance.



HCC 2-3

Terms of members of appointed boards, commissions, etc.; limitation on service

- **Sec. 2-3.**
- (b) Unless otherwise limited by **state and federal law, there shall be no limit to the number of terms or years of service of any citizen** appointed by city council to any permanent commission, board or authority.
- Issue: What happens when a board, commission or committee has internal term limits authorized by ordinance?
- Conflict of laws
- **Answer: Amend the city's ordinance.**



HCC 2-3

- **Sec. 2-3. Terms of members of appointed boards, commissions, etc.; limitation on service.**
 - (a) The terms of all members of all boards, commissions and authorities, for which no other date of appointment is otherwise provided by state law, or local ordinance, shall begin on November 1 and end on October 31 of the appropriate year.
 - (b) Unless otherwise limited by state law, federal law or local ordinance, there shall be no limit to the number of terms or years of service of any citizen appointed by city council to any permanent commission, board or authority.
- Answer: Amend the city's ordinance.



R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: School Resource Officer FY25-Continuation Grant

ISSUE: Hopewell Police Department has an opportunity to continue the grant funded School Resource Officer position at Carter G. Woodson Middle School. The total grant amount allowable in DCJS special state funds is \$100,000 per person. An 18.7% cash match is required. This cash match is based on the Virginia Department of Education’s 2024-2026 Composite Index of Local Ability to Pay scale. The twelve-month funding period is July 1, 2024 to June 30, 2025. The salaries and benefits for the officer currently in this position for FY25 will total \$102,973. This is a reimbursement grant.

RECOMMENDATION: Authorize Hopewell Police to apply for \$83,718 in School Resource Officer grant funding. City of Hopewell’s cash match requirement is \$19,255.

TIMING: Application deadline is February 29, 2024

BACKGROUND: The FY24 grant award is for \$78,620. The FY23 grant award was for \$78,620. The FY22 grant award was for \$52,636.

ENCLOSED DOCUMENTS:

- FY25 SRO Grant Guidelines
- 2024-2026 Composite Index of Local Ability to Pay scale

STAFF: Gregory Taylor, Chief of Police

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Rita Joyner, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Michael Harris, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Dominic Holloway, Sr., Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4			

Roll Call

SUMMARY:

Y N

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

Y N

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



Position Funding Worksheet

Full-time

Title: School Resource Officer

Salary \$ 69,657 \$ 69,657

Benefits:

FICA & Medicare	0.0765	5,329	
VRS	0.1559	10,859	
Insurance	13684.56	13,685	
VRS Life	0.54	451	
Worker's Comp	0.0400	2,786	(Rate From Table)
STD	18	18	
LTD	0.225	188	
Total Benefits		<u>\$ 33,316</u>	
Salary and Benfits		<u><u>\$ 102,973</u></u>	

Part-time

Title:

Salary \$ -

Benefits:

FICA & Medicare	0.0765	-	
Worker's Comp	0.0007	-	(Rate From Table)
Total Benefits		<u>\$ -</u>	
Salary and Benfits		<u><u>\$ -</u></u>	



Fiscal Year 2025 School Resource Officer Incentive Grant Program

Guidelines and Application Procedures for School Resource Officers

***Application Due Date
February 29, 2024***

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

Issued January 19, 2024

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

Table of Contents

I. Introduction	3
II. Eligibility.....	3
III. Grant Application Deadline.....	3
IV. Amount Available	3
V. Priorities for New Applications.....	4
VI. Grant Period.....	4
VII. Match Requirement	4
VIII. Restrictions.....	5
IX. Availability of Continuation Funding.....	7
X. Application Requirements	7
XI. Application Forms and Instructions	9
XII. Reporting Requirements.....	17
XIII. Submitting the Application.....	<u>1718</u>
XIV. Technical Assistance	<u>1718</u>
XV. Grant Application Review Process.....	<u>1718</u>
XVI. Grant Submission Advisory	<u>1819</u>

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is offering a new cycle of state grants to continue funding and establish new funding for School Resource Officer (SRO) positions to establish, enhance, and continue the partnerships between local law enforcement agencies and school divisions.

A “**School Resource Officer**” means a certified law enforcement officer hired by a local law enforcement agency to provide law enforcement and security services to Virginia public schools. An SRO may be a full-time or part-time employee of a law enforcement agency.

These guidelines contain the rules and requirements governing the School Resource Officer Grants Program and Fund and instructions for completing and submitting an application. **Applications for new SRO positions must be submitted separately from continuation applications.**

II. Eligibility

These instructions are applicable to current School Resource Officer Grant Program grantees and new applicants to provide guidance on the preparation and submission of a grant application.

This funding is available for new SRO positions on a four-year grant cycle but must be applied for annually. Continuation applications are also being accepted for grantees whose four-year grant cycle ended. These applications must be submitted on an annual basis and will be awarded based on the availability of funding, with priority given to new positions. Grantees whose funding ended prior to FY22 can apply for a new four-year cycle but must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO position(s). If the locality is applying for a new SRO position and a continuing position, then they must be on separate applications.

On continuation grants, DCJS reserves the right to change program budgets to remove positions that remained vacant in the FY24 grant year.

Units of local government are eligible to apply for and receive these funds. Grants awarded for law enforcement personnel, equipment, training, and/or programming shall be managed by the law enforcement agency; however, the grant application must be submitted by, and the funds awarded to, a local unit of government.

III. Grant Application Deadline

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on February 29, 2024. The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment.

IV. Amount Available

The total amount requested in an application in DCJS Special funds may not exceed \$100,000 per position. All requested amounts must be reasonable and consistent with the locality’s or agency’s staff compensation policies and practices.

The total amount for expenses other than personnel, cannot exceed \$25,000 in DCJS Special funds. This includes expenses related to equipment, supplies, training, and programming. All requests must be reasonable and allowable under these grant guidelines.

**DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers**

Grant awards are contingent on the availability of funding within the SRO fund as appropriated by the state budget bill. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. Positions will be prioritized over non-personnel related expenses, such as equipment, training, programming, and supplies.

V. Priorities for New Applications

Priority will be given to localities that meet one or more of the following criteria:

- Localities requesting SRO positions for middle schools and high schools.
- Localities requesting SRO positions in a school where no such personnel are currently in place.
- Localities without existing positions currently funded by this grant program.

VI. Grant Period

Grants will be awarded for one 12-month grant cycle beginning July 1, 2024, and ending on June 30, 2025. The award of a grant does not guarantee funding awards in subsequent years; therefore, funding must be applied for annually. Grants for the first year will be reviewed on a competitive basis.

Successful applicants will be eligible for funding of an initial award not to exceed a total of four grant cycles, including current and prior years' funding. After which, continuation applications will be accepted for grantees whose funding ended, but these applications must be submitted on an annual basis and will be awarded based on the availability of funding, with priority given to new grant applications.

Under this funding opportunity, **grants that started the same fiscal year**, under one locality, are encouraged to submit one grant application, combining those grants. Contact your grant monitor to see if your grants are eligible to be combined.

VII. Match Requirement

A local match is required for all applications. Localities may use in-kind contributions or cash to meet the requirement. **“In-Kind Match”** is the value of an item or service received or provided that pertains to, or directly supports, the specific project activities funded by the grant. **“Cash Match”** is the locality's own funds allocated for the project.

Applicants should use the Virginia Department of Education's [2024–2026 Composite Index of Local Ability-to-Pay](#) to determine the amount of their grant match requirement, which must be based on the locality's 2024–2026 Composite Index.

Grant applicants must provide the local cash match or in-kind match from non-federal sources. Match must be reported on quarterly financial reports and amounts must be fully met by the end of the grant period. Grant recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated.

The match can be based on existing local costs for personnel, equipment, training, or other local costs intended to support an SRO position. Match should be allocated under the appropriate budget category to include personnel, travel, subsistence, equipment, and supplies/other.

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

The following examples show how the required amount of local match should be calculated.

EXAMPLE #1

The total cost to implement the project will be \$100,000 including salary, fringe benefits, supplies, and training. ABC City's Composite Index of Local Ability-to-Pay is .3032.

- Calculate the amount of required local match by multiplying the total project costs by the locality's composite index (.3032)
 - Total Project Costs x Composite Index = Total Local Match
 - \$100,000 x .3032 = \$30,320
- Calculate the amount the locality can request under Special Funds by subtracting the local match from the total project costs.
 - Total Project Costs – Total Local Match = Total Special Funds
 - \$100,000 - \$30,320 = \$69,680

Therefore, ABC City can request \$69,680 in Special Funds and must provide a local match of \$30,320 for a total project cost of \$100,000.

EXAMPLE #2

To implement the project, ABC City must receive \$50,000 for salary and fringe benefits and \$3,000 for supplies for a total request of \$53,000 from DCJS. ABC City's 2022–2024 Composite Index of Local Ability-to-Pay is .3032.

- Calculate the special funds portion by subtracting the composite index from 1.00.
 - 1.00 - Composite Index = Special Funds portion
 - 1.00 - .3032 = .6968
- Calculate the total project costs by dividing the Special Funds needed by the Special Funds portion.
 - Special Funds/Special Funds portion = Total Project Costs
 - \$53,000/.6968 = \$76,062
- Calculate the local match by multiplying the total project costs by the locality's composite index.
 - Total Project Costs x Composite Index = Total Local Match
 - \$76,062 x .3032 = \$23,062

Therefore, ABC City must provide a local match of \$23,062 to request \$53,000 from Special Funds with a total project cost of \$76,062.

VIII. Restrictions

- These grant funds are to continue or establish new SRO positions to be funded in part by the SRO Grant Fund. Note: funding is for a position and not a specific school.
- Under this funding opportunity, funds may be requested for more than one SRO at a high school but additional positions for one school will only be considered if funding is available.
- Funds made available through this funding opportunity cannot be used to replace State or local funds that would, in the absence of this grant, be made available for the same purposes.
- The state grant funds can be used for salary and fringe benefits for full-time or part-time SROs. Funds must be used to fund the SRO position and **cannot be used** for employees who are not performing the activities of the project.

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

- For SROs, grant funds **cannot be used** to pay for general security during school-sponsored events nor overtime. Funds also **cannot be used** for extracurricular and coaching activities where a monetary supplement is paid to the SRO or would be paid to school employees.
- These funds **cannot be used** to fund positions at private schools nor contracted positions outside of local law enforcement agencies.

Equipment and Supplies

The state grant funds can be used for equipment and supplies necessary for **grant-funded** SROs but **cannot be used** for any expenses related to the purchase of firearms, handcuffs or other wrist restraints, or any stun weapon as defined in the *Code of Virginia* [§ 18.2-308.1](#).

For this funding opportunity, **equipment is defined** as tangible property having a useful life of more than one year and a per-unit cost which equals or exceeds \$5,000. All other expenses should be itemized as supplies.

Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Equipment and supply expenses can include, but are not limited to:

- Computers/laptops
- Locking filing cabinets
- Safes/locking cases
- Office supplies
- Cellphones
- Two-way radios
- Uniforms
- DUI goggles

Programming

The state grant funds can be used for education-based programming expenses that enhance the school-law enforcement partnership. Expenses can include, but are not limited to:

- Training or awareness materials
- Educating students on public safety topics
- Virginia Rules
- Suicide prevention
- Bullying prevention
- Trauma-sensitive care of students

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

Training

The state grant funds can be used for expenses related to attending DCJS-sponsored or facilitated trainings and professional development events relevant to school safety. Conferences are limited to in-state DCJS sponsored conferences including, but not limited to:

- School Safety Training Forum
- Impact of Trauma on Law Enforcement Officers Conference
- National Threat Assessment Conference for Educational Institutions
- Conference on Violent Crime

Unallowable Expenses

The following activities and/or expenses cannot be supported with these funds nor used as local match*:

- Expenses related to the purchase of firearms, handcuffs or other wrist restraints, or any stun weapon as defined in the *Code of Virginia § 18.0-308.1*.
- Consultants
- Private security
- Food or beverage for any meeting, training, or event
- Vehicles or vehicle maintenance (*These expenses may be used as local match only.)
- Capital expenses.
- Hosting, coordinating, or organizing local or regional conferences and trainings.

IX. Availability of Continuation Funding

The award of an SRO grant does not guarantee funding awards in subsequent years. In addition to the availability of funds, a project's implementation, performance, compliance with reporting requirements, and any encumbrances placed on the grant are key factors in determining eligibility for continuation funding.

DCJS reserves the right to change program budgets to remove positions that remained vacant in the FY24 grant year.

X. Application Requirements

School Resource Officer (SRO) positions must be based on the most current versions of the [Virginia School – Law Enforcement Partnership Guide](#) and the Process for Certification and Recertification of School Resource Officers (when effective), and must incorporate the following components:

1. SROs must be certified law enforcement officers as defined in the *Code of Virginia § 9.1-101* and employed by a public police department or sheriff's office.
2. SROs must be 21 years old on or before their initial date of assignment to a Virginia public school and have at least two (2) years of experience as a certified law enforcement officer as defined in the *Code of Virginia § 9.1.101*.
3. SROs must comply with the compulsory minimum training standards for certification and recertification of law enforcement officers serving as SROs, established by the Board as required

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

under the *Code of Virginia* [§ 9.1-114.1](#) of within 60 days of the first date the SRO begins serving in the school building. The employing agency must enter the SRO assignment date in the Department's electronic records management system. This shall be the date the certified law enforcement officer is assigned as an SRO. A list of current available training sessions is on the [DCJS VCSCS Training website](#).

4. Each SRO must serve one designated school but may provide assistance to other schools on a limited basis.
5. A Memorandum of Understanding (MOU), pursuant to the *Code of Virginia* [§ 22.1-280.2:3](#), must be established between the school division and the law enforcement agency and reviewed at least once every two years. The MOU is expected to set forth the powers and duties of the SRO and the provisions shall be based on the most current version of the [DCJS Model MOU](#). The MOU must include provisions that recognize that the SRO shall not be involved in enforcing school discipline rules and that the principal will consider alternatives to suspension for incidents of student misconduct.
6. If an MOU is not in place at the time of application submission, the applicant must submit letters signed by the chief of police or sheriff and the school superintendent indicating the intent to have an MOU in place within 30 days after the grant start date. DCJS must receive the executed MOU within 30 days of the grant start date.
7. SROs shall adhere to the tenets of the MOU signed by their school divisions and law enforcement agencies. SROs shall also fulfill the roles of the SRO as outlined below:
 - **Law enforcement officer**
The SRO's primary role in schools is as a law enforcement officer. SROs assume primary responsibility for responding to requests for assistance from administrators and coordinating the response of other law enforcement resources to the school. SROs should work with school administrators in problem solving to prevent crime and promote safety in the school environment. SROs should also collaborate with school personnel to reduce student involvement with the juvenile justice system and divert students from the courts when appropriate.
 - **Law-related educator**
SROs should strive to offer presentations for school personnel on law-related topics such as law enforcement practices, relevant laws, crime trends, crime prevention, school safety, and crisis response procedures. SROs may also provide law-related education to students using school division approved lessons or curricula. In all cases, responding to incidents or conducting investigations will take precedence over educational presentations.
 - **Informal mentor and role model**
Students often seek approval, direction, and guidance from adults in the school setting about various problems. Through formal and informal interaction with students, SROs serve as informal mentors and role models. SROs are expected to communicate clearly to students about acceptable and unacceptable behavior, to set a positive example in handling stressful situations and resolving conflicts, to show respect and consideration of others, and to express high expectations for student behavior. Students who may need additional assistance should be encouraged to seek the help of available school or community resources.
8. School Resource Officer Position Type: Certified law enforcement officers would be expected to perform their duty as law enforcement officers and follow their law enforcement agency's general orders or standard operating procedures. Under this grant program, a School Resource Officer is full-time if they are employed as a certified law enforcement officer year-round and are dedicated to the school during all school hours. For scheduled school breaks, to include summer, the law enforcement

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

agency has flexibility to assign the SRO as needed in other areas of the agency. Any variations to this schedule would be considered part-time for grant purposes.

9. In the event of an unscheduled school closure or alternative scheduling during the grant year, such as with the COVID-19 pandemic, SROs are required to spend at least 75% of their time performing school-related activities or functions that directly support their students. In this case, the applicant should notify their grant monitor and provide assurances that the SRO(s) will meet these conditions. If the applicant is unable to meet the above requirements, it could result in a reduction or rejection of funding.

XI. Application Forms and Instructions

Each application for SRO funding **must be submitted using the DCJS On-line Grant Management System (OGMS) using only the forms provided.** Emailed files or paper applications will not be accepted. All required fields must be completed to submit an application. Do not include any items not requested (e.g., letters of support, annual reports, publicity articles, etc.).

General Information: The OGMS Application Creation Wizard will assist you in completing the application's General Information form.

- *Step 1:* The Wizard requires an application title and a primary contact. The application title should include the locality's name, fiscal year, and indicate if the application is continuation or new (e.g., Town of ABC–FY25 NEW or DEF City–FY25 Continuation). Do not include the names of schools since **funding is for a position** and not a specific school.

The primary contact is the person who has the day-to-day responsibility for managing the grant. It is recommended that the Project Director (definition under Face Sheet on page 10) be listed as the primary contact. You will be able to add other persons to give them access to edit the application in step 3 or associate them later if the grant is awarded.

Once the information has been entered, click "Save Form" to enter Step 2.

- *Step 2:* Under this step, an Application ID will be assigned, and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto populated. Select the organization for whom you will be submitting this application. Click "Save Form Information" to start Step 3.
- *Step 3:* Under "**Additional Applicants**," select any additional contacts within your organization that will also manage the grant and work on the application, to include the Project Administrator and Finance Officer (definitions under Face Sheet). Only individuals listed as an applicant will have access to the application. Once you click "Save Form Information" on Step 3, you will have completed the General Information component of the application.

After General Information has been finished, you can complete the application in any order or save to return at another time.

Face Sheet: Required

- *Congressional District:* Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice:* This **does not apply** to this grant program.
- *Jurisdiction(s) Served:* Select all jurisdiction(s) served.
- *Program Title:* This is not required under this grant program.

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

- *Certified Crime Prevention Community*: Click the hyperlink on the form to see if your locality is certified.
- *Type of Application*: Choose “New” or “Continuation of Grant”. Grantees whose funding ended prior to FY22 can apply for a “New” four-year cycle but must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO.
- *Grant Number*: If this is a **continuation** grant, provide the grant number for the FY24 grant year (e.g., 24-1234-A).
- *Performance Statement*: For **continuation** grants, provide a brief description of the accomplishments for the FY24 grant year.
- *Community Setting*: Check the box(es) that best describes the applicant service area.
- *Brief Project Overview*: Provide a short description of the project including the number of positions, the number of schools, and the classification of the assigned school(s). Note: The Brief Project Overview is provided to the Criminal Justice Services Board for review when making final award decisions.
- *Project Director*: List the person who will have the day-to-day responsibility for managing the project and provide all required contact information. **This must be an employee from the law enforcement agency.**
- *Project Administrator*: List the person who has authority to formally commit the locality to complying with all the terms of the grant applications, including the provision of the required match. This must be the county administrator; the city, county, or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors (**not** the Sheriff, Chief of Police or School Superintendent).
 - Please note: If someone other than one of these officials has been delegated the authority to sign and provides their signature on the grant application, your organization must: (1) provide a letter, memorandum, or other document by which the signing authority was delegated on an official organization letterhead, (2) provide an effective date, (3) list of applicable grant numbers, (4) provide the contact information of the person being granted signatory authority, and (5) submit under “Attachments”.
 - The received letter, memorandum, or other documents shall run through the project period as defined in the grant award terms and conditions.
 - A new letter is required for any newly issued DCJS grant and/or change in delegation of authority.
- *Finance Officer*: List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

Budget: Required

- *Budget*: Click “Edit Grid” and enter your requested DCJS amount under the “**Special**” column. Local Match needs to be placed in the appropriate budget category under the “Cash Match” or “In-Kind Match” columns. Consultant and Indirect Cost expenses are unallowable under this grant program.
- *Match Percentage*: This box will auto-calculate the percentage of match provided in the grid. The percentage should match the locality’s Composite Index.

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

Priority Areas: Responses to all questions in this section are **required**.

- **SRO Program Information:** Provide the following information on the existing SRO program in your agency. Do not include new positions requested in this application.
 - How many SROs are in the agency's program (both grant-funded and non-grant funded)?
 - How many of the SROs in your program are currently funded by DCJS grants? (Include all DCJS funded SROs even if they are on a separate grant.)
 - Is this application for the continuation of a grant funded SRO position(s) whose four-year grant cycle ended? If your FY24 grant number ended in "D" then answer "Yes."
 - If yes, provide a brief description of attempts to seek other funding for the position and how those attempts were unsuccessful.
- **School Information:** List the schools that have an assigned SRO and provide the type of school, grade levels served, and the number of SROs assigned to each school. This should include all SROs in the program, even those who are not grant-funded.
- **DCJS Funded SRO(s):** List any of the SROs in your program funded by DCJS and provide the grant number(s).

Project Targets: This section is **required** under this grant program. Enter project targets (goals) for the upcoming grant year under each section. The targets should be realistic and include all SRO positions requested in the application. Activities should only be grant-funded and performed in the role as an SRO.

- **Law Enforcement Activities:** Enter the number of times over the course of the grant year that the SRO(s) anticipates performing the activities in this section.
- **Law-Related Educator:** Enter the number of presentations for the grant year, that the SRO(s) plans to facilitate education for each audience type.
- **Informal Mentor:** Enter the number of times over the course of the grant year that the SRO(s) anticipates performing the activities in this section.

Personnel and Employee Fringe Benefits: A new row is required for each SRO under the grant. You should answer, "Yes" when asked, "Is Personnel being requested?" Reminder: grant funds **cannot be used** to pay for general security during school-sponsored events nor overtime. Funds also **cannot be used** for extracurricular and coaching activities where a monetary supplement is paid to the SRO(s) or would be paid to school employees.

Employee Information: To request funding for staff, click "Add Row."

- **New Position:** If this is a continuation grant, the response should be "No." For new grant applications, the response should be "Yes."
- **Is the Position Vacant:** Indicate if the position is vacant or will become vacant by the start of the grant year.
- **Employee Name:** Enter the name of the SRO. If the position is not currently filled, or it is a new position, enter "To Be Determined" or "TBD." If there are more than one TBD then distinguish the names by adding a number to designate priority. (E.g., TBD-1 and TBD-2.)
- **Position Title:** Indicate the official title/rank for the employee (e.g., Deputy, Captain, Lieutenant, Sergeant, or Officer.)
- **Position:** Indicate whether the position is full-time or part-time. Under this grant program, a full-time School Resource Officer is a certified law enforcement officer, employed 12 months of the year, and

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

dedicated to the school during all school hours. For scheduled school breaks, to include summer, the agency is given flexibility to reassign the SRO as needed. Any variations to this schedule would be considered part-time for grant purposes.

- *TRACER Complete Historical Record:* If the position is not vacant, attach the Complete Historical Record from TRACER. This report should show the date of DCJS certification in the category of Law Enforcement. Highlight the SRO Basic training if the SRO has completed the training.
- *SRO Basic Training Records:* Only provide the SRO Basic training records if it does not show up on the TRACER Complete Historical Record and the SRO has completed the training. If the SRO has not completed SRO Basic training, they will be required to provide PIC before reimbursement can be requested.
- *School Division:* Choose the school division from the dropdown where the SRO will be assigned.
- *Assigned School Name:* Enter the name of the school where the SRO serves. Each SRO must be assigned to one designated school but is allowed to provide assistance to other schools on a limited basis.
- *Type of School:* Indicate the classification of the assigned school as an elementary, middle, elementary/middle, high, or alternative school.
- *Description of Position:* The position description should briefly describe grant-related duties performed by the SRO.
- *Justification for Position:* The justification should explain how the position is essential and how the requested salaries are consistent with the locality's human resource policies and practices. Grantees whose funding ended prior to FY22 and are applying for a new four-year cycle must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO. If the application is for a new position and a name has been entered, explain how adding this person to the grant is not supplanting.

Employee Salary and Fringe Benefits: To request fringe benefits click "Add Row." You do not have to request fringe benefits for employees, but you do have to enter salary information. **If you do not enter information under this section, funding will not be awarded for the position.**

- *Employee Name:* Choose the name of the employee from the drop-down box.
- *Total Hours Per Year:* Enter the total number of hours the SRO works per year. **Do not include overtime or general security hours or other unallowable activities (See VIII. Restrictions).**
- *Total Annual Salary:* Enter the **total annual salary** for the SRO to include grant-funded and other funding sources. This figure **should not** include fringe benefits.
- *Total Salary Amount on Grant:* Enter the total annual salary on the grant including local cash match. **Do not** include fringe benefits.
- *Percent being requested:* This figure will auto-calculate after you save the row and is based on information you entered in "Total Annual Salary" and "Total Salary Amount on Grant."
- *Enter the amounts of each benefit requested:* If you enter "Other," you will need to describe and breakdown the costs of the benefits in the text box labeled. "If Other, Please Describe."
- *Salary and Fringe Benefits Breakdown:* Break down the "Salary and Fringe Benefits on Grant" into **Special Funds** and, if applicable, the appropriate local match field. The "Salary and Fringe Benefits Total" will auto-calculate when you save the row.

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

Travel: To request funding, or provide match for Travel, you should answer, “Yes” when asked, “Is Travel being requested?”

If the applicant does not have an established local travel policy, then they must adhere to the [state travel policy](#). If local travel policy differs from the state travel policy, provide, or describe the policy in the justification.

Local Mileage: Click “Add Row.” Local mileage is considered travel within the school division or law enforcement jurisdiction.

- *Number of Miles:* Enter the number of miles.
- *Mileage Rate:* Enter the rate used to calculate the costs. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Total Local Mileage:* This figure will auto-calculate when you save the row.
- *Local Mileage Funding:* Break down the “Total Local Mileage” under “Special” or into the appropriate local match field. The “Local Mileage Total” will auto-calculate when you save the row.

Non-Local Mileage: To provide local match click “Add Row.” Non-local mileage is travel outside the school division or law enforcement jurisdiction.

- *Number of Miles:* Enter the number of miles.
- *Mileage Rate:* Enter the rate used to calculate the costs. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Total:* This figure will auto-calculate when you save the row.
- *Non-Local Mileage Funding:* Break down the “Total” under “Special” or into the appropriate local match field. The “Non-Local Mileage Total” will auto-calculate when you save the row.

Mileage Description and Justification: If you request funds or provide local match under Local or Non-Local Mileage, you must complete this section.

- *Type:* Choose Local Mileage or Non-Local Mileage from the drop-down box.
- *Description of Mileage:* Describe the reason for the travel.
- *Justification for Mileage:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant. Describe the local travel policy if it differs from the state travel policy.

Subsistence: To request funding, or provide match for Subsistence/Other Travel Costs, you should answer, “Yes” when asked, “Are Subsistence/Other Travel Costs being requested?”

If the applicant does not have an established local travel policy, then they must adhere to the state travel policy. If local travel policy differs from the state travel policy, provide, or describe the policy in the justification.

Subsistence: Click “Add Row.” The costs are associated with lodging, meals, and transportation necessary for grant-related activities.

- *Event Title:* Enter the name of the event requiring costs.
- *Number of People Attending:* Enter the number of grant-funded staff under this funding opportunity attending the event.

**DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers**

- *Number of Nights:* Enter the number of nights grant-funded staff require lodging. The number of nights should be the sum of all grant-funded staff. For example, if the conference is 3 nights and 2 grant-funded staff are attending, you would enter 6 nights (3 nights x 2 staff = 6 nights).
- *Lodging Rate:* Enter the rate amount. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Total:* This figure will auto-calculate when you save the row.
- *Number of Days:* Enter the number of days grant-funded staff are eligible for per diem. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy. The number of days should be the sum of all grant-funded staff attending the event. For example, if the conference is 3 days and 2 grant-funded staff are attending, you would enter 6 days (3 days x 2 staff = 6 days).
- *Per Diem Rate:* Enter the rate for per diem. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Total:* This figure will auto-calculate when you save the row.
- *Subsistence Funding:* Break down the “Total Subsistence” under “Special” or into the appropriate local match field. The “Subsistence Total” will auto-calculate when you save the row.

Subsistence Description and Justification: If you are requesting funds or providing local match under Subsistence, you must complete this section.

- *Event:* Choose the event from the drop-down box.
- *Description of Costs:* Describe the event and the reason for the travel.
- *Justification for Costs:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant. Describe the local travel policy if it differs from the state travel policy.

Other Travel Costs: Click “Add Row”. Enter expenses associated with other travel costs necessary for grant-related activities. Airfare costs are not allowed under this grant program.

- *Event Title:* Provide the name of the event.
- *Cost Type:* Enter the type of expense (e.g., parking, tolls, and other travel costs required to attend the event).
- *Number of People Attending:* Enter the number of grant-funded staff attending the event.
- *Rate:* Enter the rate of the cost type.
- *Total:* This figure will auto-calculate when you save the row.
- *Other Travel Costs Funding:* Break down the “Total” under “Special” or into the appropriate local match field. The “Other Travel Costs Total” will auto-calculate when you save the row.

Other Travel Costs Description and Justification: If you are requesting funds or are providing local match under “Other Travel Costs”, you must complete this section.

- *Event:* Choose the event from the drop-down box.
- *Description of Costs:* Describe the event and the reason for the travel.
- *Justification for Costs:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant. Describe the local travel policy if it differs from the state travel policy.

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

Equipment: To request funding, or provide match, for Equipment, you should answer, “Yes” when asked, “Is Equipment being requested?” Otherwise, answer “No”.

For this grant program, equipment is defined as tangible property with a useful life of more than one year and a per-unit cost of \$5,000 or greater (or the organization’s capitalization policy if it is less than \$5,000, consult with your finance department). Please note that grant-funded equipment should be tracked, managed, and disposed of in a manner consistent with the locality’s policies.

Equipment may be requested, or provided as match, for grant-funded personnel only. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Equipment: Click “Add Row”.

- *Equipment Item:* List the item to be purchased to support the position.
- *Cost Per Item:* Enter the unit cost or monthly rate for the item to be purchased.
- *Total Number of Items/Monthly Rate:* Enter the number of items to be purchased or the number of months requiring payment.
- *Total Cost:* This figure will auto-calculate when you save the row.
- *Equipment Funding:* Break down the “Total Cost” under “Special” or into the appropriate local match field. The “Equipment Total” will auto-calculate when you save the row.

Equipment Description and Justification: If you are requesting funds or providing local match under “Equipment,” you must complete this section for each item.

- *Equipment Item:* Choose the equipment item from the drop-down box.
- *Description of Costs:* Describe the item and how it will be used.
- *Justification for Costs:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant. If the agency’s capitalization policy is less than \$5,000, provide an explanation.

Additional Documentation: This option allows applicants to attach supporting documentation for the equipment items and costs. Click “Add New Attachment” and upload the file. In the description box, indicate the equipment item and explain what information the file is providing.

Supplies and Other: To request funding, or provide match for Supplies and Other Expenses, you should answer, “Yes” when asked, “Are Supplies & Other Expenses being requested?” Otherwise, answer “No”.

Supplies and other expenses may be requested or provided as match for grant-funded personnel only. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Supplies and Other Expenses: Click “Add Row”.

- *Supply/Item Requested:* List the item to be purchased. Costs can be itemized by major types. For example, pens, paper clips, and staples can be covered under “Office Supplies” but should also be listed under the “Description of Supply/Item”.
- *Cost Per Item/Monthly Rate:* Enter the unit cost or monthly rate for the supply/item.

**DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers**

- *Total Number of Items/Number of Months:* Enter the number of items to be purchased or the number of months requiring payment.
- *Total Cost:* This figure will auto-calculate when you save the row.
- *Supplies & Other Expenses Funding:* Break down the “Total Cost” under “Special” or the appropriate local match field. The “Supplies & Other Expenses Total” will auto-calculate when you save the row.

Supply/Item Requested Description and Justification: If you are requesting funds or providing local match under “Supplies & Other Expenses,” you must complete this section for each item.

- *Supply/Item:* Choose the supply/item from the drop-down box.
- *Description of Supply/Item:* Describe the item and how it will be used.
- *Justification for Supply/Item:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant.

Attachments: This section is **required** under this grant program.

SRO Memorandum of Understanding: Applicants requesting funds for one or more SRO positions must submit a signed [Memorandum of Understanding \(MOU\)](#) pursuant to the *Code of Virginia* § 22.1-280.2:3, between the school division and the law enforcement agency to be reviewed at least once every two (2) years. The MOU is expected to set forth the powers and duties of the SRO and the provisions shall be based on the most current version of the DCJS Model MOU. **This requirement must be met within 30 days of the award date of the grant. Grant funds will not be distributed until this requirement is met.**

The MOU should at a minimum include the following and be consistent with the Model MOU:

- Description of the chain of command for the SRO(s)
- Definitions of the roles and responsibilities of school officials and of law enforcement officers
- Communication between the SRO(s) and the school and the school and the law enforcement agency
- Language about the role of the SRO that is consistent with DCJS’s Model MOU and section IX of these grant guidelines.
- Dates for reviewing and renewing the MOU and date the MOU is effective; and,
- Signatures of authorized officials representing all parties to the agreement

Non-Supplantation: The section is **required** under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purposes. Funds made available through this award cannot be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.

Authority Certification: The section is **required** under this grant program. If the person completing the application is not the Project Administrator, as defined above, information regarding the signing authority, or the delegation of such authority, should be submitted under *Attachments*.

XII. Reporting Requirements

Grant recipients must submit quarterly financial and status reports through OGMS. Both quarterly reports are due within 15 days after the end of each calendar quarter. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant.

XIII. Submitting the Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on Friday, February 29, 2024. The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Plan time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

XIV. Technical Assistance

Please contact the following DCJS staff for questions regarding your SRO/SSO grant application:

- Michelle Miles: email michelle.miles@dcjs.virginia.gov or telephone (804) 225-1846

For specific questions regarding SRO training, certification, and/or their roles and responsibilities, please contact the following DCJS staff:

- James Christian: email james.christian@dcjs.virginia.gov or telephone (804) 357-0967

For assistance with the OGMS system, email ogmssupport@dcjs.virginia.gov and include the grant program in the subject line. This should be used for general system questions and not grant application-specific inquiries.

A copy of this solicitation is available on OGMS and the [DCJS website](#).

For additional resources, refer to the Attachments and Website Links under the Funding Opportunity.

XV. Grant Application Review Process

DCJS staff will utilize an application review form to review all grant applications. “New” grant applications, and applications for continuation beyond 48 months, will be reviewed as part of a competitive review process, with priority given to new positions. The competitive review process may include DCJS staff who will rate each application based on the information provided, adherence to the funding opportunity, strength of the request made for funding, and the listed funding priorities (see V. Priorities for New Applications). Reviewers may consider geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, vacant positions, and available funding. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, number of current SROs in the agency, and geographical representation. Each submitted grant application will be rated on its quality and adherence to these guidelines.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review brief project overviews, summaries of staff evaluations of applications, and grant application scores for competitive applications. The Grants Committee will then make funding recommendations to the full CJSB who will

DCJS Fiscal Year 2025 School Resource Officer Incentive Grant Program
Guidelines and Application Procedures for School Resource Officers

make final grant award decisions at its meeting on May 9, 2024. Funding decisions made by the CJSB are final and may not be appealed.

XVI. Grant Submission Advisory

Please read all grant guidance carefully. Due to limited funding, the following technical errors in grant preparation and/or submission will likely result in your grant application not being considered for funding:

- Failure to provide all requested grant components.
- Failure to designate the correct official as the Program Administrator.
- Failure to calculate correctly the required local match based on the [2024–2026 Composite Index of Local Ability to Pay](#).
- Exceeding the budget limits established under this funding opportunity (see IV. Amount Available).
- Requesting state funding for unallowable items.
- Failure to submit your grant application in OGMS and by the deadline (5:00 pm on February 29, 2024).

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Safety Based Program Grant FY25-Overtime

ISSUE: Hopewell Police Department has an opportunity to apply for a DCJS Law Enforcement Overtime Grant for overtime patrols in high priority areas experiencing criminal activity; where our greatest law enforcement challenges lie. The total grant amount allowable (in federal funds) is \$100,000. A 25% cash match is required. This is a reimbursement grant.

RECOMMENDATION: Authorize Hopewell Police to apply for \$100,000 in Law Enforcement Overtime grant funding. City of Hopewell’s cash match requirement is \$25,000.

TIMING: Application deadline is March 13, 2024

BACKGROUND: Hopewell Police Department has exceeded its overtime budget by nearly 50% for each of the last five fiscal years. This grant provides an opportunity to mitigate overtime expenses for FY 25.

ENCLOSED DOCUMENTS:

- Byrne Justice Assistance Grant Solicitation-Public Safety Based Programs

STAFF: Gregory Taylor, Chief of Police

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

- | | | | | | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|------------------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

2024-2026 COMPOSITE INDEX OF LOCAL ABILITY-TO-PAY

2021 is the base year of Indicators of Ability-to-Pay in the table below.

Footnotes are provided in cells A148, A149, and A150.

Dh. Num.	Division	TRUE VALUE OF PROPERTY INDICATOR	ADJUSTED GROSS INCOME (Including Nonresident AGI) INDICATOR	ADJUSTED GROSS INCOME (Excluding Nonresident AGI ¹) INDICATOR	TAXABLE RETAIL SALES INDICATOR	MARCH 31, 2022 ADM INDICATOR	TOTAL POPULATION INDICATOR	2024-2026 Composite Index Calculated Including Nonresident AGI	2024-2026 Composite Index Calculated Excluding Nonresident AGI ¹	Final 2024-2026 Composite Index
001	ACCOMACK	\$5,570,467,945	\$931,585,890	\$811,584,816	\$431,578,544	4,583	33,322	3625	3487	3487
002	ALBEMARLE	\$25,519,119,916	\$8,129,481,218	N/A	\$1,684,468,389	13,314	114,424	6904	N/A	6904
003	ALLEGHANY HIGHLANDS ³	\$2,348,445,484	\$471,515,864	\$448,887,205	\$222,846,568	2,700	20,880	2774	2737	2737
004	AMELIA	\$2,165,688,125	\$378,062,967	N/A	\$84,600,758	1,563	13,300	3758	N/A	3758
005	AMHERST	\$3,730,929,691	\$736,938,582	N/A	\$320,585,986	3,790	31,491	3015	N/A	3015
006	APPOMATTOX	\$2,051,099,190	\$388,486,465	N/A	\$141,111,416	2,232	16,206	2822	N/A	2822
007	ARLINGTON	\$93,916,185,402	\$19,658,701,882	\$18,806,511,703	\$2,634,809,974	26,002	237,107	8000	8000	8000
008	AUGUSTA	\$12,818,644,906	\$2,488,853,875	N/A	\$579,249,742	9,498	77,598	3888	N/A	3888
009	BATH	\$2,293,523,322	\$132,337,205	\$126,265,902	\$63,702,213	478	4,276	8000	8000	8000
010	BEDFORD ²	\$13,260,090,025	\$2,855,993,787	N/A	\$656,066,721	8,745	79,865	3132	N/A	3132
011	BLAND	\$847,941,227	\$130,990,871	\$126,787,886	\$28,832,824	707	6,210	3068	3046	3046
012	BOBETFORT	\$5,969,203,092	\$1,213,374,677	N/A	\$252,936,901	4,359	33,642	4068	N/A	4068
013	BRUNSWICK	\$2,916,869,114	\$304,269,905	\$291,092,375	\$67,454,618	1,380	15,813	4416	4379	4379
014	BUCHANAN	\$2,318,524,465	\$298,480,335	N/A	\$142,669,064	2,312	19,982	2557	N/A	2557
015	BUCKINGHAM	\$2,688,299,649	\$313,645,742	N/A	\$70,361,570	1,824	16,711	3379	N/A	3379
016	CAMPBELL	\$6,592,283,868	\$1,371,403,407	N/A	\$603,235,823	7,448	55,682	2877	N/A	2877
017	CAROLINE	\$5,083,529,127	\$889,052,262	N/A	\$191,677,628	4,036	31,552	3501	N/A	3501
018	CARROLL	\$3,395,028,034	\$579,368,641	\$560,161,507	\$205,009,736	3,327	28,819	2826	2804	2804
019	CHARLES CITY	\$1,359,681,872	\$239,350,075	N/A	\$68,287,997	505	6,696	6669	N/A	6669
020	CHARLOTTE	\$1,402,448,347	\$258,010,634	\$232,333,752	\$63,256,791	1,623	11,526	2552	2470	2470
021	CHESTERFIELD	\$57,091,032,947	\$14,948,669,865	N/A	\$5,211,995,860	61,370	369,943	3563	N/A	3563
022	CLARKE	\$3,889,496,307	\$769,351,600	N/A	\$105,521,993	1,818	14,888	6032	N/A	6032
023	CRAIG	\$679,541,574	\$130,544,411	\$123,215,408	\$15,544,211	479	4,885	3694	3629	3629
024	CULPEPER	\$8,590,301,331	\$1,790,006,484	N/A	\$832,819,739	8,157	53,097	3617	N/A	3617
025	CUMBERLAND	\$1,462,316,948	\$206,628,671	N/A	\$51,290,956	1,092	9,713	3323	N/A	3323
026	DICKENSON	\$1,562,494,821	\$201,243,480	N/A	\$64,840,367	1,868	13,902	2157	N/A	2157
027	DINWIDDIE	\$4,207,166,638	\$717,394,262	N/A	\$171,192,122	4,082	27,989	2978	N/A	2978
028	ESSEX	\$1,966,184,892	\$299,702,976	N/A	\$224,968,295	1,428	10,641	4189	N/A	4189
029	FAIRFAX COUNTY	\$320,541,621,008	\$85,382,155,443	N/A	\$15,457,961,860	171,164	1,145,333	6579	N/A	6579
030	FAUQUIER	\$19,655,680,778	\$4,441,513,149	N/A	\$947,146,409	10,599	73,291	6006	N/A	6006
031	FLOYD	\$2,674,747,441	\$420,319,734	N/A	\$96,392,474	1,684	15,347	4056	N/A	4056
032	FLUVANNA	\$4,595,622,286	\$874,531,079	N/A	\$151,747,911	3,237	27,556	3934	N/A	3934
033	FRANKLIN COUNTY	\$10,723,784,195	\$1,554,988,461	N/A	\$548,338,001	5,962	54,188	4596	N/A	4596
034	FREDERICK	\$16,280,871,345	\$3,670,572,329	N/A	\$1,604,607,808	13,691	92,981	4151	N/A	4151
035	GILES	\$1,858,393,796	\$410,072,647	N/A	\$178,893,574	3,460	16,648	2117	N/A	2117
036	GLOUCESTER	\$6,263,822,554	\$1,239,996,802	N/A	\$330,089,375	4,852	38,731	3999	N/A	3999
037	GOOCHLAND	\$8,035,629,611	\$2,342,914,816	N/A	\$291,001,482	2,494	25,139	8000	N/A	8000
038	GRAYSON	\$2,092,755,655	\$282,722,952	\$266,195,122	\$34,381,449	1,464	15,240	3244	3196	3196

Dh. Num.	Division	TRUE VALUE OF PROPERTY INDICATOR	ADJUSTED GROSS INCOME (Including Nonresident AGI) INDICATOR	ADJUSTED GROSS INCOME (Excluding Nonresident AGI*) INDICATOR	TAXABLE RETAIL SALES INDICATOR	MARCH 31, 2022 ADM INDICATOR	TOTAL POPULATION INDICATOR	2024-2016 Composite Index Calculated Including Nonresident AGI	2024-2016 Composite Index Calculated Excluding Nonresident AGI*	Final 2024-2026 Composite Index
039	GREENE	\$3,032,189,451	\$600,512,280	N/A	\$243,400,125	2,785	21,030	3411	N/A	3411
040	GREENSVILLE	\$2,017,144,590	\$223,562,521	\$188,027,818	\$57,798,412	1,102	11,080	4056	3898	3898
041	HAL FAX	\$4,412,616,355	\$752,136,739	\$719,293,029	\$353,956,560	4,246	33,704	3046	3012	3012
042	HANOVER	\$22,503,019,159	\$5,251,900,241	N/A	\$2,442,242,531	16,561	110,903	4894	N/A	4894
043	HENRICO	\$55,001,234,660	\$14,673,885,989	N/A	\$6,340,140,738	48,816	336,226	4273	N/A	4273
044	HENRY	\$4,304,763,032	\$1,048,420,481	\$1,007,354,988	\$458,354,110	6,654	50,000	2273	2247	2247
045	HIGHLAND	\$741,079,902	\$61,162,158	N/A	\$11,090,773	174	2,226	8000	N/A	8000
046	ISLE OF WIGHT	\$6,278,862,895	\$1,442,643,275	N/A	\$293,596,370	5,458	38,944	3704	N/A	3704
047	JAMES CITY	\$16,350,810,535	\$4,075,956,500	N/A	\$1,011,785,888	9,969	78,567	5403	N/A	5403
048	KING GEORGE	\$4,517,817,227	\$1,065,628,226	N/A	\$277,991,203	4,329	27,021	3633	N/A	3633
049	KING AND QUEEN	\$1,288,205,311	\$199,798,489	\$192,989,871	\$17,208,054	806	6,606	4031	3998	3998
050	KING WILLIAM	\$1,906,659,657	\$457,146,577	N/A	\$104,217,069	1,990	14,591	3146	N/A	3146
051	LANCASTER	\$3,516,521,970	\$469,185,527	N/A	\$207,963,908	941	10,945	8000	N/A	8000
052	LEE	\$1,490,981,286	\$317,614,510	\$305,653,533	\$141,675,916	2,788	22,116	1729	1712	1712
053	LOUISIANA	\$118,019,668,376	\$29,801,312,339	N/A	\$6,389,283,771	81,104	425,204	5518	N/A	5518
054	LOUISA	\$9,779,029,375	\$1,261,031,182	N/A	\$412,627,661	4,945	38,364	5041	N/A	5041
055	LUNENBURG	\$1,295,043,307	\$291,289,258	N/A	\$46,597,022	1,510	11,848	2614	N/A	2614
056	MADISON	\$3,018,109,901	\$439,213,468	N/A	\$107,664,892	1,609	13,871	4746	N/A	4746
057	MATHEWS	\$2,109,563,768	\$325,061,548	N/A	\$52,937,242	875	8,495	5904	N/A	5904
058	MECKLENBURG	\$5,739,963,938	\$795,847,144	\$733,506,464	\$507,033,952	4,155	30,087	3969	3893	3893
059	MIDDLESEX	\$2,990,495,790	\$367,859,450	N/A	\$122,883,959	1,105	10,586	6389	N/A	6389
060	MONTGOMERY	\$12,158,988,843	\$3,054,622,938	\$2,886,089,854	\$1,276,976,173	9,467	101,938	4115	4041	4041
062	NELSON	\$4,074,164,597	\$576,132,310	N/A	\$122,476,326	1,454	14,820	6645	N/A	6645
063	NEW KENT	\$4,517,138,816	\$1,001,648,155	N/A	\$184,489,949	3,205	23,564	4391	N/A	4391
065	NORTHAMPTON	\$2,528,093,088	\$381,628,284	\$367,257,060	\$198,796,824	1,271	12,222	5297	5253	5253
066	NORTHUMBERLAND	\$3,912,897,247	\$470,943,932	N/A	\$72,397,389	1,125	11,634	7672	N/A	7672
067	NOTTOWAY	\$1,375,754,454	\$285,063,073	N/A	\$153,398,644	1,722	15,604	2696	N/A	2696
068	ORANGE	\$6,828,663,409	\$1,373,946,310	N/A	\$393,484,264	4,722	36,341	4382	N/A	4382
069	PAGE	\$3,574,773,538	\$581,650,650	N/A	\$219,403,760	2,991	23,629	3356	N/A	3356
070	PATRICK	\$2,023,367,165	\$360,215,794	\$348,335,607	\$119,704,958	2,394	17,554	2495	2475	2475
071	PITTSYLVANIA	\$6,693,853,176	\$1,457,559,064	N/A	\$220,597,421	7,551	60,142	2642	N/A	2642
072	POWHATAN	\$5,847,363,333	\$1,436,047,444	N/A	\$346,745,035	4,148	30,445	4704	N/A	4704
073	PRINCE EDWARD	\$2,256,681,433	\$424,457,899	N/A	\$357,904,484	1,797	22,033	3776	N/A	3776
074	PRINCE GEORGE	\$4,345,445,012	\$911,853,455	N/A	\$288,566,042	5,947	43,209	2321	N/A	2321
075	PRINCE WILLIAM	\$87,894,401,450	\$19,633,882,484	N/A	\$6,391,056,096	87,947	482,708	3631	N/A	3631
077	PULASKI	\$4,204,535,023	\$793,936,513	N/A	\$417,240,243	3,855	33,660	3303	N/A	3303
078	RAPPAHANNOCK	\$2,910,459,849	\$540,665,242	N/A	\$60,748,133	715	7,406	8000	N/A	8000
079	RICHMOND COUNTY	\$1,330,063,094	\$343,289,395	\$224,685,022	\$86,597,258	1,275	8,947	3636	3110	3110
080	ROANOKE COUNTY	\$12,869,573,481	\$3,691,843,247	N/A	\$1,212,788,461	13,236	96,546	3635	N/A	3635
081	ROCKBRIDGE	\$4,222,704,462	\$652,503,318	N/A	\$313,681,445	2,310	22,596	4847	N/A	4847
082	ROCKINGHAM	\$17,158,047,846	\$2,743,991,546	N/A	\$783,933,144	10,806	83,711	4349	N/A	4349
083	RUSSELL	\$2,466,182,654	\$465,533,435	N/A	\$169,828,504	3,254	25,639	2265	N/A	2265
084	SCOTT	\$1,959,931,341	\$395,359,966	\$355,714,159	\$140,137,609	3,317	21,534	1936	1872	1872

Dv. Num.	Division	TRUE VALUE OF PROPERTY INDICATOR	ADJUSTED GROSS INCOME (Including Nonresident AGI) INDICATOR	ADJUSTED GROSS INCOME (Excluding Nonresident AGI*) INDICATOR	TAXABLE RETAIL SALES INDICATOR	MARCH 31, 2022 ADM INDICATOR	TOTAL POPULATION INDICATOR	2024-2026 Composite Index Calculated Including Nonresident AGI	2024-2026 Composite Index Calculated Excluding Nonresident AGI*	Final 2024-2026 Composite Index
085	SHENANDOAH	\$7,655,800,469	\$1,567,872,584	N/A	\$455,817,874	5,401	44,396	.4248	N/A	.4248
086	SMYTH	\$2,361,490,734	\$591,401,028	N/A	\$230,891,492	3,853	29,523	.2225	N/A	.2225
087	SOUTHAMPTON	\$2,681,975,724	\$457,798,850	\$443,228,372	\$58,987,290	2,445	17,880	.3010	.2987	.2987
088	SPOTSYLVANIA	\$24,130,625,774	\$5,362,335,913	N/A	\$2,125,657,058	23,168	141,652	.3702	N/A	.3702
089	STAFFORD	\$27,392,645,790	\$6,208,911,011	N/A	\$1,519,382,616	29,830	159,247	.3312	N/A	.3312
090	SURRY	\$3,288,861,741	\$183,432,893	\$173,311,685	\$31,966,095	620	6,569	.8000	.8000	.8000
091	SUSSEX	\$1,236,917,667	\$188,295,182	N/A	\$93,520,899	952	10,409	.3434	N/A	.3434
092	TAZEWELL	\$3,425,650,503	\$803,856,506	N/A	\$596,304,470	5,224	39,763	.2461	N/A	.2461
093	WARREN	\$7,941,816,109	\$1,350,772,107	N/A	\$509,674,847	4,959	41,057	.4517	N/A	.4517
094	WASHINGTON	\$6,908,918,670	\$1,532,312,219	\$1,412,435,039	\$777,364,906	6,425	54,079	.3548	.3459	.3459
095	WESTMORELAND	\$3,082,590,784	\$431,963,119	N/A	\$86,011,333	1,435	14,585	.5065	N/A	.5065
096	WISE	\$3,462,388,628	\$618,658,053	\$590,370,918	\$289,777,648	5,359	35,880	.2044	.2020	.2020
097	WYTHE	\$3,836,217,265	\$624,075,955	N/A	\$458,682,241	3,665	28,015	.3243	N/A	.3243
098	YORK	\$12,049,671,996	\$2,747,304,056	N/A	\$1,067,695,500	12,609	70,319	.3554	N/A	.3554
101	ALEXANDRIA	\$47,063,284,705	\$11,659,522,089	\$11,197,423,012	\$2,191,390,662	15,101	158,675	.8000	.8000	.8000
102	BRISTOL	\$1,725,419,170	\$416,419,603	\$293,022,086	\$418,366,810	2,097	17,231	.3292	.2977	.2977
103	BUENA VISTA	\$440,545,557	\$112,444,229	N/A	\$32,433,349	819	6,628	.1803	N/A	.1803
104	CHARLOTTESVILLE	\$9,934,279,952	\$2,631,908,146	\$2,540,566,549	\$995,966,121	3,991	51,079	.7781	.7702	.7702
106	COLONIAL HEIGHTS	\$2,473,049,761	\$457,234,318	N/A	\$827,928,275	2,685	18,071	.4026	N/A	.4026
108	DANVILLE	\$2,679,857,710	\$935,530,813	\$815,022,027	\$916,459,674	5,408	42,597	.2526	.2411	.2411
109	FALLS CHURCH	\$5,213,874,175	\$1,509,306,398	\$1,462,664,890	\$461,227,183	2,434	14,614	.8000	.8000	.8000
110	FREDERICKSBURG	\$5,321,591,408	\$1,364,523,795	\$1,287,695,995	\$1,150,453,738	3,376	27,596	.6266	.6163	.6163
111	GALAX	\$646,196,827	\$143,125,718	\$133,984,110	\$256,124,256	1,278	6,747	.2700	.2661	.2661
112	HAMPTON	\$14,028,429,841	\$3,073,804,818	N/A	\$1,619,853,945	18,782	136,581	.2579	N/A	.2579
113	HARRISONBURG	\$5,642,863,220	\$1,025,193,584	N/A	\$1,476,766,497	6,215	55,220	.3335	N/A	.3335
114	HOPEWELL	\$2,135,927,913	\$395,540,360	N/A	\$173,838,830	3,769	22,976	.1870	N/A	.1870
115	LYNCHBURG	\$8,088,594,113	\$1,976,906,874	N/A	\$1,621,386,030	7,433	80,054	.3872	N/A	.3872
116	MARTINSVILLE	\$948,415,197	\$282,198,810	\$254,050,958	\$180,415,811	1,691	13,436	.2313	.2229	.2229
117	NEWPORT NEWS	\$19,688,988,172	\$4,243,244,165	N/A	\$2,616,017,491	25,268	185,082	.2729	N/A	.2729
118	NORFOLK	\$26,361,791,246	\$5,457,560,349	\$5,172,409,079	\$3,273,896,511	25,733	238,102	.3259	.3212	.3212
119	NORTON	\$278,126,135	\$70,280,870	\$64,717,033	\$167,613,136	794	3,635	.2453	.2412	.2412
120	PETERSBURG	\$2,402,710,308	\$492,243,498	\$474,365,265	\$349,794,252	3,819	32,912	.2094	.2075	.2075
121	PORTSMOUTH	\$9,963,112,958	\$1,920,523,139	\$1,838,708,995	\$753,762,191	12,747	97,883	.2396	.2369	.2369
122	RADFORD	\$1,199,850,699	\$304,072,135	N/A	\$95,186,498	2,628	16,930	.1658	N/A	.1658
123	RICHMOND CITY	\$35,033,842,874	\$10,341,475,227	\$10,023,513,193	\$2,989,162,440	19,993	226,623	.5794	N/A	.5794
124	ROANOKE CITY	\$11,616,062,038	\$2,762,349,202	N/A	\$2,075,100,883	12,941	99,883	.3388	N/A	.3388
126	STAUNTON	\$2,752,946,504	\$720,224,317	N/A	\$426,828,586	2,575	25,874	.3767	N/A	.3767
127	SUFTOLK	\$14,405,771,468	\$3,104,949,194	N/A	\$1,154,770,752	13,626	96,130	.3493	N/A	.3493
128	VIRGINIA BEACH	\$75,318,451,050	\$18,520,127,644	N/A	\$6,671,233,263	63,579	458,028	.4138	N/A	.4138
130	WAYNESBORO	\$2,796,255,175	\$569,902,164	N/A	\$571,684,267	2,826	22,349	.3633	N/A	.3633
131	WILLIAMSBURG	\$2,169,765,042	\$609,853,539	\$587,503,200	\$423,282,601	986	16,015	.7502	.7426	.7426
132	WINCHESTER	\$4,145,339,541	\$903,044,842	\$873,987,008	\$948,473,387	3,968	28,021	.4181	.4151	.4151
134	FAIRFAX CITY	\$7,539,344,304	\$1,710,875,950	\$1,613,513,965	\$913,107,280	2,857	24,107	.8000	.8000	.8000

Div. Num.	Division	TRUE VALUE OF PROPERTY INDICATOR	ADJUSTED GROSS INCOME (Including Nonresident AGI) INDICATOR	ADJUSTED GROSS INCOME (Excluding Nonresident AGI ¹) INDICATOR	TAXABLE RETAIL SALES INDICATOR	MARCH 31, 2022 ADM INDICATOR	TOTAL POPULATION INDICATOR	2024-2026 Composite Index Calculated Including Nonresident AGI	2024-2026 Composite Index Calculated Excluding Nonresident AGI ¹	Final 2024-2026 Composite Index
135	FRANKLIN CITY	\$656,214,459	\$170,923,596	\$155,935,649	\$187,173,841	939	8,064	.2961	.2884	.2884
136	CHESAPEAKE	\$35,489,955,453	\$8,042,257,117	\$7,714,219,298	\$4,211,596,822	39,441	250,256	.3311	.3273	.3273
137	LEXINGTON	\$714,778,780	\$210,366,408	N/A	\$97,002,716	621	7,397	.3987	N/A	.3987
138	EMPORIA	\$450,719,074	\$84,617,285	\$71,221,446	\$170,464,830	862	5,628	.2427	.2340	.2340
139	SALEM	\$2,963,999,091	\$872,677,346	N/A	\$674,201,026	3,659	25,060	.3632	N/A	.3632
142	POQUOSON	\$1,906,998,450	\$556,230,033	N/A	\$60,641,791	2,031	12,514	.3466	N/A	.3466
143	MANASSAS	\$6,650,368,590	\$1,414,998,343	N/A	\$746,496,150	7,214	42,733	.3371	N/A	.3371
144	MANASSAS PARK	\$2,279,794,882	\$537,601,773	N/A	\$231,003,401	3,305	17,205	.2716	N/A	.2716
202	COLONIAL BEACH	\$769,775,678	\$117,075,777	N/A	\$23,311,813	571	3,953	.3675	N/A	.3675
207	WEST POINT	\$534,853,074	\$107,621,033	N/A	\$24,534,674	801	3,435	.2489	N/A	.2489
STATE TOTALS		\$1,618,234,049,241	\$379,448,319,802		\$118,643,585,368	1,210,567	8,655,608			

Data Sources:

True Value of Property, Adjusted Gross Income, and Taxable Retail Sales - Virginia Department of Taxation

March 31, 2022 Average Daily Membership (ADM) - Virginia Department of Education

Total Population - Weldon Cooper Center for Public Service, UVA; U.S. Census

Downloadable Excel file containing the 2024-2026 composite index for each school division are available on the Virginia Department of Education website at:

<https://www.doe.virginia.gov/data-policy-funding/school-finance/budget-grants-management/composite-index-of-local-ability-to-pay>

¹ For divisions that qualify for the exclusion of nonresident AGI. Pursuant to Item 137, Paragraph A.4.b of Chapter 1, 2023 Special Session I Acts of Assembly, "any locality whose total calendar year (2021) Virginia Adjusted Gross Income is comprised of at least 3 percent or more by nonresidents of Virginia, such nonresident income shall be excluded in computing the composite index of ability-to-pay."

² The actual composite index to be used for Bedford Co. in the 2024-2026 biennium is .3132 pursuant to the appropriation act and Section 15.2-1302, Code of Virginia.



Byrne/ Justice Assistance Grant Solicitation Public Safety Based-Programs

Guidelines and Application Procedures

*Application Due Date
March 13, 2024, 5:00 pm*

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

Issued: January 29, 2024

Byrne/ Justice Grant Assistance Program Solicitation Guidelines and Application Procedures

Table of Contents

I.	Introduction	3
II.	Focused Funding Areas	3
III.	Eligibility	4
IV.	Grant Application Deadline	4
V.	Amount Available	4
VI.	Grant Period	5
VII.	Match Requirement	5
VIII.	Restrictions	6
IX.	No Continuation Funding	7
X.	Application Forms and Instructions	7
XI.	Reporting Requirements	11
XII.	How and Where to Submit Application	12
XIII.	Grant Application Review Process	12

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is pleased to announce the availability of \$4,000,000 in federal Edward Byrne Memorial Justice Assistance Grant (“JAG”) funds. The JAG funds allow states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. As the State Administrative Agency (SAA), DCJS has the responsibility of managing the coordination and distribution of JAG funds in a manner that supports and improves the overall criminal justice system of the Commonwealth of Virginia.

Applicants for this competitive solicitation will be awarded for a fifteen (15) month period in one of the focused areas identified in these guidelines.

II. Focused Funding Areas

DCJS has identified the following project/program area as priorities for funding through this solicitation. Applicants may apply for only one category/program area.

Law Enforcement Programs: This program area would provide public safety measures that meet the needs of local communities through innovative criminal justice programs and develop enforcement and training programs that target the needs of victims, suspects, or offenders. Agencies are encouraged to submit applications for projects that incorporate evidence-based practices. **(Maximum amount of \$200,000 including local match- either cash or in-kind match)**

Community Policing and Youth Engagement Programs: To assist agencies with developing, implementing, and supporting community policing strategies and initiatives. Funds are available for projects to develop effective community policing strategies, to increase the number of agencies using proven community policing strategies, and to increase awareness of community policing programs. To facilitate positive relationships with law enforcement and their communities, applicants are invited to fund programs that will encourage the development of law enforcement engagement programs with youth through activities, programs, conferences, workshops, or similar joint endeavors. **(Maximum request amount per locality of \$200,000, including local match- either cash or in-kind match)**

Combatting Drugs: The increased prevalence of fentanyl and other synthetic opioids in the illicit drug market means that first responders need to understand how to protect themselves from exposure in the field along with being able to combat drug usage and distribution in their localities. To address the concerns and reduce the prevalence of fentanyl and other opioids, funds are available for programs such as Drug Taskforces, naloxone purchase and distribution programs, and community awareness. **(Maximum request amount per locality of \$150,000, including local match- either cash or in-kind match)**

Law Enforcement Accreditation and Policy Development Program: This funding would provide law enforcement agencies to develop and proceed with agency accreditation. Accreditation has been an effective tool for strengthening law enforcement, increasing its professionalism, and improving quality and delivery of services. A department’s accreditation can strengthen the public’s confidence that the agency is a good steward of taxpayer dollars and provides consistent, quality service. **(Maximum amount of \$200,000 including local match- either cash or in-kind match)**

Law Enforcement Overtime: This program area would provide funding to specifically support overtime costs for newly established patrols that target high priority areas experiencing increased criminal activity and events where public safety faces the greatest challenges. **(Maximum request amount per locality of \$100,000, including local match-either cash or in-kind match)**

DCJS Byrne/ Justice Assistance Grant Program Solicitation

Other Innovative Law Enforcement Programs: These initiatives would provide public safety measures that meet the needs of local communities through innovative criminal justice programs and develop law enforcement programs that focus on the needs of the community they serve. For example, innovative forensic science technology-based programs (like Rapid DNA), initiatives/ programs aimed at reducing gang/ group violence, and programs focused on improving response to mentally ill offenders. **(Maximum request amount per locality of \$100,000, including local match-either cash or in-kind match)**

If there is funding available, **applicants may apply for funding for a program that is not in the identified focused funding areas that addresses an identified public safety problem area within the nine JAG purpose areas listed below.**

JAG Purpose Areas include:

- law enforcement.
- prosecution and courts.
- prevention and education.
- corrections and community corrections, including reentry.
- drug treatment and enforcement.
- planning, evaluation, and technology improvement.
- crime victim and witness initiatives (other than compensation).
- mental health and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams; and,
- implementation of state crisis intervention court proceedings and related programs or initiatives including, but not limited to mental health courts, drug courts, veterans' courts, and extreme risk protection order programs.

III. Eligibility

The following entities are eligible to apply:

- local units of government.
- local and public campus law enforcement agencies

Entities may only submit **one** application in response to this solicitation and the 9-month Equipment Byrne/JAG grant. If an entity submits more than one application, it must rank its priority.

IV. Grant Application Deadline

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on March 13, 2024. The system will not allow applications to be submitted after the deadline, therefore, late applications will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment. If you have not already done so, it is recommended that you register for OGMS as soon as possible as the registration process can take several days.

V. Amount Available

The amount of funding available for this solicitation of the Byrne/ JAG Grant Program is \$4,000,000. Applications must not be for less than \$10,000 and must not exceed \$200,000.

DCJS Byrne/ Justice Assistance Grant Program Solicitation

This is a competitive solicitation in which each applicant will be competing against other applicants.

VI. Grant Period

Grants will be awarded on a competitive basis for a 15-month period beginning July 1, 2024, to September 30, 2025.

VII. Match Requirement

Pursuant to §1-112. Department of Criminal Justice Services Item 406 A.1 under Authority: Title 9.1, Chapter 1, Code of Virginia, grant recipients **must provide twenty-five percent (25%)** matching cash or in-kind funds from local sources. In-kind match is the value of an item or service received or provided that pertains to or directly supports the specific project activities funded by the grant. This means that federal funds can be used to fund no more than 75% of the cost of a proposed project. The remaining 25% of the project costs must be paid by the grant recipient with cash or in-kind contributions from local sources. For example, if a project's budget totals \$20,000, federal funds may be used to pay \$15,000 of that amount; the grant recipient must provide the remaining \$5,000 in cash or in-kind from local funding sources. Applicants who wish to demonstrate that they are contributing more than the required match may refer to any additional support in their project narrative section of their application.

Cash Match:

A cash match is “the value of direct funding for the project” (28 CFR 94.118(c) (1)). Cash cannot be derived from federal sources. Once funds are committed to match for this project, they cannot be used to support or match other projects.

In-Kind Match:

Sources of in-kind match may include, but are not limited to, the following:

- Volunteered services, which may be professional or technical services, consultants, or skilled/unskilled labor assisting on the project. The value of volunteer services shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program. If the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes. Records must be maintained documenting all volunteer services used as in-kind match. For additional guidance on the value of volunteer time, go to www.independentsector.org/volunteer_time. Programs may not use federally funded time as volunteer in-kind match hours, as match cannot be derived from federal sources. This is applicable both for internal staff members and individuals external to the program.
- Materials/equipment, but the value placed on lent or donated equipment shall not exceed its fair market value.
- Space and facilities, the value placed on which shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of

DCJS Byrne/ Justice Assistance Grant Program Solicitation

comparable space and facilities in a privately owned building in the same locality.

- Any reduction or discount provided to the sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider's nominal or fair market value is for the good(s) or service(s).

Grant recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. In-kind contributions are determined at their fair market value. The basis for determining the value of personal services, materials, and equipment must be documented and to the extent feasible, supported by the same methods used by the grantee for its own paid employees. Non-compliance with documenting in-kind match amounts may result in a requirement to provide cash match, a reduction to the grant award, and/or other grant conditions.

VIII. Restrictions

- Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes.
- **Reimbursement will be based on paid invoices for approved expenditures or through requested advance drawdowns with expected expenditures.**
- Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes.
- Transactions occurring outside of the grant period will not be eligible for reimbursement.

The funds can be used for projects, including but not limited to:

- Employ Staff.
- Contract with Consultants.
- Purchase Equipment.
- Purchase Computer Software and Communications Technology; and
- Other activities and services not prohibited in the section below.

The funds may not be used for:

- Weapons, ammunition, and related equipment normally and routinely provided by the locality.
- Standard clothing and uniforms normally and routinely provided by the locality.
- Construction or renovation.
- Land acquisition.
- Lobbying and political contributions.
- Honoraria and bonuses.
- Personal entertainment such as tickets to sporting events.
- Personal calls.
- Alcohol or refreshments breaks or meals at training events, meetings, or conferences; and/or
- Vehicles.

Information on prohibited expenditures under JAG, including the process to obtain prior

DCJS Byrne/ Justice Assistance Grant Program Solicitation

approval to purchase a prohibited item(s) can be found within the [JAG Prohibited Expenditures Guidance](#) or within the [JAG FAQs document \(see Use of Funds section\)](#).

IX. No Continuation Funding

The grant cannot be extended and will not be eligible for continuation.

X. Application Forms and Instructions

Each application for the Byrne JAG Grant Program funding **must be submitted using the DCJS Online Grant Management System (OGMS)**. Email files or paper applications will not be accepted. All required fields must be completed to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

General Information: The Application Creation Wizard will assist you in completing the application's General Information form.

Step 1: The Wizard requires an application title and a primary contact. The application title should include the grant program and the agency's name (e.g., JAG PSB Program PD ABC).

The primary contact is the individual in your agency who will be designated as the primary person responsible for the application and grant from your locality. This individual will receive automated email notifications when attention is needed on the application or grant. It is recommended that the Project Director (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded.

Step 2: Under this step, an Application ID will be assigned, and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto populated. Select the organization for whom you will be submitting this application. Click "Save Form Information" to start Step 3.

Step 3: Under "Additional Applicants," select any additional contacts within your organization that will also manage the grant and work on the application, to include the Project Administrator and Finance Officer (definitions under Face Sheet). No information can be released to an individual not associated with the grant in OGMS. Once you click "Save Form Information" on Step 3, you will have completed the General Information component of the application.

After General Information has been finished, you can complete the application in any order or save to return at another time.

Face Sheet: Required

- *Congressional District:* Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice:* This **does not apply** to the Byrne JAG Grant Program (it is only required of JJDP programs).
- *Jurisdiction(s) Served:* Select all jurisdiction(s) served.
- *Program Title:* Provide a program title that includes the agency's name and the grant program (e.g. JAG PSB Program PD ABC)
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.

DCJS Byrne/ Justice Assistance Grant Program Solicitation

- *VLEPSC or CALEA Accredited:* Yes or No
- *Type of Application:* For this funding opportunity, you will choose “New.”
- *Community Setting:* Check the box(es) that best describes the applicant service area.
- *Brief Project Overview:* Provide a short description of the proposed project (maximum of 750 characters).
- *Project Director:* List the person who will have the day-to-day responsibility for managing the project and provide all required contact information.
- *Project Administrator:* Name and contact information for the County Administrator or City Manager (Administrative and Fiscal Agent) who has the authority to formally commit the organization/locality to complying with all the terms of the grant application, including the provision of the required match, if applicable.
- *Finance Officer:* List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

Project Narrative: All questions in this section are **required**.

- *Demonstration of Need:* Provide a description of your agency and a description of the unmet need or problem that the grant project will address. Describe your existing resources and services that are available to address the identified problems, and state why those resources and services are not adequate to address the unmet needs (maximum of 5000 characters).
- *Project Description:* Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the stated goals and the capabilities of your organization to implement and manage the project. The project description should tie implementation activities to project goals and objectives (maximum of 5000 characters).
- *Service Area Demographic/Target Population:* Provide a brief description of the target population to be served by your organization (maximum of 5000 characters).
- *Sustainment Plan:* Provide a brief description of how your organization will continue to provide the proposed services after grant funding ends (maximum of 5000 characters).

Goals and Objectives: This section is **required** under this grant program. You should answer, “Yes” when asked, “Are Goals and Objectives required by the funding opportunity?”

- *Goal Number:* You can have more than one goal and they should be numbered. This allows you to enter multiple objectives under one goal without having to type it out multiple times.
- *Goals:* This is the outcome of your project and should be broad and general.
- *Objectives:* These directly support the larger goal. They should be narrow, precise, **measurable**, realistic, and capable of being completed within the grant period. The objective and goal should be in **S.M.A.R.T.** format (Specific, Measurable, Achievable, Related to the project, and Time-Based). A new row should be completed for each objective under a goal.
- *Activities:* This is a list of **measurable** tasks to be undertaken to accomplish the objective. You can have multiple activities per objective.
- *Month:* Mark the month in which implementation steps will start.

Budget: **Required**

- *Budget:* Click “Edit Grid” and enter your requested state amount under the “Federal” column.

DCJS Byrne/ Justice Assistance Grant Program Solicitation

- Local match needs to be placed in the appropriate budget category under the “Cash Match” or “In-Kind” columns.
- **Match Percentage:** This box will auto-calculate the percentage of match provided in the grid. The percentage should equal 25% or should not be less than 25%.

Personnel and Employee Fringe Benefits: A new row is required for each position requested under the grant. If a position is being requested, you should answer, “Yes” when asked, “Is Personnel being requested?”

Personnel: To request funding for staff, click “Add Row”

- **Employee Name:** Enter the name of the grant funded person. If the position is not currently filled, enter “To Be Determined” or “TBD.” If there are more than one TBD, then distinguish the names by adding a number (e.g. TBD-1 and TBD-2).
- **Position Title:** Enter title of the proposed grant funded position.
- **Position:** Indicate if the position is full-time or part-time.
- **Total Hours Per Week:** Include the number of hours dedicated to the grant project per week.
- **Total Hours Per Year:** Include the number of hours dedicated to the grant project per year.
- **Total Annual Salary:** Enter the total annual salary for the position to include grant-funded and other funding sources. This figure should **not** include fringe benefits.
- **Percent being requested:** Enter the percentage of the total annual salary you are requesting the grant to cover.
- **Number of Grant-Funded Hours:** This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Percent being requested.”
- **Grant-Funded Full Time Equivalent:** This figure will auto calculate after you save the row and is determined by dividing the “Number of Grant-Funded Hours” by 2080 hours.
- **Total Salary Amount Requested from Grant:** This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Percent being requested.”
- **New Position:** Indicate if this is a new position.
- **Personnel Funding:** Break down the “Total Salary Amount Requested from Grant” into Federal Funds and, if applicable, the appropriate local match field. The “Personnel Total” will auto calculate when you save the row.
- **Employee Fringe Benefits:** To request fringe benefits, click “Add Row”.
- **Employee Name:** Choose the name of the employee from the drop-down box.
- **Enter the amounts of each benefit requested:** If you enter “Other”, you will need to describe and break down the costs of the benefits in the text box labeled. If “Other”, please describe.”
- **Requested Employee Fringe Benefits Total:** This figure will auto calculate after you save the row.
- **Fringe Benefits Funding:** Break down the “Requested Employee Fringe Benefits Total” into Federal Funds and, if applicable, the appropriate local match field. The “Employee Fringe Benefits Total” will auto calculate when you save the row.
- **Position and Justification:** This section is **required if a position is requested.** Click “Add Row” to enter the information.
- **Employee Name:** Choose the name of the employee from the drop-down box.
- **Description of Position:** The position description should briefly describe grant-related

DCJS Byrne/ Justice Assistance Grant Program Solicitation

duties performed by the person in the position.

- *Justification for Position:* The justification should explain how the position is essential to the project.

Consultants:

- Indicate if consultants or consultant subsistence and travel costs are included in your budget: yes or no. If “yes” under “Consultant” and “Consultant Subsistence (lodging + meals) & Travel,” enter the information required and the amounts for the funding source(s) as appropriate. Under the “Description and Justification,” select the name of the consultant and enter in the description of consultant’s role (maximum of 500 characters) and justification for use of consultant (maximum of 500 characters) for each item.
- Enter a description of each service contracted for and the name of the service provider.

Please note: The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. The rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel), and may not exceed the consultant’s usual and customary fee.

Travel:

- Indicate if travel (mileage) costs are included in your budget: yes or no. If “yes” under “Local Mileage” or “Non-local mileage,” enter the number of miles and the mileage rate. Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item.

Subsistence:

- Indicate if subsistence and other travel costs are included in your budget: yes or no. If “yes” under “Subsistence” enter the event title, under “Lodging” enter the number of rooms required, number of nights and rate cost and under “Meals” enter the number of people, number of days, and the per diem rate. Under the “Description and Justification,” select the event item being requested and enter in the description of cost (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.
- Under “Other Travel Costs,” enter the event title, number of people attending, number of trips with airfare, the rate and other travel costs. Under the “Description and Justification,” select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.

Equipment:

**Uniform Administrative Requirements (2CFR 200.1) defines equipment as tangible property having a useful life of more than one year and a per-unit cost of \$5,000 or more. If an item is less than \$5,000 than it should be listed under the Supplies and Other component in the grant application.*

- Indicate if equipment is included in your budget: yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.

DCJS Byrne/ Justice Assistance Grant Program Solicitation

- **Additional Documentation:** Provides the option for applicants to attach supporting documentation for the equipment items and costs. Click “Add New Attachment” and upload the file. In the description box, indicate the equipment item and explain what information the file is providing.

Supplies and Other:

- Indicate if supplies and other included in your budget: yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- “Supplies and Other Operating Expenses” include, but are not limited to, rent, utilities, cell/land/fax/internet services, postage, and office supplies.

Attachments:

- Please upload any additional attachments required by this funding opportunity here.

Non-Supplantation:

- The section is required under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purpose.

General Conditions and Assurances:

- This section is required under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds give assurances and certifies that the grant will follow federal conditions.

Lobbying Disbarment:

- This section is required under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grantee will follow the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace”.

Authority Certification:

- This section is **required** under this grant program. If the person completing the application is not the Project Administrator, as previously defined, information regarding the signing authority, or the delegation of such authority, should be available upon request.

XI. Reporting Requirements

Grant recipients must submit quarterly financial and status reports online to DCJS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide the grant reporting requirements at the time of grant

DCJS Byrne/ Justice Assistance Grant Program Solicitation

award. In addition to quarterly reporting, DCJS may request other data for use in annual reporting to the General Assembly on the use of these funds. DCJS will also require quarterly reporting to the Bureau of Justice, Office of Justice Programs, Performance Measuring Tool Management system to ensure compliance with federal reporting guidelines.

XII. How and Where to Submit Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on March 13, 2024. The system will not allow applications to be submitted after the deadline, therefore, late applications will not be considered. Plan accordingly for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

XIII. Grant Application Review Process

All applications will be reviewed as part of a competitive review process. External/non-DCJS staff and DCJS staff will rate each application based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, size of agency, number of people served or supported, and geographical representation. Each submitted grant application will be rated on its quality and adherence to these guidelines.

Each application can earn a weighted score of 60 points, with total possible points of 72 if bonus points are applied. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, and Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

- | | |
|------------------------------------|-------------------|
| · Technical Compliance | 0-3 points (5%) |
| · Project Narrative | 0-24 points (40%) |
| · Project Plan/ Goals & Objectives | 0-18 points (30%) |
| · Budget | 0-15 points (25%) |

A total of twelve (12) Bonus Points are available for Certified Crime Prevention Community agencies (2 points) and VLEPSC or CALEA accredited agencies (10 points).

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and the summaries of staff evaluations of applications. The Grants Committee will then make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting in May 2024.** Funding decisions made by the CJSB are final and may not be appealed.

DCJS will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

DCJS Byrne/ Justice Assistance Grant Program Solicitation

Please contact the following DCJS staff for questions regarding your Byrne/Justice Assistance Grant Program application:

Nicole Phelps: email nicole.phelps@dcjs.virginia.gov or telephone (804) 786-1577, or

Tracy Matthews: email tracy.matthews@dcjs.virginia.gov or telephone (804) 371-0635

For questions and technical assistance relating to the OGMS system, contact ogmssupport@dcjs.virginia.gov. Please include your grant program area in the Subject line.

R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Inclement Weather Shelter Program

ISSUE: The City issued a Request for Proposal (RFP) on August 8, 2023, for the Inclement Weather Shelter Program. Push Faith House was selected to provide services to The City of Hopewell.

RECOMMENDATION: Staff recommends that the City Council formally approve the contract with Push Faith House to provide services to the City of Hopewell as its' Inclement Weather Shelter Program Provider and to direct the City Manager to enter into this contract on half of the City.

TIMING: Approval on February 13, 2024.

BACKGROUND: The City desires to offer cold weather shelter for the City's unsheltered community from November 15, 2023, to March 14, 2024, to be operated with the City of Hopewell. The City has selected PUSH FAITH HOUSE to provide day-to-day shelter operations during the above-referenced sheltered period, provide individualized homeless case management, coordinate delivery services for the unsheltered in the community, and provide other related administrative duties to assist in serving unsheltered individuals in the City of Hopewell.

ENCLOSED DOCUMENTS: Cold Weather Shelter Agreement

STAFF: Wanda Williams, DSS Director

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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

COLD WEATHER SHELTER AGREEMENT

THIS CONTRACT, made this _____ day of _____, 202____ (“Effective Date”) by and between PUSH FAITH HOUSE (hereinafter, referred to as “_PUSH FAITH HOUSE”) and the CITY OF HOPEWELL, a Virginia municipality (hereinafter, CITY”), pursuant to RFP# 08-24 for the provision of cold weather shelter.

WITNESSETH:

WHEREAS, the City desires to offer a cold weather shelter for the City’s homeless community during the months of November 15, 2023 to March 15, 2024 to be operated within the City of Hopewell; and

WHEREAS, the City shall dedicate the property located at _____; Hopewell, Virginia as its Cold Weather Shelter; and

WHEREAS, the City has selected PUSH FAITH HOUSE to provide day to day shelter operations during the above referenced shelter period, provide individualized homeless case management, coordinate delivery services for the homeless in the community and provide other related administrative duties to assist in serving homeless individuals in the City of Hopewell.

NOW THEREFORE, in consideration of the mutual covenants, terms and conditions set forth herein, the Parties hereto do hereby agree as follows:

1. SPECIFICATIONS AND SCOPE

PUSH FAITH HOUSE agrees to employ a Shelter/Homeless Coordinator oversee the entire daily operation of the Inclement Weather Shelter from 6:00 pm to 8:15 am ensuring the safety of shelter guests, volunteers and the public. The shelter shall be adequately staffed shall operate from 6:00 pm to 8:00 am. The parties agree that the adjustment in the opening of the shelter from 8:00 am to 6:00 am will be paid up to seven thousand (\$7,000) dollars in addition to the original contract price of \$_____. Any overage surpassing seven thousand dollars for the additional hours will need to be agreed upon by the parties prior to initiation.

The parties agree to a variable costs of opening the shelter all day where the temperature remains below freezing (32 degrees or lower) throughout daytime hours.

1.1. PUSH FAITH HOUSE shall register guests who access the shelter facility to include disseminating resource information.

1.2. PUSH FAITH HOUSE shall make bed assignments and provide adequate sight and sound supervision.

1.3. PUSH FAITH HOUSE shall notify City staff to report issues with the facilities, including bathrooms, hot/cold water, and heating/ventilation issues.

1.4. Review and enforce rules for shelter guests and create and maintain a daily activity log with arrival and departure times for guests.

1.5. PUSH FAITH HOUSE shall respond to HDSS's requests for improvements to shelter operations.

1.6. PUSH FAITH HOUSE shall clean the shelter at the end of each shift and ensure adequate supply of disposable mats and cleaning supplies.

2. RESPONSIBILITIES AND OPERATIONS

2.1. The City will secure a city-owned building to serve as the City's Inclement Weather Shelter from the date of award for one (1) year. The Inclement Weather Shelter shall serve as the City's emergency shelter of last resort for single adults.

2.2. The City will work in partnership with FAITH PUSH HOUSE to ensure that single adults needed emergency shelter are provided with a safe and clean place to sleep and with the opportunity to be linked to a housing service provider and resources.

2.3. The City will offer to act as a resource for FAITH PUSH HOUSE and facilitate meetings with other city agencies, departments and community organizations as needed.

2.4. The City will also process reimbursement and invoices in a timely manner.

2.5. PUSH FAITH HOUSE agrees to adhere to the mutually agreed upon Standard Operating Policies and Procedures that are aimed at enhancing service delivery and intake procedures. PUSH FAITH HOUSE shall also ensure the confidentiality of shelter guest's information and hire and supervise staff to oversee the daily operation of the shelter.

2.6. PUSH FAITH HOUSE shall respond on site within one (1) hour from any emergency call from the City.

2.7. The obligations of the parties of this agreement shall be in accordance with the provisions and specifications of RFP #10-24 and the proposal submitted in response thereto. If there is any deviation between the RFP provisions and specifications and PUSH FAITH HOUSE'S proposal, the provisions and specifications of the RFP#10-24 as modified herein, shall prevail and govern the contractual relationship between the parties.

2.8. PUSH FAITH HOUSE agrees to provide an assessment of each guest of the cold weather shelter. The assessment shall be used as a tool to determine the need for follow-up services. The parties agree that such assessment shall be provided at no additional cost to the City.

2.9. In instances where PUSH FAITH HOUSE provides transportation to individuals without shelter, the vehicles used and the insurance for the vehicles and riders shall exclude any insurance or other types of claims against the City.

3. CONTRACT TERM AND RENEWAL

3.1. The initial term of this contract shall be one (1) year. This contract may be renewed by the City for two (2) additional one-year period under the terms and conditions of the original contract upon written agreement of both parties.

3.2. Price increases may only be negotiated at the time of the renewal.

3.3. Renewal shall depend upon the performance of PUSH FAITH HOUSE and the performance evaluation shall be dependent upon the ability of PUSH FAITH HOUSE to follow instruction given by the Director of Hopewell Department of Social Services, the City's authorized representative.

4. EMPLOYMENT DISCRIMINATION AND A DRUG-FREE WORKPLACE

4.1. As part of its contractual obligations, PUSH FAITH HOUSE commits to conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended; where applicable, the Virginians with Disabilities Act; the Americans with Disabilities Act and §2.2-4311 of the Virginia Public Procurement Act.

4.2. PUSH FAITH HOUSE will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or other basis prohibited by state law relating to employment discrimination.

4.3. PUSH FAITH HOUSE agrees to post in a conspicuous place, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana is prohibited in the shelter and/or any other workplace.

4.4. For the purposes of this section, a "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during performance of the contract.

5. INDEMNITY

5.1. PUSH FAITH HOUSE agrees to defend, indemnify and hold harmless, the City of Hopewell and its members, officers, directors, employees, agents, and representatives from and

against any and all claims, damages, demands, losses, costs and expenses, including attorney's fees and any other losses of any kind or nature whatsoever including claims for bodily injuries, illness, disease or death and physical property loss or damage in favor of PUSH FAITH HOUSE, a subcontractor, their employees, agents, third parties arising out of the performance of services and resulting from tort liability, strict liability or negligent acts or omissions of PUSH FAITH HOUSE, its employees, agents or subcontractors under this agreement or resulting from breach of contract, whatever by statute or otherwise.

5.2. PUSH FAITH HOUSE shall assume the responsibility for damage to or loss of its material, equipment or facilities located at the site and, in order to effect this limitation of liability, PUSH FAITH HOUSE agrees to insure or self-insure such property against any such risk.

6. DEFAULT

6.1. In case of default of PUSH FAITH HOUSE, the City may procure services from another source and hold the contractor responsible for any excess cost incurred thereafter. This remedy shall be in addition to any other remedies that the City may have.

7. PAYMENT

7.1. Payment by the City is due thirty (30) days after the receipt of approved invoice unless otherwise specifically provided: subject to any discounts allowed. If an invoice requires modifications by the City, the thirty (30) day period begins after receipt of an acceptable invoice.

7.2. Additional costs, fees or other charges are not authorized under the terms of this agreement.

8. ASSIGNMENT

8.1. This agreement shall not be assignable by PUSH FAITH HOUSE in whole or in part without the written consent of the City.

9. INSPECTION

9.1. The City reserves the right to conduct an inspection of the premises and evaluate the services as it may deem appropriate to assure goods and services conform to the specifications.

10. CHANGES TO THE CONTRACT

10.1. Any changes must be made to the contract with agreement of both parties. Such agreement may be in writing to modify the scope of the contract, to include but is not limited to increases or decreases in the price of the contract.

10.2. Changes within the scope of the contract may include, but are not limited to things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. PUSH FAITH HOUSE shall comply with the notice of changes to the contract upon receipt and shall be compensated for any additional costs incurred as the direct result of such change order and shall give the City a credit for any savings.

11. CANCELLATION

11.1. The parties to the contract each reserve the right to cancel and terminate the agreement, in whole or in part, without penalty, upon 30 days written notice to the other party. Any contract cancellation notice shall not relieve either party of the obligation to deliver and perform all outstanding services due prior to the effective date of the cancellation.

12. APPLICABLE LAWS

12.1. This agreement shall be governed in all respects by the laws of the Commonwealth of Virginia. Any litigation with respect thereto shall be brought in the courts of the City of Hopewell.

23.2. PUSH FAITH HOUSE shall comply with all applicable federal, state and local laws, rules and regulations.

13. INCORPORATION BY REFERENCE

13.1. This agreement specifically incorporates by reference all documents specifically mentioned herein.

Director of Hopewell Social Services

Director of Finance

City Manager

City Attorney (approved as to form)

Witness the following signatures:

By: _____

Title: _____

Printed Name

Date

STATE OF VIRGINIA:

COUNTY/CITY OF _____

I, _____, a Notary Public in and for the County/City and State aforesaid, do hereby certify that _____, for PUSH FAITH HOUSE whose name is signed to the foregoing instrument, on this _____ day of _____, 2024, has acknowledged the same before me in my County/City and State aforesaid.

Given under my hand, this _____ day of _____, 2024.

Notary Public

My Commission expires _____

R-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Purchase of Tyler Munis Modules

ISSUE: The city will need to decide soon as to whether to purchase and implement the additional Tyler Munis modules for Bid Management, Contract Management, and EER to better align with The Robert Bobb Group's proposed timeline as outlined within the work plan.

RECOMMENDATION: Staff recommends that the City Council Approve the purchase of the Tyler Munis modules for Bid Management, Contract Management, and EER in the amount of \$30,495 from salary savings from the Information Technology Director’s position.

TIMING: Approval on February 13, 2024.

BACKGROUND: Attached are Tyler's price quotes for the Munis Bid Management and Contract Management modules and the Tyler price quote for the Employee Expense Reimbursement (EER) module. Per the City’s Account Representative at Tyler, Steve Simmons, there is a 60–90-day lead time until an implementation team can be assigned once they have received the signed price quotes from the City. Then, approximately three (3) months of implementation after the Tyler implementation team is assigned and the project kick-off(s) are completed. He also noted that some modules, like Bid Management and Contract Management, can be implemented alongside each other following the same implementation timeline.

SUMMARY:

Y N

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

Y N

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

ENCLOSED DOCUMENTS: ERP Work Plan and Munis Modules Cost Sheet

STAFF: Dr. Manker, City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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



City of Hopewell, VA
Personal Legend Work Plan
Accounting Remediation Project

Prepared by: Tony Belsito at Personal Legend LLC

Delivered: Thursday, 1/17/2024



Table of Contents

Primary Deliverables	3
Timeline	3
Goals and Objectives	3
Work Plan	4
Pooled Cash Fund and Bank Reconciliation Manager Implementation	4
The problem	4
Proposed solution	4
The plan	4
Tyler Munis ERP Add-On Module Implementations	6
The problem	6
Proposed solution	6
The plan	6
Security/Workflow Optimization and Milestone Planning	11
The problem	11
Proposed solution	11
The plan	11



Primary Deliverables

1. Work with key stakeholders to fully implement and complete bank reconciliations.
2. Work with key stakeholders to implement additional modules to support business processes.
3. Work with key stakeholders to develop optimal internal controls and separation of duties

Timeline

1. Work with key stakeholders to complete bank reconciliation through FY 2022 by April 2024, complete FY 2023 by June 2024.
2. Complete implementation of additional modules by October 2024
 - a. Bank Reconciliation Manager
 - b. Employee Expense Reimbursement (EER)
 - c. Bid Management
 - d. Contract Management
 - e. Project Ledger with Grant Management
 - f. ACFR (Annual Comprehensive Financial Report) Statement Builder
 - g. Socrata Reporting
3. Work with key stakeholders to adjust security and workflow as needed or as updates are completed to policies and procedures

Goals and Objectives

1. A streamlined bank reconciliation and cash management process.
2. Maximized use of the Tyler Munis Enterprise Resource Planning (ERP) system while incorporating efficiencies and best practices.
3. Reliable financial reporting for all stakeholders and a clear identification of roles and responsibilities, with property security, permissions, and workflow.



Work Plan

Pooled Cash Fund and Bank Reconciliation Manager Implementation

The problem

- Bank reconciliation is not consistently completed.

Proposed solution

- Work directly with key stakeholders to implement the Bank Reconciliation Manager process and best practices for integrating the banking industry standard file (BAI) to ensure proper reconciliation between cash balances and bank statements within the Tyler Munis ERP.
- Work directly with key stakeholders to update chart of accounts (COA) to ensure proper utilization and that the appropriate General Ledger (GL) accounts are mapped to correct physical bank accounts. Review opportunity to implement a pooled cash fund in the Tyler Munis ERP for a more streamlined reconciliation and cash management process.

The plan

ID #	Task Description	Lead	Support	Start Date	End Date
PB1	Pooled Cash Fund Setup and Testing in TEST	Personal Legend		10/30/2023	12/15/2023
PB2	Review Pooled Cash Recommendations internally with Accounting Remediation team	Personal Legend	ERP Administrator Finance Department Treasurer's Office	12/18/2023	1/19/2024
PB3	Review Pooled Cash Recommendations with City staff	Personal Legend	ERP Administrator Finance Department Treasurer's Office	1/22/2024	1/26/2024
PB4	Pooled Cash Fund and Bank Reconciliation Manager Setup Training with Tyler Technologies (To Be Rescheduled)	ERP Administrator Finance Department Treasurer's Office	Personal Legend	1/22/2024	1/26/2024
PB5	Begin Pooled Cash Fund Configuration (GL Accounts Only) in PROD	Finance Department	ERP Administrator Treasurer's Office	1/29/2024	2/23/2024
PB6	Refresh TRAIN or TEST from PROD and update default cash account settings across system to new pooled cash accounts for testing, to confirm defaults to be later updated in PROD	ERP Administrator Finance Department Treasurer's Office	Personal Legend	1/29/2024	2/23/2024
PB7	Initial Pooled Cash Fund testing in TEST by City staff (Complete User Acceptance Testing and create transactions to mimic transactions included on BAI files)	ERP Administrator Finance Department Treasurer's Office	Personal Legend	2/26/2024	3/15/2024
PB8	Bank Reconciliation Manager Processing Training #1 with Tyler Technologies (using Pooled Cash Fund)	ERP Administrator Finance Department Treasurer's Office	Personal Legend	3/18/2024	4/12/2024



ID #	Task Description	Lead	Support	Start Date	End Date
PB9	Review cash balances and create journal entries to reflect accurate balances of physical cash and investments accounts, and proper balances of equity in pooled cash and investments in each fund and position within the pooled cash fund in TRAIN or TEST	Finance Department Treasurer's Office	ERP Administrator	4/15/2024	5/10/2024
PB10	Comprehensive Pooled Cash Fund and Bank Reconciliation Manager testing, including validation of proper cash and investment account balances in TRAIN or TEST	ERP Administrator Finance Department Treasurer's Office	Personal Legend	5/13/2024	6/14/2024
PB11	Complete final FY 2024 check runs for Accounts Payable (AP) and Payroll (PR) using legacy cash account structure (prior to pooled cash implementation)	ERP Administrator Finance Department Treasurer's Office	Personal Legend	6/17/2024	6/28/2024
PB12	Complete final posting of FY 2024 cash receipts, adjustments, and deposits using legacy cash account structure (prior to pooled cash implementation)	ERP Administrator Finance Department Treasurer's Office	Personal Legend	6/17/2024	6/28/2024
PB13	Complete Configuration for Pooled Cash Fund (remaining GL setup and updates to all module configurations) and Bank Codes and Accounts in PROD (with Tyler's assistance as needed)	ERP Administrator Finance Department Treasurer's Office	Personal Legend	6/24/2024	6/28/2024
PB14	After validation in TEST, create journal entries to reflect accurate balances of physical cash and investment accounts, and proper balances of equity in pooled cash and investments in each fund and position within the pooled cash fund in PROD; review and confirm all balances (with Tyler's assistance as needed)	Finance Department Treasurer's Office	ERP Administrator	6/24/2024	6/28/2024
PB15	Final testing in TRAIN or TEST for Pooled Cash Fund after both configuration and journal entries to update cash are completed in PROD	ERP Administrator Finance Department Treasurer's Office	Personal Legend	6/24/2024	6/28/2024
PB16	Cutover: Begin entering all cash transactions using Pooled Cash Fund	City Staff	ERP Administrator Finance Department Treasurer's Office	7/1/2024	7/1/2024
PB17	Monitor transactions posted to cash and update configurations for Pooled Cash Fund and post adjustments, as needed	Finance Department Treasurer's Office	ERP Administrator Personal Legend	7/1/2024	8/31/2024
PB18	Complete July reconciliation (7/1/2024 - 7/31/2024) with Tyler Technologies using Bank Reconciliation Manager	ERP Administrator Finance Department Treasurer's Office	Personal Legend	8/1/2024	8/31/2024
PB19	Complete August reconciliation (8/1/2024 - 8/31/2024) with Tyler Technologies using Bank Reconciliation Manager	ERP Administrator Finance Department Treasurer's Office	Personal Legend	9/1/2024	9/30/2024
PB20	Stabilize and assist as needed	Finance Department Treasurer's Office	ERP Administrator Personal Legend	10/1/2024	10/31/2024



Tyler Munis ERP Add-On Module Implementations

The problem

- Additional Tyler Munis ERP modules that may or may not have been purchased under the original Tyler contract to optimize processes and incorporate separation of duties.

Proposed solution

- Work directly with key stakeholders to implement and develop policies and procedures for Contract Management, Bid Management, Project Ledger with Grant Management, Employee Expense Reimbursement, Annual Comprehensive Financial Report (ACFR) Builder, and Socrata reporting.

The plan

ID #	Task Description	Lead	Support	Start Date	End Date
AM1	Coordination with Tyler Technologies to confirm module licensing in-scope of Hopewell's Tyler Munis ERP instance for Contract Management, Bid Management, Project Ledger with Grant Management, Employee Expense Reimbursement (EER), Annual Comprehensive Financial Report (ACFR) Builder, and Socrata reporting	Personal Legend	ERP Administrator	9/25/2023	1/26/2024
AM2	Coordination with Tyler Technologies to obtain original contracts, any amendments, and any signed price quotes, for any engagements the City has currently, or has completed previously, with Tyler Technologies	Personal Legend	ERP Administrator	9/25/2023	1/26/2024
AM3	Once Tyler Technologies provides contract information for all engagements with the City, complete reconciliation to determine whether the City still has any remaining implementation hours/days from those engagements to support any future state initiatives including modules not yet implemented	Personal Legend	ERP Administrator	9/25/2023	1/26/2024
AM4	Once licensing scope confirmed, request Tyler Technologies provide price quotes for module licensing and related services to implement any modules the City does not currently own the licensing for (Bid Management, Contract Management, EER)	Personal Legend	ERP Administrator	9/25/2023	1/26/2024
AM5	Once price quotes have been obtained for any modules the City does not currently own the licensing for, coordinate and schedule demonstrations for those modules with Tyler, so the City can see an overview of the module(s) and to better determine whether or not to proceed with purchasing	ERP Administrator	Personal Legend	9/25/2023	1/26/2024
AM6	Complete demonstration of Bid Management / Bid Central module with Tyler Technologies	ERP Administrator Finance Staff Purchasing Staff	Personal Legend	1/8/2024	1/26/2024
AM7	Complete demonstration of Contract Management module with Tyler Technologies; Determine whether City should proceed with purchase	ERP Administrator Finance Staff Purchasing Staff Contract Admins Project Managers	Personal Legend	1/8/2024	1/26/2024



ID #	Task Description	Lead	Support	Start Date	End Date
AM8	Complete demonstration of EER module with Tyler Technologies; Determine whether City should proceed with purchase	ERP Administrator Finance Staff Payroll Staff Accounts Payable Staff	Personal Legend	1/8/2024	1/26/2024
AM9	If needed, schedule and complete demonstration of Project Ledger with Grant Management with Tyler Technologies	ERP Administrator Finance Staff Contract Admins Project Managers	Personal Legend	1/8/2024	1/26/2024
AM10	Following demonstration, determine whether City should proceed with purchase of Bid Management / Bid Central module	ERP Administrator Finance Staff Purchasing Staff	Personal Legend	1/29/2024	2/9/2024
AM11	Following demonstration, determine whether City should proceed with purchase of Contract Management module	ERP Administrator Finance Staff Purchasing Staff Contract Admins Project Managers	Personal Legend	1/29/2024	2/9/2024
AM12	Following demonstration, determine whether City should proceed with purchase of EER module	ERP Administrator Finance Staff Payroll Staff Accounts Payable Staff	Personal Legend	1/29/2024	2/9/2024
AM13	Following demonstration (if needed), determine whether City should proceed with implementation of Project Ledger with Grant Management module	ERP Administrator Finance Staff Contract Admins Project Managers	Personal Legend	1/29/2024	2/9/2024
AM14	If proceeding with implementation of Project Ledger with Grant Management module, determine whether additional implementation hours/days need to be purchased from Tyler Technologies or if the PACE program has hours/day available to support the rollout	ERP Administrator	Personal Legend	1/29/2024	2/9/2024
AM15	If City decides to proceed, send signed price quote to Tyler for Bid Management / Bid Central implementation	ERP Administrator	Personal Legend	1/29/2024	2/9/2024
AM16	If City decides to proceed, send signed price quote to Tyler for Contract Management implementation	ERP Administrator	Personal Legend	1/29/2024	2/9/2024
AM17	If City decides to proceed, send signed price quote to Tyler for EER implementation	ERP Administrator	Personal Legend	1/29/2024	2/9/2024
AM18	If City decides to proceed, schedule Bid Management / Bid Central implementation with Tyler	ERP Administrator	Personal Legend	2/12/2024	2/23/2024
AM19	If City decides to proceed, schedule Contract Management implementation with Tyler	ERP Administrator	Personal Legend	2/12/2024	2/23/2024
AM20	If City decides to proceed, schedule EER implementation with Tyler	ERP Administrator	Personal Legend	2/12/2024	2/23/2024
AM21	If City decides to proceed, schedule Project Ledger with Grant Management implementation with Tyler	ERP Administrator	Personal Legend	2/12/2024	2/23/2024
AM22	Complete implementation of Bid Management / Bid Central implementation (if City proceeds) with Tyler Technologies	ERP Administrator Finance Staff Purchasing Staff	Personal Legend	2/26/2024	6/30/2024



ID #	Task Description	Lead	Support	Start Date	End Date
AM23	Complete implementation of Contract Management implementation (if City proceeds) with Tyler Technologies	ERP Administrator Finance Staff Purchasing Staff Contract Admins Project Managers	Personal Legend	2/26/2024	6/30/2024
AM24	Complete implementation of EER implementation (if City proceeds) with Tyler Technologies	ERP Administrator Finance Staff Payroll Staff Accounts Payable Staff	Personal Legend	2/26/2024	6/30/2024
AM25	Complete implementation of Project Ledger with Grant Management implementation (if City proceeds) with Tyler Technologies	ERP Administrator Finance Staff Contract Admins Project Managers	Personal Legend	2/26/2024	6/30/2024
AM26	Develop/document policies and procedures to support ERP functionality for Bid Management / Bid Central (if City proceeds)	ERP Administrator Finance Staff Purchasing Staff	Personal Legend	2/26/2024	6/30/2024
AM27	Develop/document policies and procedures to support ERP functionality for Contract Management (if City proceeds)	ERP Administrator Finance Staff Purchasing Staff Contract Admins Project Managers	Personal Legend	2/26/2024	6/30/2024
AM28	Develop/document policies and procedures to support ERP functionality for EER (if City proceeds)	ERP Administrator Finance Staff Payroll Staff Accounts Payable Staff	Personal Legend	2/26/2024	6/30/2024
AM29	Develop/document policies and procedures to support ERP functionality for Project Ledger with Grant Management (if City proceeds)	ERP Administrator Finance Staff Contract Admins Project Managers	Personal Legend	2/26/2024	6/30/2024
AM30	Target Go-Live: Bid Management / Bid Central	ERP Administrator Finance Staff Purchasing Staff	Personal Legend	7/1/2024	7/1/2024
AM31	Target Go-Live: Contract Management	ERP Administrator Finance Staff Purchasing Staff Contract Admins Project Managers	Personal Legend	7/1/2024	7/1/2024



ID #	Task Description	Lead	Support	Start Date	End Date
AM32	Target Go-Live: EER	ERP Administrator Finance Staff Payroll Staff Accounts Payable Staff	Personal Legend	7/1/2024	7/1/2024
AM33	Target Go-Live: Project Ledger with Grant Management	ERP Administrator Finance Staff Contract Admins Project Managers	Personal Legend	7/1/2024	7/1/2024
AM34	Support additional modules (Bid Management / Bid Central, Contract Management, EER, Project Ledger with Grant Management) go-live and coordination with Tyler	ERP Administrator	Personal Legend	7/1/2024	8/9/2024
AM35	Stabilize and assist as needed with Bid Management / Bid Central, Contract Management, EER, Project Ledger with Grant Management	ERP Administrator	Personal Legend	7/1/2024	8/9/2024
AM36	During stabilization for both the pooled cash fund and Bank Reconciliation Manager, and for go-live of other additional module(s), begin coordination activities to implement the ACFR Builder module and Socrata Open Finance transparency reporting.	ERP Administrator	Personal Legend	7/1/2024	7/26/2024
AM37	If needed, schedule and complete demonstration of ACFR Builder with Tyler Technologies	ERP Administrator Finance Staff	Personal Legend	7/1/2024	7/26/2024
AM38	If needed, schedule and complete demonstration of Socrata Open Finance with Tyler Technologies	ERP Administrator Finance Staff	Personal Legend	7/1/2024	7/26/2024
AM39	Following demonstration (if needed), determine whether City should proceed with implementation of ACFR Builder module	ERP Administrator Finance Staff	Personal Legend	7/29/2024	8/2/2024
AM40	Following demonstration (if needed), determine whether City should proceed with implementation of Socrata Open Finance module	ERP Administrator Finance Staff	Personal Legend	7/29/2024	8/2/2024
AM41	If proceeding with implementation of ACFR Builder module, determine whether additional implementation hours/days need to be purchased from Tyler Technologies or if the PACE program has hours/day available to support the rollout	ERP Administrator	Personal Legend	8/5/2024	8/9/2024
AM42	If proceeding with implementation of Socrata Open Finance module, determine whether additional implementation hours/days need to be purchased from Tyler Technologies or if the PACE program has hours/day available to support the rollout	ERP Administrator	Personal Legend	8/5/2024	8/9/2024
AM43	If City decides to proceed, schedule ACFR Builder implementation with Tyler	ERP Administrator	Personal Legend	8/12/2024	8/16/2024
AM44	If City decides to proceed, schedule Socrata Open Finance implementation with Tyler	ERP Administrator	Personal Legend	8/12/2024	8/16/2024
AM45	Complete implementation of ACFR Builder implementation (if City proceeds)	ERP Administrator Finance Staff	Personal Legend	8/19/2024	9/27/2024
AM46	Complete implementation of Socrata Open Finance implementation (if City proceeds)	ERP Administrator Finance Staff	Personal Legend	8/19/2024	9/27/2024
AM47	Develop/document policies and procedures to support ERP functionality for ACFR Builder (if City proceeds)	ERP Administrator Finance Staff	Personal Legend	8/19/2024	9/27/2024



ID #	Task Description	Lead	Support	Start Date	End Date
AM48	Develop/document policies and procedures to support ERP functionality for Socrata Open Finance (if City proceeds)	ERP Administrator Finance Staff	Personal Legend	8/19/2024	9/27/2024
AM49	Target Go-Live: ACFR Builder	ERP Administrator Finance Staff	Personal Legend	9/30/2024	10/1/2024
AM50	Target Go-Live: Socrata Open Finance	ERP Administrator Finance Staff	Personal Legend	9/30/2024	10/1/2024
AM51	Support ACFR and Socrata Open Finance go-live and coordination with Tyler	ERP Administrator	Personal Legend	9/30/2024	10/31/2024
AM52	Stabilize and assist as needed with ACFR and Socrata Open Finance	ERP Administrator	Personal Legend	9/30/2024	10/31/2024



Security/Workflow Optimization and Milestone Planning

The problem

- Unreliable financial reporting due to lack of internal control and separation of duties.

Proposed solution

- Work directly with key stakeholders to ensure that the system is used to its full potential and proper policies and procedures are set in place to empower users.
 - For example, re-assess City’s security and workflow within the Tyler Munis ERP
- Lead development of a City milestone calendar with key stakeholders to ensure proactive preparation
 - For example, budget planning, annual reporting, 1099s and W2s

The plan

ID #	Task Description	Lead	Support	Start Date	End Date
SW1	Review City's current Role-based access control (RBAC) security design and setup	Personal Legend	ERP Administrator	1/8/2024	2/9/2024
SW2	Review City's current Workflow business rules design and setup	Personal Legend	ERP Administrator	1/8/2024	2/9/2024
SW3	Propose recommended changes to security and workflow based upon review of current design and setup	Personal Legend	ERP Administrator	1/8/2024	2/9/2024
SW4	(ERP Milestone Calendar) Work with ERP Administrator to begin identifying City milestones and milestone dates as they relate to the ERP system	Personal Legend	ERP Administrator	1/22/2024	3/29/2024
SW5	(ERP Milestone Calendar) Develop draft City ERP Milestone Calendar based on important dates communicated by ERP Administrator	Personal Legend	ERP Administrator	1/22/2024	3/29/2024
SW6	Meet with key City stakeholders to review recommendations of proposed changes to RBAC	Personal Legend	ERP Administrator Finance Staff	2/12/2024	2/23/2024
SW7	Assign responsibility of completing Tyler's RBAC full design spreadsheets by module area	ERP Administrator Personal Legend	Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	2/12/2024	2/23/2024
SW8	Meet with key City stakeholders to review recommendations of proposed changes to Workflow	Personal Legend	ERP Administrator Finance Staff	2/12/2024	2/23/2024
SW9	Assign responsibility to map changes to Workflow business rules by module area	ERP Administrator Personal Legend	Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	2/12/2024	2/23/2024



ID #	Task Description	Lead	Support	Start Date	End Date
SW10	Schedule recurring meeting(s) to check-in on progress of RBAC and Workflow changes and mapping	ERP Administrator Personal Legend	Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	2/12/2024	2/23/2024
SW11	Complete RBAC full design spreadsheets by module area, including proper menu security	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	2/26/2024	3/22/2024
SW12	Complete mapping of changes to Workflow business rules by module area	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	2/26/2024	3/22/2024
SW13	Initial review of completed RBAC full design spreadsheets by module area for accuracy and completeness	ERP Administrator Personal Legend	Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	3/25/2024	4/5/2024
SW14	Initial review of completed mapping of changes to Workflow business rules by module area for accuracy and completeness	ERP Administrator Personal Legend	Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	3/25/2024	4/5/2024
SW15	(ERP Milestone Calendar) Request important ERP milestone dates from other City stakeholders who interact with the Tyler Munis ERP	Personal Legend	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	4/1/2024	4/26/2024
SW16	(ERP Milestone Calendar) Determine whether any meetings need to be scheduled to confirm important ERP milestones and milestone dates with other City stakeholders who interact with the Tyler Munis ERP	Personal Legend	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	4/1/2024	4/26/2024



ID #	Task Description	Lead	Support	Start Date	End Date
SW17	Apply any necessary updates to RBAC full design spreadsheets by module area after review	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	4/8/2024	4/12/2024
SW18	Apply any necessary updates to mapping of changes to Workflow business rules by module area after review	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	4/8/2024	4/12/2024
SW19	Final review of completed RBAC full design spreadsheets by module area for accuracy and completeness (with module leads to confirm)	ERP Administrator Personal Legend	Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	4/15/2024	4/26/2024
SW20	Final review of completed mapping of changes to Workflow business rules by module area for accuracy and completeness (with module leads to confirm)	ERP Administrator Personal Legend	Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	4/15/2024	4/26/2024
SW21	(ERP Milestone Calendar) Apply updates to ERP Milestone Calendar based on updates from other City stakeholders who interact with the Tyler Munis ERP	Personal Legend	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	4/29/2024	5/10/2024
SW22	(ERP Milestone Calendar) Deliver initial City ERP Milestone Calendar	Personal Legend	ERP Administrator	4/29/2024	5/10/2024
SW23	Build new RBAC security roles/permissions and assign to users in the TRAIN or TEST environments	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	4/29/2024	5/10/2024



ID #	Task Description	Lead	Support	Start Date	End Date
SW24	Build new Workflow business rules and assign users/roles in the TRAIN or TEST environments	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	5/13/2024	5/24/2024
SW25	(ERP Milestone Calendar) Request feedback and apply updates to ERP Milestone Calendar based on feedback from ERP Administrator and other City stakeholders who interact with the Tyler Munis ERP (iterative)	Personal Legend	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	5/13/2024	6/21/2024
SW26	Initial testing/validation of new RBAC security roles/permissions in the TRAIN or TEST environments	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	5/27/2024	6/7/2024
SW27	Initial testing/validation of new Workflow business rules in the TRAIN or TEST environments	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	5/27/2024	6/7/2024
SW28	After initial testing/validation, apply updates to new RBAC security roles/permissions in the TRAIN or TEST environments	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	6/10/2024	6/14/2024
SW29	After initial testing/validation, apply updates to new Workflow business rules in the TRAIN or TEST environments	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	6/10/2024	6/14/2024



ID #	Task Description	Lead	Support	Start Date	End Date
SW30	Final testing/validation of new RBAC security roles/permissions in the TRAIN or TEST environments; Apply updates as needed	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	6/17/2024	6/21/2024
SW31	Final testing/validation of new Workflow business rules in the TRAIN or TEST environments; Apply updates as needed	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	6/17/2024	6/21/2024
SW32	Export all new RBAC security roles from TRAIN or TEST and import to PRODUCTION; Assign users	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	6/24/2024	6/28/2024
SW33	Export all new Workflow business rules from TRAIN or TEST and import to PRODUCTION; Assign users	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	6/24/2024	6/28/2024
SW34	(ERP Milestone Calendar) Deliver completed and finalized ERP milestone calendar	Personal Legend	ERP Administrator	6/24/2024	6/28/2024
SW35	Cutover: Begin utilizing new RBAC security roles and Workflow business rules	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	7/1/2024	7/1/2024
SW36	Cutover: Begin utilizing new ERP Milestone Calendar, apply updates as needed to incorporate additional milestones and/or milestone dates, or to correct existing milestones and/or milestone dates	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	7/1/2024	7/1/2024



ID #	Task Description	Lead	Support	Start Date	End Date
SW37	Monitor transactions, permissions, and workflows and update configurations to new RBAC security and Workflow business rules, as needed	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	7/1/2024	8/31/2024
SW38	Stabilize and assist as needed	ERP Administrator Finance Staff Treasurer's Office HR Staff PR Staff EAM Lead(s)	Personal Legend	9/1/2024	10/31/2024

FREE FOOD FRIDAY

- A. Overflow from parking lot
 - 1. 40 home cooked meals every Sunday to those in need.
 - 2. Free Food Friday – 3 locations
 - a. Average attendance – 300-400
 - b. Average value of food given out a week \$50,000+-
 - 3. School Support
 - a. 24 kid packs to Harry E James for children in need (this includes 7 meals per kid every weekend)
 - b. Regular Food distribution to Hopewell High School and Harry E James
 - c. Added Dupont Elementary Last week.
 - 4. Other Food Distribution
 - Hopewell Heights
 - Davisville
 - Thomas Rolfe
 - Langston Park
 - Arlington Park
 - 5. 6 hopewell residents were sent to rehab funded through our ministry
 - 6. Weekly ministry to unsheltered in Hopewell outside of our normal giveaway from abundance.
 - 7. Inclement weather shelter stocked weekly.
 - 8. Over 1,000 backpacks for the homeless were given out in the following locations
 - a. Hopewell
 - b. Jacksonville
 - c. Orlando
 - d. St. Augustine
 - e. Cocoa Beach
 - f. Charlotte
 - g. Raleigh
 - h. Washington D.C.
 - i. Kensington, PA February 2024
 - 9. Partnerships
 - a. Lunch Break, LLC
 - b. Waves
 - c. John Randolph Foundation
 - d. Tri-Cities Hospital
 - e. Major League Fishing
 - f. Hunters for the Hungry
 - g. Sherrif and Police Department
 - h. Harry E James
 - i. Hopewell High School
 - j. Dupont Elementary
 - k. The Heights Baptist Church
 - l. Mt. Pleasant Baptist Church

- m. Chester Christian Fellowship
- n. Woodlawn Baptist Church
- o. God's Storehouse
- p. New Kent food pantry
- q. The Fix Ministry
- r. Brightview
- s. Beacon Theatre
- t. American Legion
- u. Moose Lodge
- v. Southside Virginia Association of Realtors
- w. Matoaca High School
- x. The Stand School
- y. Awaken Church
- z. Chesterfield Food Bank
- aa. Fast-Katz Barbershop
- bb. 3 Dentist offices
- cc. Dominion Energy
- dd. Hopewell Heights



Quoted By: Steve Simmons
 Quote Expiration: 06/03/24
 Quote Name: City of Hopewell - ERP - Contracts and Bid Management
 Quote Description: Contracts & Bid Management

Sales Quotation For:
 City of Hopewell
 300 N Main St
 Hopewell VA 23860-2721

Tyler License Fees and Related Services

Description	Qty	License	Hours	Module Total	Year One Maintenance
Financial Management					
Bid Management	1	\$ 3,740.00	24	\$ 3,740.00	\$ 673.00
Contract Management	1	\$ 3,660.00	24	\$ 3,660.00	\$ 659.00
TOTAL		\$ 7,400.00	48	\$ 7,400.00	\$ 1,332.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Project Management	8	\$ 175.00	\$ 0.00	\$ 1,400.00	\$ 0.00
Remote Implementation	48	\$ 175.00	\$ 0.00	\$ 8,400.00	\$ 0.00
TOTAL				\$ 9,800.00	\$ 0.00

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 7,400.00	\$ 1,332.00
Total SaaS	\$ 0.00	\$ 0.00
Total Tyler Services	\$ 9,800.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 17,200.00	\$ 1,332.00
Contract Total	\$ 18,532.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available

for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.

- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.

- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by

Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.



Quoted By: Steve Simmons
 Quote Expiration: 06/04/24
 Quote Name: City of Hopewell - ERP - Employee Expense Reimbursement

Sales Quotation For:

City of Hopewell
 300 N Main St
 Hopewell VA 23860-2721

Tyler License Fees and Related Services

Description	Qty	License	Hours	Module Total	Year One Maintenance
Human Resources Management					
Employee Expense Reimbursement	1	\$ 4,206.00	32	\$ 4,206.00	\$ 757.00
TOTAL		\$ 4,206.00	32	\$ 4,206.00	\$ 757.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Project Management	8	\$ 175.00	\$ 0.00	\$ 1,400.00	\$ 0.00
Remote Implementation	32	\$ 175.00	\$ 0.00	\$ 5,600.00	\$ 0.00
TOTAL				\$ 7,000.00	\$ 0.00

Summary

2023-442226-Q6V9K1

One Time Fees

CONFIDENTIAL

Recurring Fees

Total Tyler License Fees	\$ 4,206.00	\$ 757.00
Total SaaS	\$ 0.00	\$ 0.00
Total Tyler Services	\$ 7,000.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 11,206.00	\$ 757.00
Contract Total	\$ 11,963.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting,

and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.

- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.

R-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: City Hopewell Food Distribution

ISSUE: Open Discussion regarding food distribution on public property throughout Hopewell. The Beacon Hill Church Pastor requested to remain at their current distribution location but offered to manage the traffic in the area to reduce concerns regarding “liability/risk” from the City Attorney.

RECOMMENDATION: Provide direction to City Staff.

TIMING: February 13, 2024

BACKGROUND: A City Councilor met with City staff to discuss the unsheltered population and brainstorm ideas of how to best serve this community. As a result of this meeting, consolidating food distribution to one location was an ideal option.

ENCLOSED DOCUMENTS: Beacon Hill Church Free Food Friday Information Sheet

STAFF: Dr. Concetta Manker, City Manager

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|------------------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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

Beacon Hill Church
FREE FOOD FRIDAY

- A. Overflow from parking lot
1. 40 home cooked meals every Sunday to those in need.
 2. Free Food Friday – 3 locations
 - a. Average attendance – 300-400
 - b. Average value of food given out a week \$50,000+-
 3. School Support
 - a. 24 kid packs to Harry E James for children in need (this includes 7 meals per kid every weekend)
 - b. Regular Food distribution to Hopewell High School and Harry E James
 - c. Added Dupont Elementary Last week.
 4. Other Food Distribution
 - Hopewell Heights
 - Davisville
 - Thomas Rolfe
 - Langston Park
 - Arlington Park
 5. 6 hopewell residents were sent to rehab funded through our ministry
 6. Weekly ministry to unsheltered in Hopewell outside of our normal giveaway from abundance.
 7. Inclement weather shelter stocked weekly.
 8. Over 1,000 backpacks for the homeless were given out in the following locations
 - a. Hopewell
 - b. Jacksonville
 - c. Orlando
 - d. St. Augustine
 - e. Cocoa Beach
 - f. Charlotte
 - g. Raleigh
 - h. Washington D.C.
 - i. Kensington, PA February 2024
 9. Partnerships
 - a. Lunch Break, LLC
 - b. Waves
 - c. John Randolph Foundation
 - d. Tri-Cities Hospital
 - e. Major League Fishing
 - f. Hunters for the Hungry
 - g. Sherrif and Police Department
 - h. Harry E James
 - i. Hopewell High School
 - j. Dupont Elementary
 - k. The Heights Baptist Church

- l. Mt. Pleasant Baptist Church
- m. Chester Christian Fellowship
- n. Woodlawn Baptist Church
- o. God's Storehouse
- p. New Kent food pantry
- q. The Fix Ministry
- r. Brightview
- s. Beacon Theatre
- t. American Legion
- u. Moose Lodge
- v. Southside Virginia Association of Realtors
- w. Matoaca High School
- x. The Stand School
- y. Awaken Church
- z. Chesterfield Food Bank
- aa. Fast-Katz Barbershop
- bb. 3 Dentist offices
- cc. Dominion Energy
- dd. Hopewell Heights

ADJOURNMENT