

# AGENDA



**CITY OF HOPEWELL**  
Hopewell, Virginia 23860

**CITY COUNCIL**

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

**AGENDA**

(804) 541-2408

www.hopewellva.gov  
info@hopewellva.gov  
cityclerk@hopewellva.gov

**John M. Altman, Jr., City Manager**  
**Cynthia E. Hudson, Acting City Attorney**  
**Mollie P. Bess, City Clerk**

**April 12, 2022**

**REGULAR MEETING**

Closed Meeting - 6:30 p.m.  
Work Session - 7:00 p.m.  
Regular Meeting - 7:30 p.m.

**OPEN MEETING**

**6:30 p.m.** Call to order, roll call, and welcome to visitors

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section 2.2-3711(A)(1) to discuss prospective appointees to various boards and commissions; and to discuss and consider personnel matters for Council employees (City Manager, City Attorney and City Clerk).

**CLOSED MEETING**

**RECONVENE OPEN MEETING**

Roll Call

**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 meeting?

Roll Call

**REGULAR MEETING**

Call to order, roll call, and welcome to visitors

Prayer by Rev. Danny Tucker, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Denton

**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:** March 29, 2022

**C-2 Pending List:**

**C-3 Information for Council Review:** HPC Minutes – 1/24/22 & 3/1/22; DDRC Minutes – 3/2/22

**C-4 Personnel Change Report:** March - 2022

**C-5 Public Hearings:**

**C-6 Routine Approval of Work Sessions:** HRHA Joint Work Session – 4/27/22; CDBG Committee Meeting – 4/18/22

**C-7 Ordinances on Second & Final Reading:**

**C-8 Routine Grant Approval:**

**C-9 Resolutions, Proclamations:**

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

Roll Call

### **INFORMATION/PRESENTATIONS**

**Presentation of Proclamation to Hopewell High School Student Aravely Avila-Jimenez**

**Financial Report** – Mr. Michael Terry, City of Hopewell Finance Director

### **PUBLIC HEARING**

**PH-1 – 3300 Trenton Street Conditional Use Permit** – Tevya Griffin, Director – Dept. of Development

**PH-2 – HRHA Property Acquisition Request** – Tevya Griffin, Director – Dept. of Development

**PH-3 – 2022 Tax Rates** – John M. Altman, Jr. – City Manager

### **UNFINISHED BUSINESS**

### **COMMUNICATIONS FROM CITIZENS**

**CITY CLERK:** *A Communications from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **three minutes**. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes*

*personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)*

**Reports of Boards and Commissions:**

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 – Congressional Appropriation Approach – John M. Altman, Jr., City Manager**

**R-2 – Francisco Landing – John M. Altman, Jr. – City Manager**

**Reports of City Attorney:**

**Reports of City Clerk:**

**Board/Commission Vacancies:      Historic Preservation Committee – 4 vacancies  
   Architectural Review Board – 2 vacancies  
   Planning Commission – 1 vacancy  
   Economic Development Authority – 1 vacancy**

**Reports of City Council:**

**Committees**

**COUNCILORS REQUEST**

**CR-1 –Ed Hatch Print – Vice Mayor Partin**

MOTION:

---

Roll Call

**Presentations from Boards and Commissions**

**Other Council Communications**

**Adjournment**

**CLOSED  
MEETING**

# CONSENT AGENDA

# MINUTES

**March 29, 2022**  
**DRAFT - Special Meeting**

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING**

A Special Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, March 29, 2022, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Johnny Partin, Vice Mayor (Ward 3) – (Remote)  
Deborah Randolph, Councilor (Ward 1)  
Arlene Holloway, Councilor (Ward 2) – (Remote)  
Jasmine Gore, Councilor (Ward 4)  
Brenda S. Pelham, Councilor (Ward 6)  
Janice B. Denton, Councilor (Ward 5)

ABSENT: Patience Bennett, Mayor (Ward 7)

STAFF: J. March Altman, Jr., City Manager  
Mollie P. Bess, City Clerk

**ROLL CALL**

Councilor Gore opened the Special meeting around Redistricting at 6:30 p.m. Roll call was taken as follows:

<b><u>ROLL CALL</u></b>	Mayor Bennett	-	Absent
	Vice Mayor Partin	-	Present (Remote)
	Councilor Randolph	-	Present
	Councilor Holloway	-	Present (Remote)
	Councilor Gore	-	Present
	Councilor Denton	-	Present
	Councilor Pelham	-	Present

City Clerk ask Vice Mayor Partin to state the reason that he is joining virtually, his response was Family Vacation in Sonoma County, California. Vote is taken to allow/deny Vice Mayor Partin to join remotely.

Motion made by Councilor Denton and seconded by Councilor Randolph to allow Vice Mayor Partin to participate electronically.

Roll Call:	Councilor Randolph	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	yes
	Councilor Pelham	-	yes

Motion Failed: 4– Ayes  
0 – No

City Clerk ask Councilor Holloway to state the reason that she is joining virtually, her response was medical. She clarified that she was at her residence. Vote is taken to allow/deny Councilor Holloway to join remotely.



**March 29, 2022**  
**DRAFT - Special Meeting**

Motion made by Councilor Randolph and seconded by Councilor Denton to allow Councilor Holloway to participate remotely.

Roll Call:	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Councilor Randolph	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes

Motion Passes: 5 – Ayes  
0 – No

**WORK SESSION**

**WS-1 – REDISTRICTING**

City Manager March Altman started the meeting by addressing City Council and stating that this work session was called to discuss Redistricting. There are six scenarios that have been developed since the initial meeting for consideration. The goal this evening is discussion of the scenarios and to possibly get a recommendation on one so the process to move forward can begin with all of the necessary ordinances that will need to be done and paperwork submitted to the Attorney General's office. We need to have our ordinance in place and have the public hearing before we can submit the package to the Attorney General. Looking for any questions, comments, preferences over the six scenarios so that we can narrow them down. We would like to be in a position that at the 2<sup>nd</sup> meeting in April to have the public hearing in order to move forward with our Ordinances to adopt new wards.

Ms. Griffin, Planning Director approached the podium with the idea that we have 6 maps and maybe go to each Councilor with the top 3 and then we can narrow down to 3 maps to work with.

Councilor Gore stated she would go in order of the dais to collect the top 3 wards from each councilor. The choices were as follows:

Councilor Randolph – Map 2, Map 6, Map 3  
Councilor Denton – Map 2, Map 4, Map 3  
Councilor Pelham – Map 6  
Vice Mayor Partin – Map 1, Map 2, Map 4  
Councilor Holloway – Map 6  
Councilor Gore – Map 6

City Manager Altman stated that the tally indicated that Map 6 has the most votes with a total of 4 votes for Map 6.

Councilor Gore stated that Map 6 has the most votes, so Council will start with Map 6. Councilor Randolph had no comments to make on Map 6. Councilor Denton stated it was her least favorite but had no particular concerns. Councilor Pelham wanted Langston Park added to Map 6. Councilor Holloway has no objection to Councilor Pelham's request to move Langston Park to Map 6. However, after much discussion with Mr. David Thompson and Ms. Tevya Griffin, it was decided that

**March 29, 2022**  
**DRAFT - Special Meeting**

this was not able to be moved because of the census blocks. Vice Mayor Partin had no further comments or questions. Councilor Holloway said that she consented to Twin Rivers being added to Ward 2 and Dellrose being added to Ward 2. Councilor Gore asked if there are any other last minute comments, questions or concerns. There is one change and this is to include Langston Park and that has been accepted. Councilor Gore asked Mr. Altman what was the next step that he needed done and he explained that if Map 6 is the direction we are go in, they can begin to prepare all of the ordinances necessary for drawing the lines around the wards. If we target the second meeting in April to do the public hearings, then we can put this on the agenda for the April 12<sup>th</sup> for Council to say “Yes”, with all members present, with the Mayor being able to chime in. Councilor Gore stated that if Map 6 is in the majority right now, and we say move forward with planning for Map 6 unless there is an objection with the tally of the Mayor. Councilor Pelham asked if citizens would get to vote on the maps and it was explained that it would be a Council decision as to which map they went with.

It was decided to go with Map 6 as long as the Mayor has no objections and to hold the public hearing on April 26. Signatures on petitions have to be in by the 21<sup>st</sup> of June, so that is the need for having to get this completed. Nothing that is done tonight will change anything until after this upcoming election. Councilor Gore – just to clarify, the city’s boundaries, you are going to wait until after this November’s election to give new boundaries? The new lines will be used for City Council elections this year, the sooner we get his done the sooner we can get letters out to everyone.

Recap – If Map 6 is decided on tonight, Mr. Altman will talk to Mayor Bennett and confirm if she has any issues or is objecting to it and if she does not we will move forward with the public hearing to be held on April 26. Once the map is adopted Councilors/others can start to gather signatures based on the new lines.

Wrap-up – Mr. Altman will check with the Mayor to see if she has any objections to this, if she does we will put back on the agenda for April 12 for Council to make a decision.

Motion by Councilor Randolph and seconded by Councilor Denton to adjourn.

ROLL CALL:	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes

Motion Passes: 6 – Ayes  
0 – Nays

Meeting Adjourned

Update given by City Manager Mr. Altman on the chemical release that happened this morning at Atvan6. There was a release from one of their oilium tanks, which is sulfuric acid back at the river along their pier. There was a cloud of acid in the air, we had an engine on site along with the fire chief and battalion chief, because the winds were not blowing, it was stationary. The engine was positioned so that we could provide a mist shower over the cloud to prevent it from moving toward City Point. Advan6 began to pump down the about of olium from one tank to the other, when that happened, the pressure created a vacuum going in the pumping direction which slowed the leak almost to nothing. After a debrief with the

**March 29, 2022**  
**DRAFT - Special Meeting**

fire chief at 5:00 p.m. today, we had taken our firetruck off scene and marked it back in service for the City. There was an environmental clean-up company on scene to clean up any matter that had fallen onto the ground. There was ultimately no threat to the community and it was contained on site at Honeywell, nothing escaped the site. All citizens should sign up for the Code Red alert system, our nixel system, also for FOIA list, and follow up on our social media sites. Kudos to our police and fire department for the quick response.

---

Patience Bennett, Mayor

---

Mollie Bess, City Clerk

INFORMATION  
FOR  
COUNCIL REVIEW

**MINUTES OF THE JANUARY 24, 2022 MEETING  
OF THE HISTORIC PRESERVATION COMMITTEE  
City of Hopewell**

A meeting of the Historic Preservation Committee for the City of Hopewell was held on Monday, January 24, 2022 at 5:30PM in the City Council conference room located at 300 N. Main Street, Hopewell, VA 23860.

**Present:**

Debbie Randolph  
Janice Denton – via phone  
Tevya Griffin  
Rita Joyner  
Aaron Reidmiller

Emmanuel Dabney – NPS Advisor

**Absent:**

David Fratarcangelo

**Staff:**

Chris Ward, Senior Planner

The meeting began at 5:33 p.m.

**ADMINISTRATIVE MATTERS**

Ms. Griffin welcomed everyone to the meeting and asked if there were any requests for withdrawal, deferral or amendments to the agenda. There were none. Ms. Griffin asked if there were any changes to the meeting minutes from October 25, 2021. Councilor Randolph made a motion to approve the meeting minutes from October 25, 2021. Mr. Reidmiller seconded. The motion carried 5-0.

**CITIZENS COMMENTS**

No citizens were present.

**UNFINISHED BUSINESS**

Proposals for Highest and Best Use Study

Mr. Ward stated that the city received two proposals for the Highest and Best Use Study being funded by the Cameron Foundation grant– one from a consultant team led by Terry Ammons, and a second one from Hill Studio out of Roanoke. Councilor Randolph commented that she had reviewed both proposals over the weekend and thought both were good proposals yet she thought the proposal from Hill Studio was most impressive. Ms. Joyner agreed with Councilor Randolph and stated that the proposed scope of work from Hill Studio seemed more extensive and a better fit for the project. Councilor Randolph asked staff for comments. Mr. Ward replied that he had worked with Hill Studio in the past and that they produce a quality product. He continued that he also was familiar with Mr. Ammons' work. Ms. Joyner commented that HDP and the city are

working with LPDA, one of the partners on Mr. Ammon's team, on a downtown landscape plan and she was not satisfied with their timeliness or communication. Mr. Ward agreed. Mr. Reidmiller stated that he had not had time yet to review and the proposals and asked what the timeframe was for review. Mr. Ward answered that he would send out a score sheet the next day and to have both proposals scored by the end of the day on Friday. He also asked if the whole committee would be reviewing the proposals or if a sub-committee would be created. Ms. Joyner made a motion that the whole committee would review the proposals and each member would email Mr. Ward their score sheets by the end of the day Friday. Councilor Randolph seconded the motion. The motion carried 5-0.

LeeAnne Ball Research Proposal

Ms. Griffin stated that Ms. Ball had submitted a proposal for research assistance on the Lodge property. Mr. Ward stated that he solicited the proposal from Ms. Ball after Councilor Denton suggested utilizing her skills for background research. He continued that Ms. Ball has a team of researchers and the stated research methods seemed quite thorough for the proposed \$1,500 fee. MS. Griffin stated that her department budget could cover the cost of this research. Mr. Reidmiller made a motion to accept the research proposal from Ms. LeeAnne Ball. Ms. Joyner seconded the motion. The motion carried 6-0.

**NEW BUSINESS**

Earthworks at Harry E. James Elementary School

Mr. Reidmiller provided the group with some background information on the earthworks that are partially located on school property and private property. He asked if the Historic Preservation Committee would be interested in overseeing some sort of project related to the earthworks. Mr. Dabney expressed interest in researching the earthworks to find out more about them. Mr. Reidmiller suggested that there may be ways to tie in the earthworks with the Union Fort park on Appomattox Street.

2022 Public Engagement Opportunities

Mr. Ward asked the members to think about ways the committee could engage the public regarding the lodge property. He stated that many neighbors and passers-by stopped during the archaeological dig and showed quite a bit of interest in the property. He continued that with a consultant coming onboard and utilizing public input in the highest and best use study, there were opportunities to engage the neighbors and Hopewell citizens at large.

Ms. Griffin made a motion to adjourn the meeting. Mr. Reidmiller seconded. The motion carried 6-0. The meeting adjourned at 6:24PM.

APPROVED:

  
\_\_\_\_\_  
Tevya W. Griffin – Director of Development

3/31/2022  
Date

**MINUTES OF THE MARCH 1, 2022 MEETING  
OF THE HISTORIC PRESERVATION COMMITTEE  
City of Hopewell**

A meeting of the Historic Preservation Committee for the City of Hopewell was held on Tuesday, March 1 at 1:00PM at Guncotton Coffee Shop located at 238 E. Broadway, Hopewell, VA 23860.

**Present:**

Janice Denton  
Tevya Griffin  
Rita Joyner  
Aaron Reidmiller

**Absent:**

Debbie Randolph – via phone  
David Fratarcangelo  
Emmanuel Dabney – NPS Advisor

**Staff:**

Chris Ward, Senior Planner

**Guests:** Hannah Bell

The meeting began at 1:05 p.m.

**ADMINISTRATIVE MATTERS**

Mr. Ward welcomed everyone to the meeting and asked each person present to introduce themselves.

**CITIZENS COMMENTS**

No citizens were present.

The group proceeded to the bus provided by Recreation & Parks and took a quick tour of downtown, A Village, City Point, and the Shiloh Lodge.

The meeting adjourned at 2.57PM

**APPROVED:**

  
\_\_\_\_\_  
Tevya W. Griffin – Director of Development

3/31/2022  
Date

**MINUTES OF THE MARCH 2, 2022 MEETING  
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE  
City of Hopewell**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, March 2, 2022 in the City Council Conference Room located at 300 N. Main St. at 3:30PM.

Downtown Design Review Committee Members present:

Rita Joyner  
Mary French Elder  
Daniel Jones  
Drew Dayberry

Staff:

Chris Ward, Senior Planner

Guests:

Heather Lyne – Director, Hopewell Downtown Partnership  
Meredith Dean – COA Applicant – Waves Sandwich Shop – arrived at 4:21

Ms. Joyner called the meeting to order at 3:31PM. Mr. Ward conducted the roll call. A quorum was established. Ms. Joyner welcomed the members.

**ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS**

Ms. Joyner asked if there were requests for withdrawal, deferral or amendment to the agenda. There were none.

Ms. Joyner asked if there were any corrections or changes to the meeting minutes from January 5, 2022. There were none. Ms. Joyner asked if there was a motion to approve the meeting minutes. Mr. Jones made a motion to approve the meeting minutes from January 5, 2022. Mr. Dayberry seconded. The motion carried 4-0.

**CITIZEN COMMENTS**

Ms. Joyner asked if the guest had any comments about items not on the agenda. There were none.

**CERTIFICATES OF APPROPRIATENESS (COAs)**

Mr. Ward introduced the COA application to install sidewalk dining at Waves Sandwich Shop located at 224 N. Main Street. He continued that the applicant submitted the proposed layout just a few minutes before the meeting. Mr. Ward noted that the layout proposes sidewalk dining along the rear of the building at the alley that continues around the side of the building onto the sidewalk along W. Broadway. Ms. Joyner commented that she was unsure of the color and that black would not stand out as much white. Other members agreed. She also questioned whether vinyl was an appropriate material for the fencing. Mr. Ward responded that he was not very comfortable with vinyl but he was still waiting on comments from Public Works and Engineering. Ms. Elder asked



about the safety of the alley-side dining with vehicles constantly moving through the alley. Mr. Ward agreed that safety was a concern. The members discussed potentially tabling the application until comments were received from Public Works and Engineering. Mr. Ward stated that they could also approve the application contingent upon concurring comments from Public Works and Engineering. Ms. Elder made the motion to approve the COA application for sidewalk dining at 224 N. Main Street contingent upon concurrence of Public Works and Engineering and that the fencing should be black metal, not white vinyl. Mr. Dayberry seconded. The motion carried 4-0.

#### UNFINISHED BUSINESS

Mr. Ward stated that he only one property to report about and that 330 Appomattox would be back in court the next day regarding the unfinished garage. Ms. Joyner commented that she would also like to have the shipping container cited for violation, as they are not allowed in the B-1 District. Mr. Jones made the motion to send a violation notice the owner of 330 Appomattox Street. Ms. Elder seconded. The motion carried 4-0.

Ms. Joyner stated that she would also suggest that a violation letter be sent to 238 E. Broadway for the remnant Christmas decorations that are scattered across the patio area. Mr. Dayberry made the motion to send the violation notice to 238 E. Broadway. Ms. Elder seconded. The motion carried 4-0.


Ms. Lyne informed the group that the new owners of Quick Lunch are aiming for a mid-March opening and the proposed ice cream store in the former Lisa's Café space hope to be open by mid-summer.

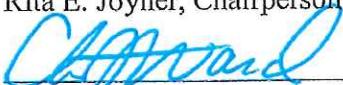
#### NEW BUSINESS

There was none.

Ms. Elder made a motion to adjourn. Mr. Jones seconded. The motion carried 4-0.  
The meeting adjourned at 4:30PM.

Submitted by,

  
\_\_\_\_\_  
Rita E. Joyner, Chairperson

  
\_\_\_\_\_  
Christopher Ward, Senior Planner

  
\_\_\_\_\_  
Date

# PERSONNEL REPORT

**DATE:** April 4, 2022  
**TO:** The Honorable City Council  
**FROM:** Yaosca Smith, HR Administrator  
**SUBJECT:** Personnel Change Report – April 2022

**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
FABRI CLAIBORNE	TREASURER	DELINQUENT TAX COLLECTOR	03/07/2022
DARREN TUCK	WATER RENEWAL	WWT OPERATOR III	03/09/2022
JAYLAH BOLLING	TREASURER	DELINQUENT TAX COLLECTOR	03/09/2022
STEFAN SABUR	RECREATION	PT RECREATION PROGRAMS ASSISTANT	03/09/2022
JOYCE WOOLRIDGE	RECREATION	PT CUST SVC AGNT	03/09/2022
JOSHUA BLAKE	RECREATION	PT GYM ATTEND	03/09/2022
STEPHEN NASH	RECREATION	PT ATHLET SITE ASST	03/09/2022
SHAMIKA TAYLOR	HEALTHY FAMILIES	FAMILY SUPPORT SPEC	03/09/2022
CODY BETLEY	RECREATION	PT ATLET SITE ASST	03/15/2022
MICHAEL WALLS	SHERIFF	PT SHERIFF DEPUTY	03/23/2022
WILLIAM MEIJER	SHERIFF	PT SHERIFF DEPUTY	03/23/2022
JEROME GEORGE	SHERIFF	PT SHERIFF DEPUTY	03/23/2022

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

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
SHEROD HAMPTON	SHERIFF	PT SHERIFF DEPUTY	03/04/2022
LAVONDA DAVIS	SOCIAL SERVICES	BEN PROG SPC II	03/07/2022
JAMES THARPE	FIRE	FIREFIGHTER / ALS NON CAR DEV	03/07/2022
KENNETH KEPLEY	SHERIFF	PT SHERIFF DEPUTY	03/07/2022
AUBREY TAYLOR	SHERIFF	TPT SHERIFF DEPUTY	03/07/2022
STEVEN CHISHOLM	FIRE	FIREFIGHTER / ALS NON CAR DEV	03/07/2022
KEVIN GAREAU	SHERIFF	PT SHERIFF DEPUTY	03/09/2022
DONALD HANNUKSELA	SHERIFF	PT SHERIFF DEPUTY	03/09/2022
KANDICE BARRON	POLICE	COMMUNICATIONS OPERATOR	03/14/2022
JOHN RAVIS	SHERIFF	PT SHERIFF DEPUTY	03/16/2022
JOSEPH LEMIEUX	POLICE	ANIM CONTROL OFF	03/29/2022

CC: March Altman, City Manager  
 Debbie Pershing, Administrative Services Manager  
 Elizabeth McGaha, Accounting Tech  
 Michael Terry, Finance Director

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

INFORMATION/  
PRESENTATIONS

# FINANCIAL REPORT

**City of Hopewell, VA  
Finance Department**

**Financial Report  
04.12.2022**

<b><u>Topic</u></b>	<b><u>Section</u></b>
<b>Financial and Compliance Reporting</b>	<b>1</b>
• <b>City and Schools External Reporting and Compliance Implementation Plan:</b>	
○ <b>02.01.2022 to 12.15.2023</b>	
▪ <b>Annual Activities and Requirements</b>	
▪ <b>Staff Resources and/or Technical Assistance</b>	
• <b>Progress Report 07.01.2022 to 03.31.2022</b>	<b>2</b>
○ <b>External Reporting</b>	
▪ <b>ACFR</b>	
▪ <b>APA</b>	
▪ <b>Single Audit</b>	
• <b>Operations and Assignments</b>	<b>3</b>
• <b>Budget</b>	<b>4</b>
○ <b>FY 2022-2023</b>	
• <b>Internal Reporting</b>	<b>5</b>
○ <b>City Manager's Report on Transfers</b>	

# Section 1

**City and Schools  
External Reporting and Compliance  
Implementation Plan**

Fiscal Year					Calendar Year
2019	Feb	Mar	April	May**	2022
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2020	June	July	Aug	Sept**	2022
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2021	Oct	Nov	Dec	Jan**	2022/2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2022	Feb	Mar	April	May**	2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2023	June	July	Aug	Sept**	2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				

\*\*ACF Report, APA Report, Single Audit Report



**City and Schools  
Closing, Reporting and Audit Workflow - Process  
(CRAW)**

**Annual Comprehensive Financial Report (ACFR)**

**Cash reconciliations**

**Beginning general ledger balance reconciliation**

**Year end closing process**

**Fund Balance classifications**

**Pension (GASB 68)**

**Other postemployment benefits (GASB 45)**

**Government Wide Reconciliations**

**Financial Statement Preparation**

**Auditor of Public Accounts (APA) Report**

**Single Audit Report**

**City and Schools  
External Reporting and Compliance  
Implementation Plan  
FY19-FY23**

<u>Annual Activities and Requirements:</u>	City	Schools
1. Operations (Day to Day) and Administration	Yes	Yes
2. External Reporting and Compliance Implementation Plan FY19 - FY23	Yes	Yes
3. Munis		
A. Post Implementation Improvements	Yes	NA
B. Implementation	NA	Yes

Staff Resources required to complete No.1 - No.3:

1. Current Staff Resources Engaged	Yes	Yes
2. Additional Staff Resources and/or Technical Support Required to Successfully Complete	Yes	Yes

NA- Not Applicable

# Section 2

City of Hopewell, Virginia											
Closing, Reporting and Audit Workflow (CRAW)											
							Date	Date	% Completion		
							Start	Due	Status	Comment(s)	
Project Planning - <b>Addendum</b>											
<b>Fiscal Year Ended June 30, 2019</b>					02.01.22	05.31.22			<b>29%</b>	Overall estimated % of completion as of <b>03.31.22</b>	
Phase:											
Annual Comprehensive Financial Report (ACFR)											
Cash reconciliations										35%	
Beginning general ledger balance reconciliation										75%	Task work in process <b>03.31.22</b>
Year end closing process										50%	Task work in process <b>03.31.22</b>
Fund Balance classifications										0%	
Pension (GASB 68)										45%	Task work in process <b>03.31.22</b>
Other postemployment benefits (GASB 45)										45%	Task work in process <b>03.31.22</b>
Government Wide Reconciliations										0%	
Financial Statement Preparation										15%	Task work in process <b>03.31.22</b>
Auditor of Public Accounts (APA) Report										0%	
Single Audit Report										0%	

# Section 3

City of Hopewell, VA July 01, 2021 to March 31, 2022 Operations and Assignments		Date Start	Date Due	% Completion Status	Comment(s)
Account Payables - March 2022:		03.01.22	03.31.22	100%	Task completed
	Number \$ Amount				
Process Invoices	1699 \$4,976,045				
Created Purchase Orders by Account Payables	29 \$391,913				
Printed Checks/Wires/EFT	781 \$4,976,045				
Payroll - March 2022:		03.01.22	03.31.22	100%	Task completed
Payroll Date	Gross Pay	Number of Employpess			
03.10.2022	\$914,309	438			
03.24.2022	\$961,298	444			
Note: City's Payroll Reporting (Federal & State) is Current.					
Accounting - March 2022:		03.01.22	03.31.22	100%	Task completed
Coordinated with Treasurer Office, Information Technology and other the Departments on timely & accurate accounting and recording of transactions in Munis					
Real Estate Assesor - March 2022:		03.01.22	03.31.22	100%	Task completed
Issued RFPs for Real Estate Assessment Services. Continued orientation and training of two new staff members filling vacancies due to retirement and resignation					
Financial Reporting and Budget - March 2022		03.01.22	03.31.22	100%	Task completed
Assited Departments with budget inquiry and assistance. Performed analytical review that is required for the preparation of a DRAFT FY2023 Operating and Capital Budget					
Note: Quarterly Report Submission for Victim Witness is Current					
Notification & Requests for Reporting:					
State Compensation Board Reimbursement -- SCB (July 2021 - March 2022)		07.01.21	06.30.22	100%	Task completed
DEQ -- received and reviewed updated financial assurance documents submitted to demonstrate financial assurance for the City closed landfill. Per DEQ 03.24.22 notification "...the City is in compliance with financial assurance..." for the closed landfill facility.					
Assignment(s):					
Munis Post Implementation Improvements, General Billing Training, Automated Cash Reconciliation, State and Estimated Income Munis Recordation, Tyler Open Finance Implementation and Deployment: Finance Director in conjunction with the City's ERP Administrator ( Munis Project Manager) working with Finance Staff , Treasurer & Staff and Hopewell Water Renewal Staff to improve/correct or establish a platform for postive outcomes of accountability and performance		12.10.21	6.30.22	40%	Task work in process 03.31.22

# Section 4

City of Hopewell, VA				
July 01, 2021 to March 31, 2022				
Budget Development				
FY 2022 - 2023				
	Date	Date	% Completion	
	Start	Due	Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2022 - 2023 Budget Development:				
Annual Operating (See attached City Manager's 11.30.21 email)	11.30.21	12.31.21	100%	Task completed 12.31.21
Capital Project	01.10.22	02.04.22	100%	Task completed 02.28.22
Capital Improvement Plan (CIP)	01.10.22	02.04.22	100%	Task completed 02.28.22
Draft Proposed City Budget Calendar for FY 2022 - 2023	01.17.22	01.31.22	100%	Task completed 01.31.22
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	01.31.22	02.21.22	100%	Task completed 02.28.22
Finalize City Budget Calendar for FY 2022 - 2023	02.22.22	02.28.22	100%	Task completed 02.28.22
Implement City Budget Calendar for FY 2022 - 2023	03.02.22	05.27.22	30%	Task work in process 03.31.22
Prepare the approved FY23 City Budget for loading to the City's accounting administrative system (MUNIS)	06.15.22	06.17.22		
Review & verify the loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)	06.21.22	06.24.22		
Confirm & verify City departments having access to their loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)	06.24.22	06.29.22		
Finance Department preparing DRAFT FY 2022-2023 Financial Plan (i.e. City budgetary document)	07.15.22	09.30.22		



# Section 5

City Manager's Report on Transfers 07.01.2021 to 03.31.2022					
Activity Date	Account Description	Fund Type	From	To	Comment(s)
7/1-31/2021	City Manager Transfers for Reporting Period-None				
8/1-31/2021	City Manager Transfers for Reporting Period-None				
9/1-30/2021	City Manager Transfers for Reporting Period-None				
10/1-31/2021	City Manager Transfers for Reporting Period-None				
11/1-30/2021	City Manager Transfers for Reporting Period-None				
12/1-31/2021	City Manager Transfers for Reporting Period-None				
1/1-31/2022	City Manager Transfers for Reporting Period-None				
2/3/2022	Engineering Department Engineering Department	General Fund General Fund	\$ 30,000	\$ 30,000	Transfer for Temporary Part time Help (Due to 2 Retirements)
2/7/2022	Sheriff's Office Sheriff's Office	General Fund General Fund	\$ 94,570	\$ 94,570	Transfer-Salary Savings to Purchase 2 Vehicles & Upgrade Camera/Key Fob System
3/16/2022	Contingency Police Department	General Fund General Fund	\$ 9,215	\$ 9,215	Transfer-Courts AV Project
3/25/2022	Contingency Fire Department	General Fund General Fund	\$ 6,658	\$ 6,658	Transfer-COVID Expenses

# PUBLIC HEARING

PH-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Conditional Use Permit for Sub-Parcel # 089-3380

**ISSUE:** The City has received a request from Sharla S. Kirk, owner of 3300 Trenton Street, also identified as Sub-Parcel # 089-3380, to convert a detached garage into an accessory apartment in the Residential Medium Density (R-2) District in accordance with Article IX of the Hopewell Zoning Ordinance.

**RECOMMENDATION:** Staff recommends the City Council consider public comments regarding the request and vote to approve, approve with conditions or deny the request.

**TIMING:** The public hearing will be held on April 12, 2022.

**BACKGROUND:** In order to convert a detached garage into an accessory apartment a Conditional Use Permit must be obtained from the Hopewell City Council.

**ENCLOSED DOCUMENTS:**

- Staff Report
- Application
- Supplemental Documents

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

**FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

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

# 3300 Trenton Street Conditional Use Permit

APRIL 12, 2022



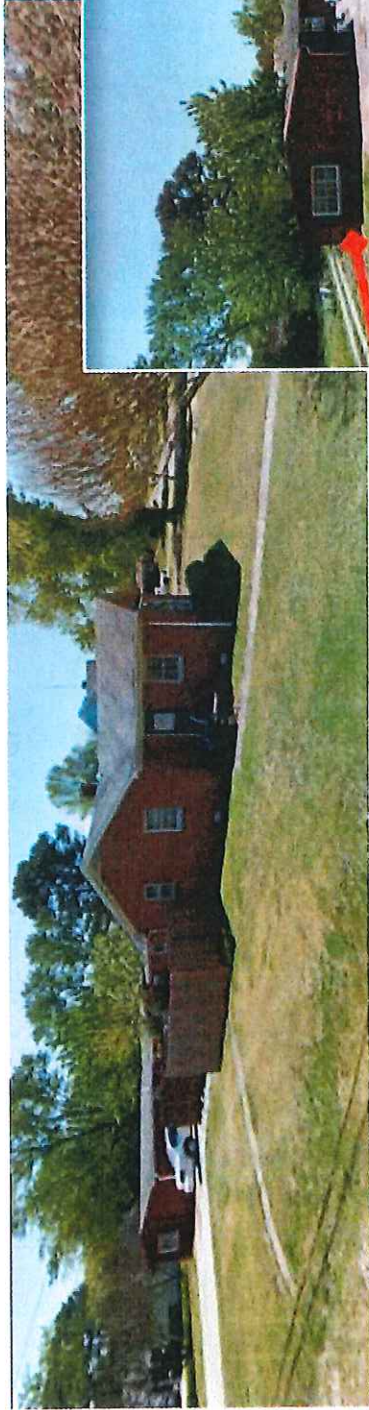
# 3300 Trenton Street

Request to allow an accessory apartment in the R-2 Zoning District

Use: Elderly, disabled mother-in-law



# 3300 Trenton Street



Proposed Accessory  
Apartment





# Conditional Use Permit Requirements

1. Applicant must certify that apartment will be occupied by a related family member 55 years of age or older or handicapped.
2. 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 is no case shall it be used as a rental unit.
3. Applicant must demonstrate that sufficient off street parking will be provided.
4. Permit must be renewed annually

Additionally, all other requirements of the Zoning Ordinance and Building Code, including but not limited to building permits and occupancy permits, must be complied with.

# Planning Commission Recommendation

The Planning Commission recommended approval with the following conditions:

1. The Building Official will inspect the unit prior to a tenant occupying the apartment to ensure it is compliant with Building Code regulations.
2. The installation of a railing across from the toilet in the restroom.



## City Council Resolution

The Hopewell City Council votes *to approve, approve with conditions, deny* a request submitted by Sharla S. Kirk, owner of 3300 Trenton Street also identified as Sub-Parcel # 089-3380, to allow convert a detached garage to an accessory apartment in accordance with Article IX of the Hopewell Zoning Ordinance.





3300 Trenton Street  
 Owner: Sharla S. Kirk  
 Conditional Use Permit to use an accessory  
 structure as an apartment

Staff Report prepared for the Hopewell City Council

Last Revised: April 5, 2022

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

**I. PUBLIC HEARINGS & MEETINGS:**

Planning Commission public hearing	January 6, 2022	Tabled
Planning Commission meeting	February 3, 2022	Recommended approval with conditions
City Council public hearing	April 12, 2022	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning: N/A  
 Existing Zoning: R-2, Residential, Medium Density District  
 Acreage: 7,250  
 Legal Description: LOTS 23-24 BLK 43 SUBDIVISION: WOODLAWN  
 Election Ward: Ward 7  
 Land Use Plan Recommendation: Urban Mixed Residential  
 Strategic Plan Goal: N/A  
 Map Location(s): Sub Parcel #: 089-3380  
 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 for a Conditional Use Permit from Sharla S. Kirk, owner of 3300 Trenton Street, also identified as Sub-Parcel # 089-2280, to allow a detached garage to be used as an accessory apartment in the Residential, Medium Density District (R-2).

**IV. SUBJECT PROPERTY:**

The property is a corner lot, located at the intersection of Trenton Street and Blackstone Avenue. The property consists of a single family detached home with a detached garage in the rear yard. The driveway is located in the rear of the house adjacent to the garage. A privacy fence encloses a portion of the rear yard. There are no other accessory structures on the property. The detached garage is 944 square feet.

**V. OWNER's POSITION REVISED:**

Excerpts from Application

The applicant proposes to use the detached garage as a home for a mother in law who is elderly and disabled.

The applicant contends that the garage is sturdy and the re-use will not adversely affect the neighbors.

**VI. ZONING/STAFF ANALYSIS:**

The applicant has owned the property since 2003. The mother in law that will reside in the accessory apartment is the mother of the owner's son-in-law. The son-in-law and daughter are moving in the with the owner.

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.

## VII. 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.*

#### **VIII. STAFF ANALYSIS:**

Staff has reviewed the application and offers the following:

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 Pages 3 and 4 of this document.

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 an accessory structure. The applicant has a family member in place and will certify occupancy according to the ordinance requirements.

Adjacent property owner letters were mailed to all addresses provided on the attached spreadsheet. An informational zoning sign and a public hearing ad was placed in the local circulating newspaper two weeks prior to the meeting. To date the City has not received any correspondence regarding this application. There is still the possibility that persons concerned with the request can speak at the public hearing.

Staff recommends approval of the application. Staff contends that the applicant has met the provisions of Article XXI. Amendments, Section D. Conditional and Special Use Permits, sub-section d. Approval Criteria. Additionally, the applicant is willing to certify that the person moving into the home is the mother in law of the owner's daughter. A permit will be issued and recorded, and the permit will be renewed annually.

#### **IX. PLANNING COMMISSION RESOLUTION**

At their meeting on February 3, 2022 the Hopewell Planning Commission voted 4 to 0 to approve the request with conditions, to allow a detached garage to be converted to an accessory apartment for use by a family member 55 years of age as required by the Hopewell Zoning Ordinance.

The Planning Commission concluded that the request met the seven criteria outlined in Article XXI. Amendments, Section D. Conditional and Special Use Permits and was in accordance with the Hopewell Comprehensive Plan 2028.

The conditions placed on the application are as follows:

1. The Building Official will inspect the garage apartment to verify that it is in compliance with all Building Code requirements
2. The installation of a railing across from the toilet in the restroom.

#### **X. CITY COUNCIL RESOLUTION:**

The Hopewell City Council votes to *approve, approve with conditions, deny* a request from Sharla S. Kirk, owner of 3300 Trenton Street, also identified as Sub-Parcel # 089-3380 to convert a detached garage into an accessory apartment in the Residential Medium Density (R-2) District in accordance with Article IX of the Hopewell Zoning Ordinance.

#### Attachment(s):

1. Conditional Use Permit Application
2. Adjacent property owner list

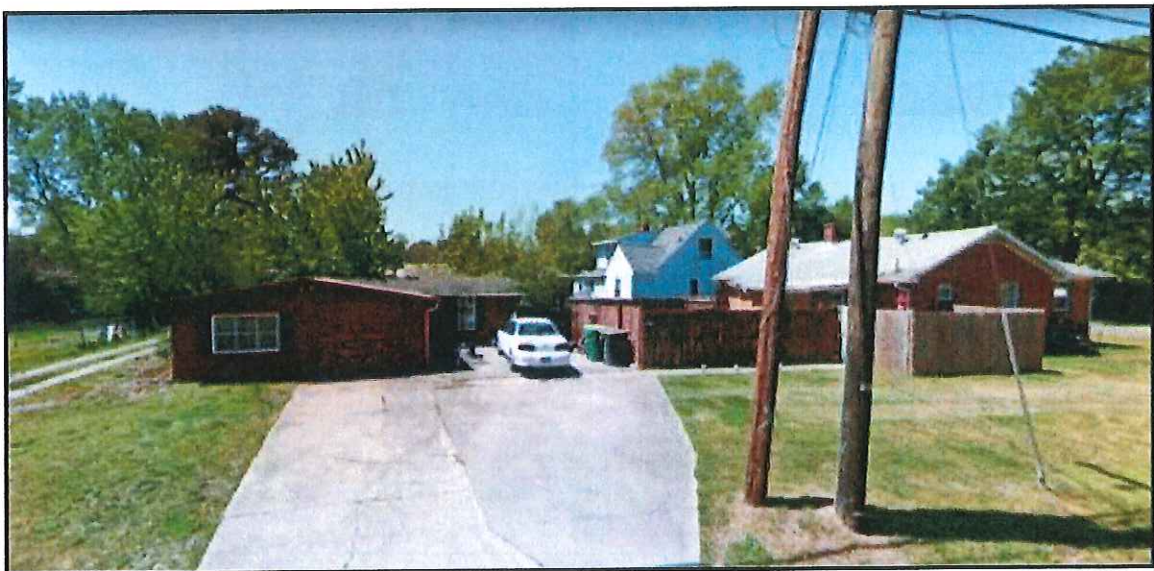
Aerial Map of Surrounding Area – 3300 Trenton Street



Picture of front of home



Picture of detached garage- location of proposed accessory apartment





The City  
of  
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION # 20210973

APPLICANT: SHARLA S. KIRK

ADDRESS: 3300 TRENTON ST.  
HOPEWELL, VA. 23860

PHONE #: 804-720-2803 FAX #: \_\_\_\_\_

EMAIL ADDRESS: SKirk20039@aol.com

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

OWNER: SAME AS APPLICANT

ADDRESS: \_\_\_\_\_

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

PROPERTY ADDRESS / LOCATION:

3300 Trenton St.

PARCEL #: 0892280 ACREAGE: \_\_\_\_\_ ZONING: R2

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

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

PRESENT USE OF PROPERTY:

Converted garage

THE CONDITIONAL USE PERMIT WILL ALLOW:

APARTMENT for elderly, handicapped relative

Mother-in-law

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.

IT DOES NOT AFFECT ADVERSELY IN ANY WAY THE NEIGHBORS OR THE NEIGHBORHOOD. IT BLOCKS NO MAIN ROADS, NO EMERGENCY ACCESS ROADS. IT IS A STURDY BUILDING.

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

SEE ABOVE

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.

IT WILL BE USED AS AN APARTMENT FOR AN ELDERLY, handicapped relative with limited resources.

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.

Sharla S. Kirk

APPLICANT SIGNATURE

NOV. 17, 2021

DATE

SHARLA S. KIRK

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_

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

16835-0001 debra m. 11/24/2021 10:53AM

ERMITTS / INSPECTIONS  
 CONDITIONAL USE PERMIT -  
 REVIEW  
 2021 Item: 202109731CUP 300.00  
 Payment Id: 237459

---

300.00

Subtotal 300.00  
 Total 300.00

TAX 300.00

Change due 0.00



Thank you for your payment.

CUSTOMER COPY

No. 90000249

\$300.00 DOLLARS

**RECEIPT**

DATE 11-24-21

FROM Shari S. Kich

FOR Conditional Use Permit

ACCT. FROM TO

PAID	300.00	BY	hinker
DUE			

CASH  
 CHECK  
 MONEY ORDER  
 CREDIT CARD

**AFFIDAVIT OF MAILING**

I, (*Kimberly D. Kinker*), under oath, hereby certify that the City of Hopewell received a request submitted by Sharla Kirk for a Conditional Use Permit to allow an accessory apartment at 3300 Trenton Street, also identified as Sub-Parcel # 089-2280. Notice was mailed on (*March 25, 2022*) by first class mail, postage prepaid, to all interested property owners, agents, occupants and other parties listed on the attached mailing matrix, all in accordance with Section 15.2-2204, Code of Virginia, 1950, as amended.

*Kimberly D. Kinker*  
Signature  
Executive Assistant  
Title

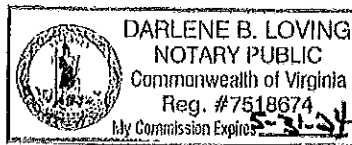
COMMONWEALTH OF VIRGINIA  
CITY OF HOPEWELL, TO WIT:

I, undersigned, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that (*Kimberly D. Kinker*) whose name is signed to the foregoing as Executive Assistant for the (*Department of Development/Planning*), has signed, acknowledged and sworn to the same before me in my jurisdiction aforesaid and, under oath, acknowledged the contents of the foregoing instrument to be true and accurate.

Given under my hand this 25 day of March 2022.

My Commission expires: May 31, 2024.

*Darlene B. Loving*  
Notary Public







March 25, 2022

Sharla S. Kirk  
3300 Trenton Street  
Hopewell, VA 23860

Dear Mrs. Kirk:

The Hopewell City Council will meet on **Tuesday, April 12, 2022 at 7:30 p.m.** to hold a public hearing regarding your request for a Conditional Use Permit to allow an accessory apartment at 3300 Trenton Street, also identified as Sub-Parcel # 089-2280.

At a public hearing City Staff will provide an overview of the request, with a recommendation. As the applicant, you are allowed to present the request to the City Council. The City Council may also ask you questions. The Code of Virginia also requires the City to notifying adjacent property owners of your request. If they choose, they are allowed to provide their opinion in writing or at the meeting.

The meeting on **Tuesday, April 12, 2022**, will be held in City Council Chambers located at 300 North Main Street, Hopewell, Virginia in City Hall. Please plan to attend this meeting or have a representative attend that can answer questions regarding the application.

Sincerely,

A handwritten signature in black ink, which appears to read "Tevya Williams Griffin". The signature is fluid and cursive.

Tevya Williams Griffin, AICP  
Director  
Department of Development

**City of Hopewell**  
Department of Development

300 North Main Street  
Hopewell, VA 23860



*The City of  
Hopewell, Virginia*

Department of Development

---

300 N. Main Street • Hopewell Virginia 23860 • (804) 541-2220 • Fax: (804) 541-2318

---

March 25, 2022

NOTICE OF PUBLIC HEARING & MEETING  
CITY OF HOPEWELL

Dear Adjacent Property Owner:

The Hopewell City Council will conduct a public hearing on **Tuesday, April 12, 2022 at 7:30 p.m.** at the Hopewell Municipal Building, 300 North Main Street, in Council Chambers for the purpose of receiving comments regarding the following requests in accordance with, Article IV, Residential, Medium Density, Section H. Accessory Apartments, of the Hopewell Zoning Ordinance. The following item will be considered:

- 1. A request submitted by Sharla Kirk for a Conditional Use Permit to allow an accessory apartment at 3300 Trenton Street, also identified as Sub-Parcel # 089-2280.**

If you desire additional information regarding this hearing, please contact the Department of Development at (804) 541-2220. If you would like to speak in favor or against this application please attend the meeting on April 12, 2022. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to City Hall, at 300 North Main Street, Suite 321, Hopewell, Virginia 23860. Email comments to [devdept@hopewellva.gov](mailto:devdept@hopewellva.gov).

Sincerely,

Tevya Williams Griffin, AICP  
Director  
Department of Development

Larry S & Elizabeth M Abernathy  
701 W BROADWAY,  
HOPEWELL, VA 23860

ADAMS ANDREA & CHARLENE  
ETHERIDGE  
727 N 130th Plaza,  
OMAHA, NE 68154

Javonte D Carter  
3320 TRENTON ST,  
HOPEWELL, VA 23860

FILE COPY

PALOS BLANCA V DE  
MARTINEZ  
3309 FREEMAN ST,  
HOPEWELL, VA 23860-1120

LBKBL PROPERTIES LLC  
12384 MECHUMPS CREEK LN,  
ASHLAND, VA 23005

Sylvia Kimbrell  
3207 TRENTON ST,  
HOPEWELL, VA 23860

Dean L Weston  
3206 TRENTON ST,  
HOPEWELL, VA 23860

Ismael Quezada  
3315 FREEMAN ST,  
HOPEWELL, VA 23860

JOHNSON JOHN C OR TAMMY L  
G JOHNSON  
3307 TRENTON ST,  
HOPEWELL, VA 23860

John W Taylor  
3318 TRENTON ST,  
HOPEWELL, VA 23860

Brian S & Holly J Rasco  
3309 TRENTON ST,  
HOPEWELL, VA 23860

David W Kirk  
3300 TRENTON ST,  
HOPEWELL, VA 23860

Donna L Gay  
3305 COURTHOUSE RD,  
HOPEWELL, VA 23860

3311 TRENTON ST LLC  
2409 BERMUDA AVE,  
CHESTER, VA 23836

Michael and Sandra Davis  
3712 JULEP DR,  
COLONIAL HEIGHTS, VA 23834

BLANCHARD WILLIAM K OR  
MARYLAND R LIFE ESTATES  
3205 FREEMAN ST,  
HOPEWELL, VA 23860

James Wicker Traylor  
P O BOX 283,  
HOPEWELL, VA 23860

WARD L RUSSELL JR  
11108 MERCHANT HOPE ROAD,  
NORTH PRINCE GEORGE, VA  
23860

Jason & Priscilla Crane  
3307 TRENTON ST,  
HOPEWELL, VA 23860

Larry S & Elizabeth M Abernathy  
701 W BROADWAY,  
HOPEWELL, VA 23860

GREATER RICHMOND  
PROPERTY MANAGEMENT  
P O BOX 2370,  
CHESTER, VA 23831

Riley E Ingram Jr.  
4830 W HUNDRED RD,  
CHESTER, VA 23831

Heather Gore  
3316 TRENTON ST, HOPEWELL,  
VA 23860

Danny A Carr  
3304 TRENTON ST, HOPEWELL,  
VA 23860

LBKBL PROPERTIES LLC  
12384 MECHUMPS CREEK LN,  
ASHLAND, VA 23005

Roberto Palos Martinez  
3306 TRENTON ST,  
HOPEWELL, VA 23860

LIFE ESTATE JOANN  
OVERSTREET  
4395 WILDWOOD DR,  
DISPUTANTA, VA 23842

Seth T Wood  
3211 FREEMAN ST,  
HOPEWELL, VA 23860

Douglas M Smith  
3307 FREEMAN ST,  
HOPEWELL, VA 23860

Riley E Ingram Jr  
4830 W HUNDRED RD,  
CHESTER, VA 23831

Connie M Norris  
3302 TRENTON ST,  
HOPEWELL, VA 23860

Alvin O JR Porter  
4301 WRAYWOOD AVE,  
CHESTER, VA 23831

TORRES MELISSA ANN  
FIGUEROA **FILE COPY**  
3311 FREEMAN ST,  
HOPEWELL, VA 23860

Clarence K & Susan Blanchard  
3203 FREEMAN ST,  
HOPEWELL, VA 23860

Daniel J Weidner  
1406 BLACKSTONE AVE,  
HOPEWELL, VA 23860

James Wicker Traylor  
P O BOX 283,  
HOPEWELL, VA 23860

PH-2



**CITY OF HOPEWELL  
CITY COUNCIL ACTION FORM**

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Request to purchase City property

**ISSUE:** The City has received a request from the Hopewell Redevelopment and Housing Authority (HRHA) to acquire land owned by the City located on East Poythress Street, legally identified as Lot 13, Block 3, in the West City Point Subdivision, further identified as Sub-Parcel 080-0210. The parcel is approximately 2,700 square feet.

**RECOMMENDATION:** Staff recommends the City Council consider public comments regarding the request and vote to approve or deny the request.

**TIMING:** The public hearing will be held on April 12, 2022.

**BACKGROUND:** The subject property is located on East Poythress Street adjacent to the HRHA main office parking lot. This 2,700 square foot strip has been maintained by the Authority for decades. This is not a buildable lot. The Authority is offering \$5,000 to purchase the property.

**ENCLOSED DOCUMENTS:**

- Supplemental Documents

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

**FOR IN MEETING USE ONLY**

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

**Roll Call**

**SUMMARY:**

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

# Hopewell Redevelopment & Housing Authority



350 East Poythress Street  
P.O. Box 1361  
Hopewell, Virginia 23860  
Phone: (804) 458-5160, 541-1458  
Fax: (804) 458-3364  
TDD: 711

May 2, 2019

John M. Altman  
City of Hopewell, VA  
300 N Main Street  
Hopewell, VA 23860

RE: Parcel 0800210

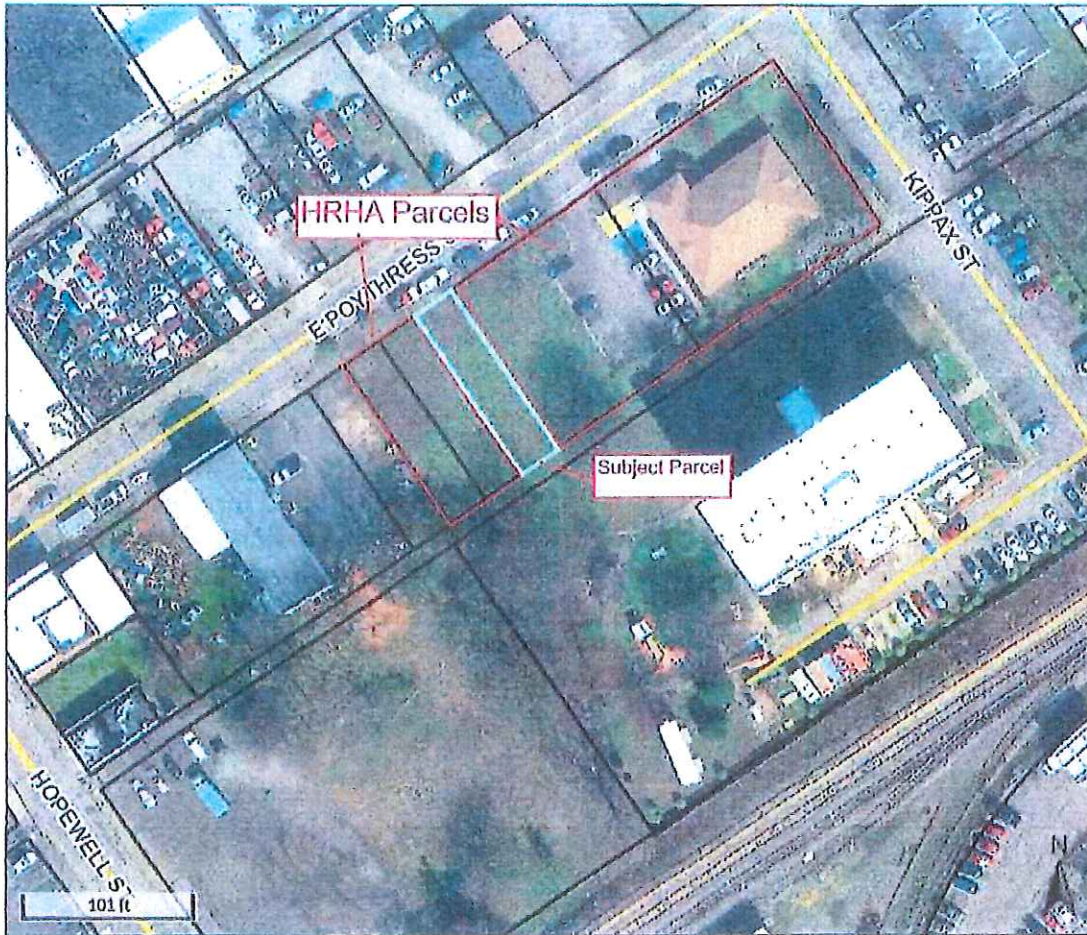
Greetings March,

I hope this message finds you well. Parcel 0800210 is a parcel of land located on East Poythress Street. It is surrounded by properties owned by Hopewell Redevelopment and Housing Authority (HRHA). HRHA has always maintained the land as its own and up until recently believed it to be HRHA land. I have attached an aerial view showing the subject parcel in relation to HRHA offices and HRHA-owned parcels. Per the attached document, we are requesting the city transfer the land to HRHA for \$1.

Sincerely and Respectfully,

A handwritten signature in black ink, appearing to read "T. McCoy", written over a horizontal line.




Tarvaris J. McCoy  
Community Revitalization Director



Overview



Legend

-  Parcels
-  Roads
-  Water

Parcel ID	0800210	Alternate ID	0800210	Owner Address	CITY OF HOPEWELL
Sec/Twp/Rng	n/a	Class	73 EXEMPT: Local Govt		300 N MAIN ST
Property Address	POYTHRESS E HOPEWELL	Acreage	n/a		HOPEWELL, VA 23860
District	02				
Brief Tax Description	LOT 13 BLK 3 SUBDIVISION: WEST CITY POINT (Note: Not to be used on legal documents)				

Date created: 5/2/2019  
Last Data Uploaded: 5/2/2019 5:08:59 AM

Developed by  **Schneider**  
CORPORATION



This Deed is Exempt from the recordation taxes imposed by Sections 58.1-801 & 58.1-802 of the Code of Virginia, 1950, pursuant to Sections 58.1-811(A)(3) and 58.1-811(C)(4)

**SPECIAL WARRANTY DEED**

**THIS DEED**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the **CITY OF HOPEWELL**, a municipal corporation of the Commonwealth of Virginia, **Grantor**, and **HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY**, a political subdivision of the Commonwealth of Virginia, **Grantee**, whose address is 350 E. Poythress Street, Hopewell, Virginia 23860.

**WITNESSETH:**

**WHEREAS**, by an ordinance duly adopted by the Council of the City of \_\_\_\_\_ at the regularly scheduled public meeting held on \_\_\_\_\_, following the public hearing duly held, the City Council did approve the sale of the hereinafter described property to Hopewell Redevelopment and Housing Authority.

**NOW, THEREFORE**, for and in consideration of the sum of Five Thousand Dollars (\$5,000.00), in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Grantor does hereby grant, bargain, sell and convey with Special Warranty of Title to Grantee., the following described parcels of property, to-wit:

Prepared By: **DELPHINE CARNES LAW GROUP, PLC**  
**Delphine G. Carnes, Esq. VSB# 48661**

**ALL THAT** certain lot or parcel of land, together with improvements thereon and appurtenances thereto pertaining, lying and being in the City of Hopewell and more particularly described as Lot 13, Block 3, West City Point Subdivision.

**IT BEING** part of the same property conveyed to the City of Hopewell from Marie K. Hughes, widow, Margaret H. Arnette, William R. Arnette, her husband, Mary Ellen Marchetti, widow, Daniel L. Hughes, Doris R. Hughes, his wife, John J. Hughes, Jr., Joyce B. Hughes, his wife, being the heirs and devisees of John J. Hughes, Jr., Joyce B. Hughes, his wife, being the heirs and devisees of John J. Hughes, Sr. and Margaret H. Hughes by deed dated December 9, 1988 and recorded in the Clerk's Office of the City of Hopewell, Virginia in Deed Book 216, at page 604.

NOTE: Plat was recorded in Plat Book 3, at page 10, in Prince George County.

This conveyance is further made subject to any easements, restrictions and reservations contained in duly recorded deeds, plats and other instruments constituting constructive notice in the chain of title, which have not expired by a time limitation contained therein or have otherwise become ineffective and to matters visible upon inspection.

**IN WITNESS WHEREOF**, the Council of the City of Hopewell, Virginia, pursuant to an ordinance duly adopted on \_\_\_\_\_, has caused \_\_\_\_\_, City Manager of the City of Hopewell, to affix his/her signature and seal hereto.

(SIGNATURE PAGE TO FOLLOW)

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: Proposed Tax Rates for Tax Year 2022

ISSUE: City Council to set the Tax Rates for Tax Year 2022 beginning January 1, 2022 and ending December 31, 2022.

RECOMMENDATION: Approved the recommended Tax Ordinance

TIMING: Staff recommends action at the April 12, 2022 City Council to provide ample time for the production and mailing of the tax bills

BACKGROUND: The City Manager's proposed FY2023 Budget proposes an increase in the real estate tax rate of \$0.15, which would increase the real estate tax rate to \$1.28/\$100 of assessed value, to address the operational and capital needs required for the operation of the City services in the amount of \$190,183,439. The General Operating Fund is recommended for funding of \$58,096,022, an increase of \$3,739,740 or 6.9% over FY22. This increase is primarily due to City Council's approval of the salary increases for Public Safety, Public Works and the Sheriff's Office, benefit increases and essential service contracts. The proposed tax rate ordinance does not increase the Personal Property, Business Personal Property or the Machinery & Tools tax rates for calendar 2022.

ENCLOSED DOCUMENTS:

- Tax Year 2022 Tax Rate Ordinance

STAFF:

John M. Altman, Jr., City Manager

FOR IN MEETING USE ONLY

SUMMARY:

Table with 4 columns: Y, N, Councilor Name, Ward #. Rows include Councilor Debbie Randolph (Ward #1), Councilor Arlene Holloway (Ward #2), Councilor John B. Partin (Ward #3), Mayor Jasmine Gore (Ward #4), Councilor Janice Denton (Ward #5), Councilor Brenda Pelham (Ward #6), and Vice Mayor Patience Bennett (Ward #7).

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

---

**Roll Call**

---

**SUMMARY:**

**Y N**

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

**Y N**

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

**MEMORANDUM**

To: The Honorable City Council  
 cc: Michael Terry, Director of Finance  
 From: John M. Altman, Jr., City Manager  
 Date: April 5, 2022  
 Re: **2022 Tax Rates**

Below is a table of the current (2021) tax rates and the proposed (2022) tax rates. A \$0.15 increase in the real estate tax rate raising it to \$1.28/\$100 has been advertised for City Council's consideration as a possible method to balance the FY23 General Operating Fund budget, which addresses the operational and capital needs required for the operation of City services.

TAX	TAX RATES	
	Current 2022	Proposed 2023
Real Estate	\$ 1.13	\$ 1.28
Personal Property	\$ 3.50	\$ 3.50
Business Personal Property	\$ 3.50	\$ 3.50
Machinery & Tools	\$ 3.05	\$ 3.05

**\*\*Rates are per \$100 of assessed values\*\***

Proposed increase in the real estate tax rate was advertised with the consensus of City Council to provide City Council the maximum flexibility to increase the tax rate, if a majority agreed, to a rate up to, but not exceeding, \$1.28/\$100 of assessed value to address required funding needs and departmental needs. As has been discussed in previous meetings, advertising was needed for Council consideration, but with the understanding that the likelihood that Council would raise the real estate tax rate was minimal. The table below summarizes the proposed FY23 budget increases:

Budget Item/Request	FY23 Budget Impact
Salary & Associated Benefits (Mid-Year Raises)	\$1,894,294.39
Health Insurance Renewal & VRS Increase	\$604,722.74
Service Contract Increases	\$183,289.44
DSS 5% Salary Increase (State Budget)	\$67,710.49
Additional Funding for Recreation	\$59,444.64
Hopewell Public Schools Request Add'l Funding	\$257,079.00
Class and Compensation Study	\$150,000
Total	\$3,216,540.70

The proposed FY23 budget reflects the total annual costs (salaries & related costs – FICA, Medicare, VRS, VRS Life, and Disability & Workers' Compensation) that resulted from City Council's mid-year approval of salary increases for Public Safety, Public Works & the Sheriff's Office. The approval applied to all positions whether vacant or filled and provided a progressive step increase each fiscal year. In short, the approved increase was not a one-time increase and did not factor in the additional costs related to the salary increases.

Since the mid-year raises used fund balance, and not a surplus or a new revenue source, the proposed FY23 budget would have required more than a \$0.15 increase to the real estate tax rate in order to cover the progressive step increase that would be expected July 1, 2022 in addition to the costs resulting from the mid-year raises in FY22. While the increases were necessary to address retention and recruitment issues in the Police and Fire Departments, they immediately resulted in budgetary compression for FY23 and subsequent fiscal years.

If City Council elects not to increase the real estate tax rate to support the proposed FY23 budget, then the City will need to rely on its 2023 reassessment, identify and confirm other new revenue sources, particularly economic development opportunities that would support the step increase that has been deferred.

Postponing step increases would allow the City enough time to clearly understand the results of the 2023 reassessment and identify revenue streams (existing or new) that would be available to offset step increases in future years. During this period, it is recommended that the City complete a Class & Compensation study in order to assess internal equity of pay and external competitiveness of the 70% of the workforce that were not included in the mid-year salary increases, so that when we come back on line there would be equity throughout the organization as well as funding to cover the necessary adjustments.

To address the immediate FY23 budget, additional Personal Property and Machinery & Tools taxes have been realized reducing the funding requirement to \$2 million. City Council will need to appropriate the funding from the City's American Rescue Plan Act (ARPA) allocation to satisfy this budgetary gap. The ARPA funding can be used to replace lost revenue under the US Department of Treasury guidance issued in January 2022, effective April 1, 2022. This would provide a year "stop gap" measure to address the critical needs of the City until the real estate reassessment is completed and becomes effective January 1, 2023. Given increases that the City is experiencing, the 2023 reassessment should garner additional revenue that will address the funding needs above.

If Council chooses the above course of action, then it will need to hold the real estate tax rate (\$1.13) for 2023 tax year even with the reassessment in order to capture the additional revenue realized by increase in real estate values.

If you have any questions, please do not hesitate to contact me prior to the City Council meeting so that I can address your concerns.

ORDINANCE NO. \_\_\_\_\_

**ORDINANCE ESTABLISHING TAX CLASSIFICATIONS AND TAX RATES**  
**Tax Year beginning January 1, 2022 and ending December 31, 2022**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL** this 12<sup>th</sup> day of April, 2022 that the following tax classifications and tax rates are approved and adopted for tax year beginning January 1, 2022 and ending December 31, 2022. All levies are per one hundred dollars of assessed valuation at fair market value as of January 1, 2022. Real and personal property owned by a Public Service Corporation shall be taxed in accordance with Va. Code 58.1-2600, *et seq.*

**REAL ESTATE AND VEHICLES (WITHOUT MOTOR POWER) USED OR DESIGNATED TO BE USED AS HOMES OR OFFICES**

2021 Levy	\$1.13
2022 Levy	\$1.28

**MACHINERY & TOOLS**

2021 Levy	\$3.05
2022 Levy	\$3.05

**VOLUNTEER FIRE & EMS (EMERGENCY CREW) MOTOR VEHICLE** (*applicable to one vehicle only owned or leased by bona fide member who regularly responds to emergency calls. Must meet statutory qualifications as provided by Va. Code §58.1-3506, as amended.*)

2021 Levy	\$0.10
2022 Levy	\$0.10

**TANGIBLE PERSONAL PROPERTY** (*household goods and personal effects exempt*)

2021 Levy	\$3.50
2022 Levy	\$3.50

Witness this signature and seal

\_\_\_\_\_  
Mayor Patience A. Bennett, Ward 7

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

\_\_\_\_\_  
Mollie P. Bess, Acting City Clerk



**City of Hopewell VA**  
**Public Notice**  
**Proposed Tax Rates 2023**

There will be a Public Hearing on the proposed tax rates for 2023 at 7:30 pm on Tuesday, April 12, 2022 in City Council Chambers, 300 N. Main St. Hopewell, VA. The City of Hopewell proposes to adopt a higher tax rate of \$1.28 per \$100 of assessed value to support City Council's salary increases for Public Safety, Public Works, Sheriff's Office; benefits increases (Health Insurance and Virginia Retirement System -VRS) and essential service contracts increases. The proposed rate will support the estimated expenditure increase to the General Fund; the General Fund is the City's main operating fund which houses the traditional local government programs such as Public Safety, Public Works and Sheriff's Office, as well as, benefits and service contracts. Further, the City's property assessment value has neither increased nor decreased but remains constant from the prior year. The hearing shall be open to the public. The governing body shall permit persons desiring to be heard an opportunity to present oral testimony within such reasonable time limits as shall be determined by the governing body. The current and proposed rates are shown in the schedule below.

TAX	TAX RATES	
	Current 2022	Proposed 2023
Real Estate	\$ 1.13	\$ 1.28
Personal Property	\$ 3.50	\$ 3.50
Business Personal Property	\$ 3.50	\$ 3.50
Machinery & Tools	\$ 3.05	\$ 3.05

**\*\*Rates are per \$100 of assessed values\*\***

COMMUNICATIONS

FROM

CITIZENS

# REGULAR BUSINESS

R-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

FY23 Federal Earmarks (Congressionally Directed Grants)

**ISSUE:**

The FY23 Earmark deadlines for both Senators Kaine and Warner are currently April 13, 2022. Staff has prepared the enclosed list of potential projects and department needs, sorted by appropriations bill and account. The City needs to prioritize no more than three projects and move forward with the project request forms. Each project requires at least two (2) letters of support.

**RECOMMENDATION:** City staff recommends Council prioritize no more than three projects from the enclosed list to move forward with Earmark requests.

**TIMING:** Staff requests council action on April 12, 2022.

**BACKGROUND:**

A **congressionally directed grant, community project, or earmark** is a provision inserted into an annual congressional appropriations (spending) bill that directs or sets-aside funds to a specific non-federal entity without that organization having to go through a formula or competitive funding process via a federal agency. Earmarks allow local stakeholders to relay investment priorities to their elected officials in the House of Representatives or the Senate, who can then ask the appropriations committees to direct money to specific projects that would benefit a locality, non-profit organization, or others in a state or congressional district.

**SUMMARY:**

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

The City received a \$750,000 Earmark for the Cattail Creek Drainage Crossing Improvements Project (Total \$1M Project) in the FY22 round of Earmarks from Congressman McEachin.

**ENCLOSED DOCUMENTS:**

- FY23 Appropriations, Potential Earmark Projects
- Courthouse Road Letter of Support Template

**STAFF:**

John M. Altman, Jr., City Manager

**FOR IN MEETING USE ONLY**

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

\_\_\_\_\_

**Roll Call**

**SUMMARY:**

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



# CITY OF HOPEWELL, VA

## *PRIORITY COMMUNITY PROJECTS FOR FY23 APPROPRIATIONS & TRANSPORTATION REAUTHORIZATION*

The City of Hopewell, VA is a growing community (pop. 23,033) surrounded by Prince George County and the Appomattox River in the Commonwealth of Virginia. Having celebrated its 100th anniversary in 2016, the City is now undertaking comprehensive efforts to improve infrastructure, ensure public safety, attract economic development, improve stormwater management, increase recreational access to the Appomattox and James Rivers, promote arts and placemaking, and revitalize its downtown corridor. Hopewell appreciates the long-time leadership of Senator Mark Warner, Senator Timothy Kaine, and Representative Donald McEachin on these issues. To implement these catalytic projects, Hopewell requests support for community projects in FY23 appropriations legislation and federal grant programs:

<b>APPROPRIATIONS PROJECTS</b>		
<b>FY23 APPROPRIATIONS, COMMUNITY DEVELOPMENT PROJECTS</b>		
Project	Bill & Account	Amount
<p><b>#. Courthouse Road Transit and Pedestrian Improvements Project:</b> The City of Hopewell seeks \$10 million to improve the safety and non-vehicular mobility for users along Courthouse Road from Ashland Street to Berry Street continuing to Arlington Road. At present, Courthouse Road has no pedestrian facilities, and the Petersburg Area Transit Hopewell Route has two bus stops along this section of roadway. With community project funding the City would install 5-foot-wide sidewalks, curb and gutter, and underground storm drainage to provide pedestrian facilities. The project team would also provide new ADA compliant ramps and bus shelters to improve bus access in a community that currently lacks access to reliable transportation.</p>	<p><b>THUD – DOT</b> Local Transportation Priorities/Transit Infrastructure</p>	<p>\$10 million</p>
<p><b>#. Route 10 Shared-Use Path:</b> The City of Hopewell seeks \$3 million to establish a shared-use path for both bicyclists and pedestrians along Route 10 from Downtown Hopewell to 6<sup>th</sup> Avenue. This shared-use path is the critical missing link in the city’s existing bicycle lane network connecting important destinations including the John Randolph Medical Center, the Beacon Theater, the Hopewell Police Department and DMV, the Appomattox Regional Library, and multiple PAT bus stops. This paved shared-use path will reduce future maintenance and will be at least 8 feet in width.</p>	<p><b>THUD – Local</b> Transportation Priorities/Highwa y Infrastructure Projects</p>	<p>\$3 million</p>
<p><b>#. Traffic Signal Preemption Infrastructure:</b> The City of Hopewell seeks \$100,000 to install new emergency preemption signaling infrastructure at key intersections throughout the city to facilitate rapid and safe emergency response. This new technology will reduce the chance of an emergency vehicle crash at a signalized intersection while also reducing driver confusion and improving emergency response times.</p>	<p><b>THUD –</b> Transportation Planning, Research, and Development</p>	<p>\$100,000</p>
<p><b>#. Richmond and Petersburg Streets Improvements Project:</b> The City of Hopewell seeks \$2.3 million to install new curb &amp; gutter, driveway entrances, underground storm sewer pipe and inlets, and full width pavement reconstruction on Petersburg St, Richmond St and allied connecting blocks including S 21st, S 20th, S19th and S18th Avenues. These projects have eligible VDOT Revenue Sharing Program funding (50% state match) starting in FY27.</p>	<p><b>THUD – DOT</b> Local Transportation Priorities/Transit Infrastructure</p>	<p>\$2.3 million</p>

<p><b>#. 95'+ Ladder Truck:</b> The City of Hopewell seeks \$1.7 million to purchase a new 95'+ ladder truck with platform to increase lifesaving and fire protection capabilities for all of Hopewell. The City Fire Department currently has a 75' straight ladder, purchased in 2009, that is unable to reach multiple commercial, residential, and industrial buildings in the City presenting an additional hazard during fire events as the department is unable to reach citizens in distress on higher floors and justifying the need for a 95' to 100' reach capability. This new ladder truck would also serve to improve the efficiency of the Hopewell Fire Department with the addition of a platform that would allow the department to rescue multiple individuals at any given time. At present, the lack of a platform on the existing truck requires citizens to climb, or be carried down, a 75' ladder to get to safety, leaving firefighters to decide which person to rescue and hope that the others would be able to wait while a victim walked down to safety.</p>	<p><b>THUD – Economic Development Initiatives/Community Development Fund</b></p>	<p>\$1.7 million</p>
<p><b>Total Rebuild of the Oxygen Plant at Hopewell Water Renewal</b> This cost is approximate as the study to rebuild has just started.</p>	<p><b>Interior and Environment – EPA State and Tribal Assistance Grants</b></p>	<p>\$8 million</p>
<p><b>#. Cattail Creek Flood Mitigation Project:</b> The City of Hopewell seeks \$1.2 million to address the undersized culvert at Cattail Creek at the intersection of Arlington Road and Winston Church Drive, which has resulted in repeated flooding, stream incision and bank erosion. This flooding threatens the integrity of the roadway as well as the Mt Carmel Baptist Church, located on this corner. If the project team does not address these issues, continued flooding of the area could result in loss of private property and continued maintenance concerns.</p>	<p><b>Homeland Security – FEMA Pre-Disaster Mitigation</b></p>	<p>\$1.2 million</p>
<p><b>#. City Hall Generator Replacement:</b> The City of Hopewell seeks \$250,000 to replace the standby generator at City Hall. The existing generator is over 32 years old and is now functionally obsolete, threatening the continuity of essential services during an emergency.</p>	<p><b>Homeland Security – FEMA Pre-Disaster Mitigation</b></p>	<p>\$250,000</p>
<p><b>#. Riverside Avenue Slope Stabilization Geotechnical Study:</b> The City of Hopewell seeks \$100,000 to undertake a geotechnical study including the installation of monitoring wells and the creation of a geotechnical report to determine the cause and identify opportunities to address slope stabilization at Riverside Avenue.</p>	<p><b>Energy and Water – USACE Investigations</b></p>	<p>\$100,000</p>



[City Letterhead]

April 12, 2022

The Honorable Mark Warner  
703 Hart Senate Office Building  
Washington, DC 20510

The Honorable Tim Kaine  
231 Russell Senate Office Building  
Washington, DC 20510

The Honorable Donald McEachin  
314 Cannon House Office Building  
Washington, DC 20515

**Subject: Request for Your Support in Congress for the City of Hopewell's  
Courthouse Road Pedestrian Improvements Project**

Dear Senator Warner, Senator Kaine, and Representative McEachin,

On behalf of the The City of Hopewell, I write to respectfully request your support in Hopewell's efforts to leverage federal resources for the "Courthouse Road Pedestrian Improvements Project." This project seeks to install sidewalks, curbs, gutters, bus shelters, and underground stormwater drainage along Courthouse Road to improve safety, enhance sustainability, and provide critical pedestrian and public transportation amenities in this primarily minority neighborhood.

As Mayor of this City of 23,000 residents, I am concerned with our ability to complete complex infrastructure projects such as Courthouse Road Pedestrian Improvements. We understand the United States Appropriations Committee is now accepting requests from Members for "Congressionally Directed Spending" while the United States House Appropriations Committee is accepting requests for "Community Project Funding." As such, we urge you to consider the Courthouse Road Pedestrian Improvements Project a top priority for funding. Federal funding in support of this project is critical to improving public safety, increasing transportation accessibility, and improving the well-being and quality of life of Hopewell residents.

Thank you for your consideration of the Courthouse Road Pedestrian Improvement Project, and please do not hesitate to contact me directly if you wish to discuss. We thank you for your continued support of the City of Hopewell.

Sincerely,

Patience A. Bennett  
Mayor

R-2



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:      Francisco Landing – Service District**

**ISSUE:** Approval of a Tax Abatement Agreement and Associated Agreements, and Authorization to the create a Special Service District

**RECOMMENDATION:** City Council approve the Tax Abatement Agreement and Authorize the City Manager to execute the necessary documents, and authorize the creation of a Special Service District

**TIMING:** Action is recommended at the April 12, 2022 meeting

**BACKGROUND:** The Francisco Landing project was first approved by Council in late 2018 and provided for sale of real estate owned by the City known as the Upper Copeland and Lower Copeland sites near the waterfront to Francisco Landing Holdings, LLC and Francisco Holdings, LLC of approximately 5.592 acres for the purpose of developing high quality multi-family housing in this area consisting of two high rise buildings in Phase 1 and subsequently in Phases 2-5 more development including more buildings, a plaza, green space, an amphitheater, all of which was a desire of the then Council. Because the multifamily housing portion of the proposed Project provides for a higher quality housing product than the existing City housing market demand based on internal studies by VH, the Developer has requested that the City improve the financial projections for the Project by eliminating the City real estate tax on the Project during the term of the VH Loan (35 years). The Developer has agreed to reimburse the City for the loss of real estate taxes on the improvements associated with Project by a special service district tax on different real estate property that the Developer owns in the City.

**SUMMARY:**

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

**ENCLOSED DOCUMENTS:**

- Memo to City Council dated April 4, 2022 with Attachments
- Memo to Councilor Gore dated April 4, 2022 with Attachments

**STAFF:**

John M. Altman, Jr., City Manager

**FOR IN MEETING USE ONLY**

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

---

**Roll Call**

---

**SUMMARY:**

**Y N**

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

**Y N**

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

## MEMORANDUM

To: The Honorable City Council  
cc: Cynthia E. Hudson, Interim City Attorney  
Tevya W. Griffin, Director of Development  
From: John M. Altman, Jr., City Manager  
Date: April 4, 2022  
Re: **Francisco Landing – Service District**

---

This memorandum summarizes the various documents and actions needed from City Council and the EDA in order to complete the latest incentives for development of the Francisco Landing project.

### **Background**

The Francisco Landing project was first approved by Council in late 2018 and provided for sale of real estate owned by the City known as the Upper Copeland and Lower Copeland sites near the waterfront to Francisco Landing Holdings, LLC and Francisco Holdings, LLC (individually and together, the "Developer"), of approximately 5.592 acres (the "Development Site"), for the purpose of developing high quality multi-family housing in this area consisting of two high rise buildings (the "Project") in Phase 1 and subsequently in Phases 2-5 more development including more buildings, a plaza, green space, an amphitheater, all of which was a desire of the then Council.

The Development Agreement also provided for a rebate to the Developer, of increased real estate taxes over a 10 year period, based on the City's enterprise zone ordinance. If the Developer wasn't able to complete the Project within 2½ years following the initial construction date (which has been delayed under the amendments), there was an ability for the Development Site to revert back to the City at its option and payment of the higher of the original purchase price (\$391,232.65) or the then assessed value plus the cost of improvements. The Development Agreement also provides for additional land to be sold by the City to the Developer for construction of subsequent phases with a reversion price if the development isn't completed with 7 years of the initial construction date.

The Project, which has been approved as a Plan Unit Development, included the following:

#### Phase 1 –

- Building G-1
- Building G-2
- Plaza
- Promenade
- Stormwater management features
- Green Space
- Discovery of historic amphitheater

#### Phase 2 – Building F

#### Phase 3 – Building J

#### Phase 4 – Amphitheater

#### Phase 5 – Buildings E and I

The original Development Agreement, dated December 6, 2018, between the City and the Developer was amended at various times over the last three years mainly to change to completion date for the Project.

Over the last year, the Developer has sought to obtain low-interest long term financing from a state agency, the Virginia Housing (VH), formerly the Virginia Housing Development Authority (VHDA).

### **New Proposal – Service District**

Bowman has proposed to construct a Class A multifamily housing development, but Class A rental comparable units do not exist in the City this causes a value gap between the appraised value of the development and the cost to construct. Because the multifamily housing portion of the proposed Project provides for a higher quality housing product than the existing City housing market demand based on internal studies by VH, the Developer has requested that the City improve the financial projections for the Project by eliminating the City real estate tax on the Project during the term of the VH Loan (35 years).

The Developer has agreed to reimburse the City for the loss of real estate taxes on the improvements associated with Project by a special service district tax on different real estate property that the Developer owns in the City (the "Service District Parcels"). The special service district taxes from the Service District Parcels would be in addition to any regular real estate taxes on the Service District Parcels, and would equal the amount of the real estate taxes the Developer would pay on the improvements associated with Project.

Currently the Developer is paying \$9,545.96 in real estate taxes on the land. When the proposed \$15 million building is completed, the Developer will pay \$169,000 in real estate taxes on the improvements. Those taxes would be collected and granted back to the Developer through the City's Economic Development Authority (EDA) via a Memorandum of Understanding with the City and a Performance Agreement between the EDA and the Developer. City Council would set the special service district tax at a rate that would generate the equivalent amount of real estate tax grant provided to the Developer (\$169,000) on a Developer owned parcel.

The value of the tax revenue generated will need to be equal to the amount of money the City spends on projects/upkeep within the District.

### **Actions Necessary:**

In order to implement both (i) the reduction in real estate taxes on the Project to help with the Developer obtaining the VH loan and (ii) the initiation of special service district taxes on the Service District Parcels the following actions need to be taken:

#### Council action needed –

- Council approves Tax Abatement Agreement with Developer (see Agreement attached Exhibit A which also includes the original Development Agreement).
- Council approves the Memorandum of Understanding (the "MOU") with the EDA on providing for economic development incentives for targeted projects (see MOU attached Exhibit B).
- Council advertises Ordinance creating a special tax service district on the Service District Parcels (3 advertisements needed) (See Notice of Hearing attached as Exhibit C).
- Council adopts Ordinance creating Service District on Service District Parcels and sets special tax rate on Service District Parcel (see Ordinance attached as Exhibit D).

- Council executes MOU.

Developer action needed –

- Developer executes Consent and Request for Service District (see Consent attached as Exhibit E).
- Developer executes Performance Agreement (see Performance Agreement attached as Exhibit F)
- Developer closes on Loan with VHDA.

EDA action needed –

- EDA approves MOU with City.
- EDA approves Performance Agreement with Developer.
- EDA executes MOU (*approved by EDA April 4, 2022 and signed by EDA chair*).
- EDA executes Performance Agreement.

**Previous Council Support:**

City Council voted 6-1 to provide a financial grant for Freedman Point development in downtown. The property that the development was located on was outside of the City's Enterprise Zone boundary and was not eligible for incentives. The developer, WODA Companies, request Council consideration of a \$250,000 grant to the developer to offset costs of the project. The Freedman Point is a XXX-unit workforce housing development, which allows – X low income units, etc.

**Alternatives:**

A Notice of Breach of Contract was issued by City Council. City Council could direct the City Attorney to pursue a legal remedy to the breach. Another alternative is City Council could direct the City Attorney to pursue the purchase of the land from Bowman, per the terms of the Development Agreement, at a cost of \$849,200.

**Recommendation:**

The City Administration recommends moving forward with the tax abatement agreement and the creation of the Service District as discussed in this memo. The creation of the district will allow the City to capture the full amount of the real estate tax revenue for the Francisco Landing project and provide a higher quality housing product than currently exists in the City's housing market, which can serve as a catalyst to establish higher rental rates for future developments and refinancing of existing multifamily units.

Should you have any questions, please do not hesitate to contact me to discuss.

Attachments:

- A. Tax Abatement Agreement with Developer
- B. Memorandum of Understanding with the EDA
- C. Notice of Hearing creating the Service District
- D. Ordinance creating Service District
- E. Consent and Request for Service District
- F. Performance Agreement
- G. Francisco Landing Timeline
- H. Memo Responding to Questions Submitted by Councilor Gore with attachments



## REAL ESTATE TAX ABATEMENT AGREEMENT

THIS REAL ESTATE TAX ABATEMENT AGREEMENT ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the CITY OF HOPEWELL, VIRGINIA, a Virginia municipal corporation ("City"), and FRANCISCO LANDING, LLC a Virginia limited liability company on behalf of itself and on behalf of FRANCISCO LANDING HOLDINGS, LLC, a Virginia limited liability company.

### WITNESSETH:

WHEREAS, at all times relevant hereto all of the terms of the Development Agreement (as defined below) shall be in effect and is not amended, in form or in substance, by this Agreement; and

WHEREAS, the City believes that the development of the Development Property (as defined below) pursuant to this Agreement is in the best interests of the City, and has determined to undertake and assist in the facilitation of the Development Property.

NOW, THEREFORE, in consideration of the promises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

### ARTICLE I. DEFINITIONS

For the purposes of this Agreement, the following terms shall have the following meaning unless a different meaning clearly appears from the context:

Agreement means this Real Estate Tax Abatement Agreement and all exhibits hereto.

Cure Period means if Default Notice (as defined below) is provided, the Developer (as defined below) shall have ninety (90) calendar days from the date of the Default Notice to cure the Event of Default (as defined below). If the Event of Default, by its nature, cannot reasonably be cured within ninety (90) days, the Developer shall immediately commence activity to cure the Event of Default and shall diligently pursue the cure to completion, but in no event shall such Event of Default remain uncured for a subsequent ninety (90) days. Should Developer be able to timely cure an Event of Default to the satisfaction of the City, the City shall have 30 calendar days from the date of notice from the Developer to the City of its actions to cure of the Event of Default to notify the Developer in writing that the underlying Event of Default has not been cured to the satisfaction of the City. At all times relevant to an Event of Default, any Program Incentive equal to the tax amount may be withheld from payment to the Developer pursuant to this Agreement until such time as the Event of Default is cured.

Default Notice means with respect to any Event of Default, the City's written notice to the Developer of the occurrence of an Event of Default.

Developer means Francisco Landing, LLC and Francisco Landing Holdings, LLC, and their successors and assigns.

Development Agreement means the Development Agreement, dated December 6, 2018 between the City and Francisco Landing Holdings, LLC as amended by First Amendment to Development Agreement dated March 11, 2019, Second Amendment to Development Agreement dated May 28, 2019, Third Amendment to Development Agreement dated October 31, 2019 and Fourth Amendment to Development Agreement dated December 21, 2019.

Development Property means the improvements referred to as Buildings G1 and G2 and their related supporting improvements (such as parking and any other supporting structures) as defined in the Development Agreement. The Land is specifically excluded from the definition of Development Property.

EDA means the Economic Development Authority of the City of Hopewell, Virginia, a political subdivision of the Commonwealth of Virginia.

Event of Default means any one or more of the following events: (1) Developer fails to complete construction of the Development Property by the Required Completion Date; or (2) Development Property is destroyed or rendered uninhabitable by an intentional act and/or from a natural occurrence of nature, e.g., earthquake, flood, fire, lightning strike(s) or other unusual weather condition and the Development Property is not fully reconstructed within a commercially reasonable time period thereafter, but in no event more than 18 months after such act or occurrence.

Existing Facility means any other building located, or to be located, on the real property referenced as the Project in the Development Agreement.

Land means the real property on which the Development Property is located, and is more particularly described on Exhibit A attached hereto.

Performance Agreement means the Performance Agreement between the EDA and the Developer relating to incentives set forth therein relating to the Development Property.

Program Incentive means grants paid by the EDA to the Developer under the Performance Agreement equal to the amount of real estate taxes paid by the Developer each year on the Development Property during the term of this Agreement.

Project Completion means the completion of the construction of the Development Property; proof thereof shall be constituted by receipt of an AIA certificate of substantial completion from the architect of record.

Required Completion Date means December 31, 2024.

Termination Date means the date of termination of this Agreement.

## ARTICLE II. REPRESENTATIONS AND WARRANTIES

Section 2.1. Representations and Warranties of the City. The City makes the following representations and warranties:

a. The City is a municipal corporation created under the provisions of the Constitution and laws of the Commonwealth of Virginia and has the power to enter into this Agreement and carry out its obligations hereunder.

b. All covenants, stipulations, promises, agreements, and obligations of the City contained herein shall be deemed to be the covenants, stipulations, promises, agreements, and obligations of the City only, and not of any governing body member, officer, agent, servant or employee of the City in the individual capacity thereof.

Section 2.2. Representations and Warranties of Developer. Developer makes the following representations and warranties:

a. The Developer is a limited liability company duly organized and existing under the laws of the Commonwealth of Virginia, and has all requisite power and authority to own and operate its properties, to carry on its business as now conducted and as presently proposed to be conducted, and to enter into and perform its obligations under this Agreement.

b. This Agreement has been duly and validly authorized, executed and delivered by Developer and, assuming due authorization, execution and delivery by the City, is in full force and effect and is a valid and legally binding instrument of Developer enforceable in accordance with its terms, except as the same may be limited by bankruptcy, insolvency, reorganization or other laws relating to or affecting creditors' rights generally.

c. The execution and delivery of this Agreement, and the fulfillment of or compliance with the terms and conditions of this Agreement are not prevented by, limited by, in conflict with, or would result in a violation or breach of, the terms, conditions or provisions of the governing documents of Developer or of any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which Developer is now a party or by which it or its property is bound, nor does it constitute a default under any of the foregoing.

d. There are no actions, suits or proceedings pending or threatened against or affecting Developer in any court or before any arbitrator or before or by any governmental body in which there is a reasonable possibility of an adverse decision which could materially adversely affect the business (present or prospective), financial position or results of operations of Developer or which in any manner raises any questions affecting the validity of the Agreement or Developer's ability to perform its obligations under this Agreement.

e. Developer has not received any notice from any local, state or federal official that the activities of Developer with respect to the Development Property may or will be in violation of any environmental law or regulation (other than those notices, if any, of which the City has previously been

notified in writing). Developer is not currently aware of any state or federal claim filed or planned to be filed by any party relating to any violation of any local, state or federal environmental law, regulation or review procedure applicable to the Development Property, and Developer is not currently aware of any violation of any local, state or federal environmental law, regulation or review procedure which would give any person a valid claim under any state or federal environmental statute with respect thereto.

### ARTICLE III. CONSTRUCTION OF DEVELOPMENT PROPERTY

Section 3.1. Construction of Development Property. Developer agrees that it will cause the Development Property to be constructed in conformance with the construction plans submitted to the City and approved by the City on April 1, 2021, pursuant to all applicable local, state, and federal laws and regulations and completed by the Required Completion Date.

### ARTICLE IV. REAL ESTATE TAXES ON DEVELOPMENT PROPERTY

Section 4.1. Real Estate Tax Abatement. An amount equal to all real estate taxes that have been levied and paid by the Developer to the City on the improvements that constitute the Development Property will be transferred to the EDA for subsequent payment as a grant to the Developer by the EDA under the Performance Agreement and in conformance with the Memorandum of Understanding between the City and the EDA, within 14 business days of being paid by the Developer. The amount paid by the City to the EDA are subject to annual appropriation by the City Council.

Section 4.2. Real Estate Tax Assessment on Improvements. Assessment of real estate taxes on the Development Property will occur as follows:

- a. Real estate taxes will be assessed and levied against the Development Property in accordance with the City's real estate tax assessment practices consistently applied.
- b. The tax abatement benefits through payments under the Performance Agreement provided by this Agreement shall only apply to the improvements that constitute the Development Property.
- c. The tax abatement benefits that exist related to the Hopewell's Enterprise Zone, and as further memorialized in paragraph 7 of the Development Agreement and the City's Enterprise Zone Ordinance, shall be applied first as it relates to the taxes that would be assessed and due on the Development Property.

Section 4.3. Real Estate Tax Assessment on Land. Assessment of real estate taxes on the Land will occur as follows:

- a. Real estate taxes will be assessed against the Land in accordance with the City's real estate tax assessment practices consistently applied.
- b. Real estate taxes on the Land will and shall be, at all times relevant to this Agreement, subject to paragraph 7 of the Development Agreement and limitations of law, for the assessment and payment of real estate taxes.

## ARTICLE V. FURTHER COVENANTS OF DEVELOPER

Section 5.1. Maintenance of Development Property. Developer will maintain, preserve, and keep the Development Property in good repair and working order, ordinary wear and tear excepted, and from time to time will make all necessary repairs, replacements, renewals, and additions.

Section 5.2. Compliance with Laws. Developer will comply with all federal, state and local laws, rules and regulations relating to the Development Property.

Section 5.3. Non-Discrimination. In the construction and operation of the Development Property, Developer shall not discriminate against any applicant, employee, or tenant because of age, color, creed, national origin, race, religion, marital status, sex, gender, or physical disability. Developer shall ensure that applicants, employees, tenants are considered and are treated without regard to their age, color, creed, national origin, race, religion, marital status, sex, gender, or physical disability.

## ARTICLE VI. ASSIGNMENT AND TRANSFER

Section 6.1. Status of Developer; Transfer of Substantially All Assets; Assignment. As security for the obligations of Developer under this Agreement, Developer represents and agrees that, prior to the Termination Date, Developer will maintain its existence as a limited liability company under the laws of the Commonwealth of Virginia and will not wind up or otherwise dispose of all or substantially all of its assets or terminate, transfer, convey, or assign its interest in the Development Property unless the transferee partnership, corporation, limited liability company or individual assumes in writing all of the obligations of Developer under this Agreement.

## ARTICLE VII. INDEMNIFICATION

### Section 7.1. Release and Indemnification Covenants.

a. Developer releases the City and the governing body members, officers, agents, servants and employees ("Indemnified Parties") thereof, from covenants, and agrees that the Indemnified Parties shall not be liable for any claims or liability related to the Development Property or any loss or damage to property or any injury to or death of any person occurring at, on, about, or resulting from the Development Property.

b. Except for any willful misrepresentation or any willful or wanton misconduct or any unlawful act of the Indemnified Parties, Developer agrees to indemnify, defend, and hold harmless the Indemnified Parties, now and forever, from any claim, demand, suit, action or other proceedings whatsoever by any person or entity whatsoever arising or purportedly arising from: (i) any violation of any agreement or condition of this Agreement (except with respect to any suit, action, demand or other proceeding brought by Developer against the City to enforce its rights under this Agreement); (ii) the acquisition and condition of or use of the Development Property; (iii) any hazardous substance or environmental contamination located in or on the Development Property or (iv) any condition constituting or arising from one referenced in Section 7.1.a.

c. All covenants, stipulations, promises, agreements, and obligations of the City contained herein shall be deemed to be the covenants, stipulations, promises, agreements, and obligations of the City, and not of any governing body member, officer, agent, servant or employee of the City in the individual capacity thereof.

d. The provisions of this Article VII shall survive the termination of this Agreement.

#### ARTICLE VIII. REMEDIES

Section 8.1. Remedies on Default. Whenever any Default Notice on this Agreement occurs and such Event of Default covered by such notice has not been cured within the Cure Period to the reasonable satisfaction of the City, the City may take any one or more of the following actions:

a. The City may suspend its performance under this Agreement until it receives assurances from Developer, deemed adequate by the City, that Developer will cure the default and continue its performance under this Agreement; and/or

b. The City may terminate this Agreement.

Section 8.2. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City is intended to be exclusive of any other available remedy or remedies, but each and every remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

Section 8.3. No Implied Waiver. In the event any agreement contained in this Agreement should be breached by any party and thereafter waived by any other party, such waiver shall be limited to the particular breach (in time) so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 8.4. Agreement to Pay Attorneys' Fees and Expenses. Developer understands and agrees that whenever any Event of Default occurs and the City employs attorneys or incurs other expenses for the enforcement or performance or observance of any obligation or agreement on the part of Developer herein contained, Developer agrees that it shall, on demand therefor, pay to the City the reasonable actual fees of such attorneys and such other reasonable expenses as may be incurred by the City in connection therewith.

#### ARTICLE IX. MISCELLANEOUS

Section 9.1. Conflict of Interest. Developer represents and warrants that to the best of its knowledge and belief after due inquiry and diligence, no officer or employee of the City, or their designees or agents, nor any consultant or member of the governing body of the City, and no other public

official of the City who exercises or has exercised any functions or responsibilities with respect to the Development Property during his or her tenure, or who is in a position to participate in a decision-making process or gain insider information with regard to the Development Property, has had or shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work or services to be performed in connection with the Development Property, or in any activity, or benefit therefrom, which is part of the Development Property at any time during or after such person's tenure.

Section 9.2. Notices and Demands. A notice, demand or other communication under this Agreement by any party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

- a. In the case of Developer, is addressed or delivered personally to Charles Bowman, Manager. At c/o W. E. Bowman Construction, 3715 Belt Blvd, Richmond, VA 23234;
- b. In the case of the City, is addressed to or delivered personally to the City at City of Hopewell, c/o Office of the City Manager, 300 N. Main Street, Hopewell, Virginia 23860: Attn: City Manager;

or to such other designated individual or officer or to such other address as any party shall have furnished to the other in writing in accordance herewith.

Section 9.3. Titles of Articles and Sections. Any titles of the several parts, Articles, and sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 9.4. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 9.5. Governing Law; Venue. The parties intend that this Agreement and the relationship of the parties shall be governed by the laws of the Commonwealth of Virginia. The parties agree that any action, suit or proceeding based upon any matter, claim or controversy arising hereunder or relating hereto shall be brought solely in the state courts located in Richmond, Virginia. The parties irrevocably waive objection to the venue of the above-mentioned courts, including any claim that such action, suit or proceeding has been brought in an inconvenient forum. The parties further expressly waive any right to a jury trial.

Section 9.6. Entire Agreement. This Agreement and the exhibits hereto reflect the entire agreement among the parties regarding the subject matter hereof, and supersedes and replaces all prior agreements, negotiations or discussions, whether oral or written. This Agreement may not be amended except by a subsequent writing signed by all parties hereto.

Section 9.7. Successors and Assigns. This Agreement is intended to and shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

Section 9.8. Termination. This Agreement shall immediately (without notice) terminate on the 35<sup>th</sup> Anniversary of this Agreement. This Agreement shall be terminated if the Development Property is not subject to a lien or financing through the Virginia Housing Development Authority. This Agreement shall not be subject to extension or renewal. Once terminated, this Agreement shall not be reinstated without the written approval of the City as evidenced by a resolution of the City Council.

Section 9.9. Developer acknowledges and agrees that all of the obligations of the City under this Agreement shall be conditioned upon, subject to, and performed by the City in accordance with, the City's lawful authority under all applicable provisions of law. Developer agrees that all obligations of the Developer under this Agreement are joint and several to Francisco Landing LLC and Francisco Landing Holdings LLC.

Section 9.10. Severability and Survival. Any Article, section, paragraph or provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining Articles, sections, paragraphs and provisions shall continue in full force and effect.

Section 9.11. Interpretation. The parties agree that this Agreement shall not be construed more strictly against one party than the other party merely by virtue of the fact that it was initially drafted by counsel for one of the parties, it being recognized that both parties and their respective counsel have had a full and fair opportunity to review and negotiate the terms of this Agreement and to contribute to the substance of this Agreement.

[SIGNATURE PAGES FOLLOW]



CITY OF HOPEWELL, VIRGINIA

City Council Authorizing Resolution

---

By \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: City Manager  
Date: \_\_\_\_\_

FRANCISCO LANDING, LLC, ON BEHALF OF ITSELF  
AND FRANCISCO LANDING HOLDINGS, LLC

By \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

COMMONWEALTH OF VIRGINIA  
City of Hopewell:

The foregoing REAL ESTATE TAX ABATEMENT AGREEMENT was signed by \_\_\_\_\_, and sworn, and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022 that he is a Manager of Francisco Landing, LLC and lawfully authorized by law or written authorization to enter into said agreement and bind said organization to all obligations thereunder.

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_  
Notary Registration Number: \_\_\_\_\_

**EXHIBIT A**

**Legal Description of the Land**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF HOPEWELL AND  
THE ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF HOPEWELL, VIRGINIA**

This Memorandum of Understanding is by and between the City of Hopewell (the “**City**”), a Virginia municipal corporation, and the Economic Development Authority of the City of Hopewell, Virginia (the “**EDA**”), a political subdivision of the Commonwealth of Virginia (together, the “**Parties**”);

Whereas, the Hopewell City Council is empowered under Virginia Code section 15.2-953 (B) to make appropriations of money to the EDA for promotion of economic development;

Whereas, the EDA is empowered under Virginia Code sections 15.2-4905 (12) and (13) to accept contributions from the City and to make grants to any business in furtherance of the purpose of promoting economic development;

Whereas, the Parties have previously worked together on projects to promote economic development in Hopewell;

Whereas, the Parties wish to continue a relationship with respect to other economic development projects;

Whereas, one such project is pursuant to a Development Agreement, as amended, between the City and Francisco Landing Holdings LLC, on land owned by Francisco Landing LLC (collectively with Francisco Landing Holdings LLC, the “**Developer**”);

Whereas, the Developer appears eligible for certain incentives, including through the Commonwealth of Virginia and the City, which would allow the project to proceed; and

Whereas, the Parties wish to formally set forth their mutual understanding as to how they will work together to foster development of the project and other developers’ projects that would promote economic development in the City;

Now, therefore, the Parties set forth the following understandings:

1. Upon request of the City, through its City Council, and upon approval of the EDA, by its board of directors, the EDA will enter into a Performance Agreement with the Developer, in substantially the form attached hereto.

2. Upon request of the City, through its City Council, and upon approval of the EDA, by its board of directors, the EDA will enter into other performance agreements with other developers, in the same form attached hereto, tailored to each project.

By their signatures hereto, each of the undersigned hereby certifies that they were authorized by the respective governing body of each of the Parties at a duly-noticed meeting to execute this Memorandum of Understanding.

Witness the following signatures and seals:

**CITY OF HOPEWELL**

By: \_\_\_\_\_ (Seal)  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Execution Date: \_\_\_\_\_

**ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF HOPEWELL, VIRGINIA**

By: \_\_\_\_\_ (Seal)  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Execution Date: \_\_\_\_\_

**DRAFT**  
**PUBLIC HEARING NOTICE**  
**CITY COUNCIL OF HOPEWELL, VIRGINIA**

The City Council of Hopewell, Virginia, will conduct a public hearing pursuant to Virginia Code § 15.2-2400 (*Creation of service districts*), at a meeting on the \_\_\_ day of \_\_\_\_\_, 2022, at \_\_\_:\_\_\_ p.m. in City Council Chambers of the Municipal Building, 300 North Main Street, Hopewell, Virginia 23860, to receive public comments regarding the creation, within the downtown area of the City, of a service district whose boundaries include parcels identified as numbers 0110290, 0110572, 0110575, 0110580, 0110585, 0800246, 0800470, 0800710, 0800835, 0800836, 0800840, 0800870, 0800922, 0800930, 0800935, 0800942, 0800945, and 0800980, and whose purposes include, but are not limited to, assisting in the funding of infrastructure improvements and related services to be funded from tax assessments on property within the district. The hearing will be open to the public. City Council will permit persons an opportunity to present oral testimony within such reasonable time limits as set by City Council. For more information, please call (804) 541-\_\_\_\_\_.

ORDINANCE 2022-\_\_\_\_\_

An ordinance creating the  
(\_\_\_\_\_) Service District

Whereas, Virginia Code § 15.2-2400 (*Creation of service districts*) enables any locality by ordinance to create service districts within the locality in accordance with the provisions of Article 1 (*Service Districts*) of Chapter 24 (*Service Districts; Taxes and Assessments for Local Improvements*) of Subtitle II (*Powers of Local Government*) of Title 15.2 (*Counties, Cities and Towns*) of the Virginia Code;

Whereas, under § 15.2-2400, service districts may be created to provide additional, more complete, or more timely services of government than are desired in the locality as a whole;

Whereas, under § 15.2-2400, any locality seeking to create a service district shall have a public hearing prior to the creation of the service district, after publishing notice of such hearing once a week for three consecutive weeks in a newspaper of general circulation within the locality, and holding the hearing no sooner than ten days after the date the second notice appears in the newspaper; and,

Whereas, the City Council of the City of Hopewell, seeking to create a service district, held on the \_\_\_\_ day of \_\_\_\_\_, 2022, a public hearing after publishing notice thereof once a week for three consecutive weeks in the *Progress-Index*, a newspaper of general circulation within the City, and holding the hearing no sooner than ten days after the date the second notice appeared in the newspaper;

**NOW, THEREFORE, BE IT ORDAINED BY CITY COUNCIL THAT:**

A. Pursuant to Virginia Code § 15.2-2402 (*Description of proposed service district*):

1. The (\_\_\_\_\_) Service District (**the “District”**) is hereby created. The boundaries of the District are as shown on the attached map, beginning along E. Broadway, north on Library Street, east on E. Cawson Street, north on Hopewell Street, west on Appomattox Street, west on W. Cawson Street, south on N. 2<sup>nd</sup> Avenue, east on E. Broadway, south on N. Main Street, east on E. City Point Road, west on E. Randolph Road, and east on E. Cawson Street, and include the parcels identified as numbers 0110290, 0110572, 0110575, 0110580, 0110585, 0800246, 0800470, 0800710, 0800835, 0800836, 0800840, 0800870, 0800922, 0800930, 0800935, 0800942, 0800945, and 0800980;

2. The purposes of the District are to assist in the funding of stormwater management and other facilities, parking and other public spaces, and other infrastructure improvements, and related services, over time in the District to be funded from tax assessments on property within the District; and

3. The benefits expected from the provision of such facilities and services within the District include, but are not limited to, the promotion of economic development resulting in

additional housing, shopping, employment, and other opportunities for residents of and visitors to the City of Hopewell.

B. City Council shall have all powers set forth in Virginia Code § 15.2-2403 (*Powers of service districts*), as amended, which include the following:

1. To construct, maintain, and operate such facilities and equipment as may be necessary or desirable to provide additional, more complete, or more timely governmental services within the District, including, but not limited to, general government facilities; sidewalks; promotion of business and retail development services; beautification and landscaping; public parking; and construction, maintenance, and general upkeep of streets and roads.

2. To levy and collect an annual tax upon any property in the District subject to local taxation to pay, either in whole or in part, the expenses and charges for providing the governmental services authorized herein, and for constructing, maintaining, and operating such facilities and equipment as may be necessary and desirable in connection therewith, and the proceeds from such annual tax shall be so segregated as to enable the same to be expended in the District. Such tax may be levied on any taxable within the boundaries of the District. Any special taxes levied within the District shall be collected in the same manner as other City property taxes are collected. All taxes levied and collected pursuant to this ordinance will be used solely for the purposes described herein.

Adopted by City Council the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_

I, \_\_\_\_\_, City Clerk of the Hopewell, Virginia, do here certify the foregoing is a true and correct copy of an ordinance adopted by City Council at its meeting on \_\_\_\_\_, 2022. Given under my hand and the corporate seal of the City of Hopewell, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
City Clerk

SEAL



## REQUEST AND CONSENT TO CREATION OF SERVICE DISTRICT

This Request and Consent is made as of this \_\_\_ day of \_\_\_\_\_, 2022, by Francisco Landing Holdings LLC, a Virginia limited liability company, as owner (**the "Owner"**) of real estate and improvements thereon, located at 246 and 252 E. Broadway, in the City of Hopewell, Virginia identified as Parcel Nos. 0800470 and 08004635 (**together the "Property"**) in order to assist in the funding of various infrastructure improvements over time in areas near the Property. The Owner hereby requests that the City through its City Council, create a service district in areas of the City substantially reflected in the map attached as Exhibit A (**the "Service District"**), to include the Property within such Service District in order to assist in the funding of various infrastructure improvements over time in the Service District expected to be funded from tax assessments on property within the Service District, including, but not limited to the Property.

Francisco Landing Holdings LLC, a Virginia limited liability company

By: \_\_\_\_\_  
Title: Managing Member

## PERFORMANCE AGREEMENT

**THIS PERFORMANCE AGREEMENT** is effective the \_\_\_ day of \_\_\_\_\_, 2022, by and between the Economic Development Authority of the City of Hopewell, Virginia (the "EDA"), and Francisco Landing LLC and Francisco Landing Holdings LLC, both of which are Virginia limited liability companies;

**WHEREAS**, Francisco Landing LLC owns the "Development Property," as defined in that certain Real Estate Tax Abatement Agreement (the "Abatement Agreement") between the City of Hopewell (the "City") and Francisco Landing LLC and Francisco Landing Holdings LLC (collectively therein and herein, the "Developer") dated \_\_\_\_\_, 2022;

**WHEREAS**, Francisco Landing LLC obtained its interest in the Development Property by partial assignment of that certain Development Agreement between the City of Hopewell and Francisco Landing Holdings LLC referenced and defined in the Abatement Agreement;

**WHEREAS**, by their execution of this Performance Agreement, both Francisco Landing LLC and Francisco Landing Holdings LLC acknowledge and agree that each is bound, jointly and severally, for all obligations of the Developer under the Development Agreement;

**WHEREAS**, the Hopewell City Council is empowered under Virginia Code section 15.2-953 (B) to make appropriations of money to the EDA for promotion of economic development;

**WHEREAS**, the EDA is empowered under Virginia Code sections 15.2-4905 (12) and (13) to accept contributions from the City and to make grants to any business in furtherance of the purpose of promoting economic development;

**WHEREAS**, the City has agreed through its EDA to provide certain incentives to the Developer, as set forth in the Abatement Agreement; and

**WHEREAS**, the EDA and the Developer desire to set forth in writing their understanding and agreement as to these matters;

**NOW, THEREFORE**, for and in consideration of the premises, the mutual benefits, promises, and undertakings of the parties to this Performance Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby covenant and agree as follows.

1. The Developer shall (a) fully comply with all obligations under the Development Agreement and the Abatement Agreement, including without limitation, Project Completion on or before the Project Completion Date, as those terms are defined in the Abatement Agreement, (b) timely pay all City taxes, and (c) submit to the EDA evidence of taxes paid and the amount of abatement or rebate requested.

2. Upon full compliance and timely payment and submission as set forth in the preceding paragraph, and provided that the City has appropriated and transferred to the EDA sufficient sums, the EDA shall pay as a grant to the Developer an amount equal to all real estate taxes levied and paid by the Developer to the City on the improvements that constitute the Development Property, as set forth in the Abatement Agreement.

3. This Performance Agreement shall be governed by the laws of the Commonwealth of Virginia, is the entire agreement between the EDA and the Developer, and may be modified only by written agreement signed by each of the undersigned entities.

4. All notices required or permitted under this Performance Agreement shall be given in writing, and shall be deemed to be received (a) five business days after being mailed by first class mail, postage prepaid, return receipt requested, (b) one business day after being placed for next day delivery with a nationally recognized overnight courier service, (c) upon receipt when delivered by hand, or (d) electronically to the recipient's then-current email address if the recipient acknowledges receipt by reply email, addressed as follows for options (a) through (c):

if to the EDA:

Chair, Hopewell EDA  
PO Box 1222  
Hopewell, VA 23860

with a copy to:

Cynthia E. Hudson, Esq.  
Sands Anderson PC  
P.O. Box 1998 (23218)  
1111 E. Main Street, Suite 2400  
Richmond, VA 23219, and

if to the Developer, to:

Charles Bowman  
c/o W.E. Bowman Construction  
3715 Belt Boulevard  
Richmond, VA 23234

5. This Performance Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall be one and the same instrument, and a PDF or other electronic copy shall be considered an original.

[Execution Page follows]

PERFORMANCE AGREEMENT

Economic Development Authority of the City of Hopewell-  
Francisco Landing LLC and Francisco Landing Holdings LLC  
Execution Page

**IN WITNESS WHEREOF**, the parties hereto have executed this Performance Agreement effective as of the date first written above.

**ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF HOPEWELL, VIRGINIA**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Chair  
Execution Date: \_\_\_\_\_

**FRANCISCO LANDING LLC**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Execution Date: \_\_\_\_\_

**FRANCISCO LANDING HOLDINGS LLC**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Execution Date: \_\_\_\_\_

The undersigned hereby acknowledges the foregoing as the Performance Agreement contemplated in the Real Estate Tax Abatement Agreement between the City of Hopewell and the Developer described above.

CITY OF HOPEWELL, VIRGINIA

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
City Manager  
Execution Date: \_\_\_\_\_

## Francisco Landing Project Timeline

Date	Action	Motion	2 <sup>nd</sup>	Council Vote
Nov. 27, 2018	City Council approves the sale of the Copeland site to Francisco Landing Holdings, LLC with closing date of March 9, 2019	Gore	Denton	7-0
Dec. 6, 2018	Development Agreement, Option Agreement, and Agreement of Sale & Purchase with Francisco Landing Holdings, LLC signed by City Manager			
Mar. 5, 2019	City Council approves a 90-day extension of the closing date to June 7, 2019 due to a bank merger	Partin	Bennett	6-0 (Pelham absent)
Mar. 11, 2019	1 <sup>st</sup> Amendment to Development Agreement signed by City Manager			
May 28, 2019	City Council approves 2 <sup>nd</sup> extension of closing date to Nov. 1, 2019 due to Opportunity Zone	Bennett	Partin	7-0
June 13, 2019	2 <sup>nd</sup> Amendment to Development Agreement signed by City Manager			
Oct. 22, 2019	City Council approves 3 <sup>rd</sup> extension of closing date to Dec. 31, 2019 due to Opportunity Zone	Partin	Denton	7-0
Oct. 31, 2019	3 <sup>rd</sup> Amendment to Development Agreement signed by City Manager			
Dec. 10, 2019	City Council approves 4 <sup>th</sup> extension of closing date to Jan. 31, 2020 due to Opportunity Zone	Randolph	Partin	7-0
Dec. 18, 2019	4 <sup>th</sup> Amendment to Development Agreement signed by City Manager			
Jan. 31, 2020	Bill of Sale and General Assignment with Francisco Landing, LLC signed January 31, 2020 by the City Manager.			
April 1, 2021	City Council authorized the City Attorney to issue a notice of breach of contract to Bowman	Partin	Pelham	5-2
April 5, 2021	City Attorney sent the Notice of Breach to Bowman			

---

April 30, 2021 Spotts Fain responds to the Notice of  
Breach on behalf of their clients, the  
Bowmans

---

## MEMORANDUM

To: The Honorable City Council  
cc: Cynthia E. Hudson, Interim City Attorney  
Tevya W. Griffin, Director of Development  
From: John M. Altman, Jr., City Manager  
Date: April 4, 2022  
Re: **Francisco Landing**

---

In response to your emails regarding questions related to the Francisco Landing project, below are the City Administration's response:

- 1. If this deal does not work out. The developers can build anything under the zoning that is allowed. If done, what control would we have as it pertains to inside/outside features and the ability to limit low income vouchers?**

City Council approved the rezoning of this property on September 25, 2018. The conceptual plan is submitted as a part of the rezoning application. The concept plan addresses, but is not limited to, the number of buildings, location of buildings, the number of bedrooms, size of buildings, location of outdoor amenities (open space, amphitheater, etc.), location of streets, and building setbacks). Development of the parcels must follow the conceptual plan unless an amendment is granted by City Council. The approval letter and concept plan is provided.

The Downtown Design Review Committee approved the exterior building materials, architectural design and massing of the buildings within Phase I. The designed approved by the DDRC was provided in the conceptual plan.

Nothing in the approved rezoning/conceptual plan speaks to the interior features or income limits of the apartments.

- 2. Does the site currently provide for stormwater/wasterwater for the new units? Will our infrastructure be able to handle that inflow if we have these other issues citywide to address?**

The City requires an applicant to meet storm water requirements per state regulations. The City does not provide stormwater for any units. The owner must connect to the City's public wastewater connection. There are required permits, review and approval for both stormwater and wastewater through the designated City departments.

Specifically regarding wastewater, the Station Street Pump Station (SSPS) is periodically overwhelmed and unable to handle the excess flow received during high-volume rainfall events. General improvements have been implemented to reduce inflow and infiltration into the gravity sewer collection system that flows into the SSPS, which have decreased the frequency of overflows. Due to limiting factors surrounding the SSPS, expanding or

replacing the pump station on site is not feasible, which is why the City purchased the property at 600 E. Broadway as the future site of a new secondary pump station.

**3. What was the final decision about parking?**

A parking study was conducted during the rezoning process that concluded adequate parking was available for Phase I of the project. Parking was provided within the site and along Appomattox Street. The owner voluntarily proffered the following in relation to parking:

- Prior to construction of Building F, additional parking will be addressed with the Planning Commission to its satisfaction. It is anticipated that a parking supply will be resolved by that time as part of the Comprehensive parking plan for Downtown Hopewell that is being developed with Desman to include: adequately sized structured parking on the gravel lot, traffic calming to bring nearby surface parking across Route 10 in the equation, clearer definition of the true per unit parking demands, and other commercial efforts to secure nearby dedicated parking for the project

In approving the rezoning/conceptual plan the parking shown in the conceptual plan and the parking study was approved.

**4. Is it true that First Baptist Church has been calling City Hall to see when we will decide so they can sell their property to the Bowman's?**

The City Administration has not taken any calls from First Baptist Church in the recently regarding the Francisco Landing project. There have been calls received since 2018 regarding the project, but not in the last 6-8 months. The City Administration is aware that First Baptist and the Bowmans have had discussions regarding the purchase of property, but we are not involved in those discussions and do not know the status.

**5. If they default on taxes, will it take 3 years before we can do anything about it? If so, will we get the land and any improvements made?**

If Bowman defaults on the real estate taxes owed to the City, it would fall under the same process that is applied to all other properties/property owners. The Treasurer would not be able to offer the property for tax sale until the

**6. Can we have the original presentation from the Bowman's that was presented to City Council back in 2018 about what they said they could do?**

The conceptual plan provided by the Bowman's is provided.



- 7. Does the current development agreement, PUD (might have term wrong), etc. give staff the ability to dictate what occurs with the project inside/outside and if they can accept housing vouchers?**

The Development agreement is not the same as the PUD. A PUD refers to a Planned Unit Development and is a zoning designation that allows for flexibility in development within a site in exchange for greater open space than typically provided in development projects. The PUD does not address income limits (housing vouchers). The conceptual plan submitted during the rezoning process addresses but is not limited to, the number of buildings, location of buildings, the number of bedrooms, size of buildings, location of outdoor amenities (open space, amphitheater, etc.), location of streets, and setbacks). The rezoning to a PUD does not address interior features.

The Downtown Design Review Committee approved the exterior building materials, design and massing of the buildings within Phase I. The design approved by the DDRC was provided in the conceptual plan.

- 8. What is the cost to buy back all land they purchased?**

The cost that the former City Attorney advised City Council was required to purchase the land was/is \$849,200. This is assuming the Bowman's do not contest the figure and that they are entitled to more based on the funding that they have spent to date on the project. If this were to occur I feel confident that we would end up litigating this issue and the cost to purchase would increase.

- 9. Why can't the tax district and MOU be presented for approval at the same time as the tax abatement? Is there anything that would prohibit us from having drafts presented at the same time for the entire deal?**

The City Administration agreed to have all of the documents ready for review and presentation to Council during the last conversation regarding the tax district. Initially, City Administration had planned to bring all of the documents at that same time, but during the initial conversation that approach seemed to cause issues, so the Administration decided to break down the steps of the process and the corresponding documents.

- 10. If this passes and we provide 2 years to complete the first building, will the rest of the development agreement be in play? Meaning, they still have to meet the other requirements in specified times. If so, provide a recap of the timeline so everyone can clearly see it. I would include buildings, options (if valid), parking study, amphitheater, etc.**

The timeline approved by City Council on September 25, 2018 is on page 6 of the Francisco Landing Concept Plan document.

- 11. Are the options to purchase additional city land still valid after Council declared a breach in contract? Are they still valid after 4 years?**

As to the validity of the option agreements given the notice of breach, while part of the “packet” of documents approved as part of the Development Agreement it looks as though the option agreement could be considered a standalone document. I would defer to legal counsel for a legal opinion of the issue.

The option agreement is valid for seven (7) years from the effective date of November 27, 2018 (November 27, 2025), and contains a provision to automatically extend the option period by three (3) years upon the completion of no less than two (2) residential buildings.

**12. Are the Bowman’s in year 4 of their Enterprise Zone benefits/abatements?**

The City offers 9 Enterprise Zone incentives. The Department of Development processes all Enterprise Zone applications. The Bowman’s have utilized 2 incentives to date. They are as follows:

1. Waiver of rezoning application fee (Value: \$300)
2. Waiver of site plan fee (Value: \$250)

The reference to year 4 of enterprise zone benefits is only applicable for tax abatement and exemption/reduction of business and professional occupational license fees. Both incentives offer a 5 year graduated percentage schedule. These exemptions don’t begin until the incentive has been applied for and approved by the applicable City department. In this case the Real Estate Assessor’s office, and the Commissioner of Revenue, respectively. A request for an incentive has not been filed for these incentives for this project.

**13. Outside of VDH, who will serve as our internal quality assurance POC to keep the project on track? What will be the consequences if they are not on target?**

The Assistant City Manager will be given the responsibility of serving as the point of contact and will monitor the project to assure compliance with all of the agreements that are in place. The Department of Development is responsible of tracking the compliance of the proffers offered by the Bowman’s during the rezoning of the property. The two will coordinate monitoring efforts to assure the project is constructed within the terms of the agreements and the proffered conditions.

**14. What will we define as breaking ground?**

The previous City Attorney indicated that how the City defines “breaking ground” is determined by City Council and that the City Administration did not have the ability to make that determination.

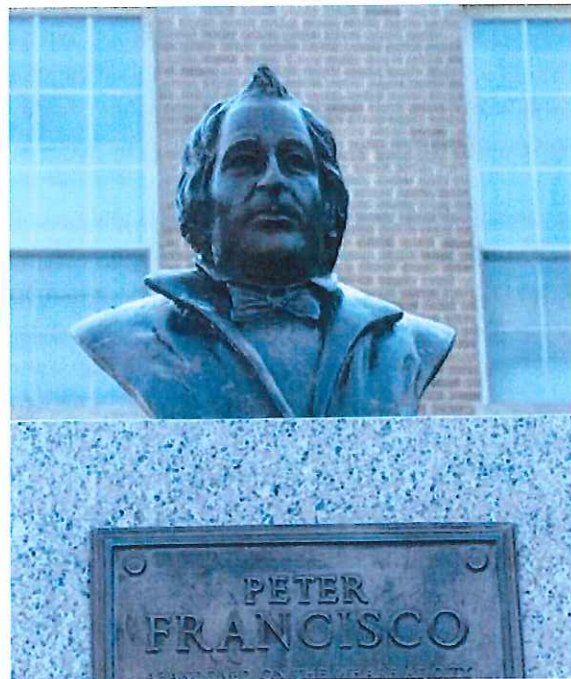
# Francisco Landing

## Planned Unit Development Application

June 25, 2018

Submitted by:

Francisco Landing Holdings LLC



# Francisco Landing Holdings LLC

## PUD Application

---

### 1. Overview

Approval is requested for a planned unit development located on the Copeland property in the Downtown Business District of the City of Hopewell. The objective of the proposed planned unit development plan is to accelerate the revitalization of Downtown Hopewell by adding new market rate multi-family residential and select new commercial spaces into the ecosystem while preserving permanent open space for the residents of the City of Hopewell and its visitors. The Copeland property is widely embraced as an asset to the Hopewell Downtown District and is a significant potential catalyst for further revitalization of downtown. The proposed planned unit development acknowledges that the site needs to be developed in a responsible and realistic manner that reflects on the history of the city, adds new housing product to the market and preserves permanent open space with public access to the Appomattox River. Following thorough evaluation, it is believed that the site's highest and best use is a mix of use residential development due to its proximity to the waterfront and adjacency to City Park. We believe that the existing commercial inventory in Downtown Hopewell will be dramatically enhanced by the addition of market rate rooftops to the district and the project will create a comfortable walkable downtown community over time. The proposed 4-story buildings will be constructed with a mixture of brick and fine sand finish stucco exterior finishes. Their placement on the site will utilize the existing topography to retain the view shed to the river.

As the conceptual elevations show, the blend of materials will be in keeping with the architecture of downtown Hopewell that has already been established and will include features that maximize views and provide open air opportunities for the residents including balconies, a roof top common area and outdoor dining. While the Copeland property will primarily be a residential development the site plan does include two build-to-suit commercial sites and will include a central restaurant site, accessible from the new plaza, that overlooks City Park with views down to the river.

The site designs include the addition of a public plaza and promenade that will overlook the permanent lower open space know as City Park. A grand stairway will lead from the new plaza to the public park. The site plan contemplates the future restoration of the historic outdoor amphitheater, landscaping and entryway enhancements to the adjacent cemetery and relocation of the road access to City Point Park's parking/drop-off area that will move to Hopewell Street. The new commercial spaces on the site will be minimized to include a ground floor restaurant site on the plaza and two build-to-suit commercial sites bracketing the Copeland property.

### 2. Concept Plan

#### a. Concept Site Information

**i. Vicinity Map**

Please see attached **Exhibit A**.

**ii. Boundary Survey**

Please see attached **Exhibit B**.

**iii. Attorney's certificate showing the owner or owners of the subject property, marketable title to the subject property in such owner or owners, names the source of applicant's title or interest in the subject property, and the place of record of the latest instrument in the chain of title for each parcel constituting the tract.**

Address/Description	Parcel ID	Owner	Use	Zoning
Appomattox Street, Lot 1, Subdivision: Copeland	2990005	City of Hopewell	Land	B-1
Appomattox Street, Lot 2, Subdivision: Copeland	2990010	City of Hopewell	Land	B-1
Randolph Road W, Lots 1-2-3, BLK 16 Subdivision: B Village	0110806	City of Hopewell	Parking lot	B-1

- Francisco Landing Holdings LLC is taking assignment of a Letter of Intent dated July 10, 2017 between the City of Hopewell and W. E. Bowman Construction, Inc. pursuant to which the City of Hopewell has agreed to sell the subject property to W.E. Bowman Construction, Inc. or its assigns subject to certain terms and conditions which have been met.

**iv. Total Area of the Tract**

- The total area of the subject property is 6.61 Acres. Please see attached **Exhibit B**.

**v. Abutting Street Names, Width and Route Numbers**

Street name	Width	Route #
Appomattox Street	75'	
North Main Street	100'	
Randolph Road	80'	10
Alley	18'	
Appomattox Court	40'	

**vi. Owners, zoning districts and uses of each adjoining tract**

Address	Owner	Use	Zoning
401 2 <sup>nd</sup> Avenue	First Baptist Church Trustees	Church	B-1, R-2
503 2 <sup>nd</sup> Avenue	First Baptist Church Trustees	Parking Lot	RP

507 Appomattox Court	First Baptist Church Trustees	Single Family Rental Houses	R-2
201 Eppes Street	Riverview Propco LLC	Nursing Home	B-2
Appomattox Street, Lot 3	City of Hopewell	Park	B-1
Hopewell Street	Cemetery	Cemetery	R-2
220 Appomattox Street	City of Hopewell	Parking lot	B-1
209 E. Cawson Street	City of Hopewell	Library	B-1
206 Appomattox Street	Christina J. Luman-Bailey	General Commercial	B-1
401 N. Main Street	Beacon Theater 2012 LLC	Theater-Live	B-1
300 N Main Street	City of Hopewell	City Offices	B-1
307-309 2 N 2 <sup>nd</sup> Avenue	City of Hopewell	Police Station	B-1

**vii. Topographic map with minimum contour intervals and scale acceptable to the administrator.**

Please see attached **Exhibit C**.

**b. Concept Design Information:**

**i. A concept plan, illustrating the location and functional relationship between all proposed land uses.**

Please see attached **Exhibit D**.

**ii. Land use plan or plans showing the location and arrangement of all proposed land uses, including the height and number of floors of all buildings (other than one family and two family dwellings) both above and below finished grade; the building setbacks from the development boundaries and adjacent streets, roads, alleys and ways; the proposed traffic circulation pattern including the location and width of all streets, driveways, walkways and entrances to parking areas; all off street parking and loading areas; all proposed open space areas including common open space, dedicated open space, and developed recreational open space; the approximate location of existing and proposed utility systems of sanitary sewer, storm sewer, water, electrical, telephone and gas lines.**

Please see attached **Exhibit D**, which shows the location and arrangement of all proposed land uses including a legend outlining the building uses, GSF and proposed unit counts.

In addition, a general summary for the proposed buildings is as follows:

- The residential buildings (G-1, G-2, F & J) are all proposed to be 4 story above grade buildings of no more than 50 feet in height excluding additional roof top features that are being considered on the G-1 and G-2 buildings. There will be some variations to the ground floor resulting from the desire to leverage the natural topography of the site. This will result in certain areas having a lower first floor but

the objective is to use the natural topography to create additional first floor ceiling height in key areas, namely the restaurant site in building G-2.

- The building placements are designed to be zero setback along Appomattox Street and to be placed at zero setback to the parking and limited roadways that need to be developed on the site as part of the PUD plan. A private parking courtyard will be placed inside the courtyard created by buildings G-1 & G-2 and building F. Public traffic will primarily remain on N. Main Street and Appomattox although public will not be restricted from entering the parking lots and roadways that service the balance of the planned residential improvements on the site. Roadways and sidewalks are being designed to mimic and/or compliment the existing downtown streetscape that Hopewell has established. Exact dimensions have not been defined for those elements at this time.
- The two commercial buildings (I & E) are proposed to be built to suit based on tenant requirements. It is not anticipated that the buildings will exceed 1 story, but tenant requirements are not known at this time.

Please see attached **Exhibit E** and its included legend for an illustrative look at Land Uses in the plan. **Exhibit F** narrows this look to the open spaces which include the Plaza, Promenade, Amphitheater, Private Courtyard, Roof Features on G-1/G2 and the lower Green Space leading to City Park.

The table below shows the calculation of open spaces compared to the total site, which demonstrates that the project achieves the requirements of the PUD ordinance related to 50% open space and 10% developed recreational spaces.

	Acres	Percentage
<b>Total Land</b>	<b>6.61</b>	
<b>Land Uses:</b>		
Park/Green Space	1.94	
<b>Total Common Open Space</b>	<b>1.94</b>	<b>29%</b>
Private Courtyard	0.10	
G-1 & G2 Roof Features	0.06	
Plaza	0.46	
Promenade	0.29	
Amphitheater	0.52	
<b>Total Developed recreation Space</b>	<b>1.43</b>	<b>22%</b>
<b>Total Open Space</b>	<b>3.36</b>	<b>51%</b>

Please reference **Exhibit B** for locations of existing utility systems. The approximate location of proposed utility systems is still under development at this time but generally speaking the development objective will be to utilize the existing infrastructure of the site to the greatest extent possible.

- iii. **A plan or statement showing the location and design of all screening, and indicating the type and height of such screening.**

At this time the exact placement and quantity of elements needing screening has not been determined. Overall the screening of elements that require it will be compliant with zoning requirements.

- iv. **A plan or statement detailing the exact number of improved developed recreational open space, and all covenants, restrictions and conditions pertaining to the use, maintenance and operation of common spaces and the percentage of the tract to be used as open space.**

Please see attached **Exhibit F**.

The total open space in the PUD is calculated to be 51% of the site's total acreage. It is the city and developer's plan to convey the open spaces (including the plaza, promenade, amphitheater and green space) back to the City of Hopewell for permanent public use following improvement of the open spaces in accordance with the approved PUD.

The conveyed open spaces will be covered by restrictions such that they will remain public assets and not be at risk of future development. Following the conveyance, the city will be responsible for the governance, upkeep and maintenance of the open spaces.

The Developer will be granted access easements to allow for the future construction access and building maintenance access. Additionally, the re-conveyed open spaces will provide reasonable conveniences for the residences of Francisco Landing, specifically nighttime noise ordinances related to amphitheater and plaza events.

- v. **For a PUD or PMH district, a statement in tabular form of the anticipated residential density and the total number of dwelling units, the percentage of the tract which is to be occupied by structures, and the total floor area (commercial) of all commercial uses.**

Please refer to **Exhibit G** for the requested Tables

The percentage of the tract to be occupied by structures is 21.4%

The total floor area of all commercial uses is 21,526 GSF, which is subject to refinement as the commercial buildings I and E are anticipated to be built to suit.

- vi. **For PSC district, a statement in tabular form of the anticipated commercial floor area.**  
N/A

- vii. **Architectural sketches of typical proposed structures, including lighting fixtures and signs, and landscaping**

Please see **Exhibits H & I** for Conceptual Elevations of the G1 and G2 buildings along with photographic material samples.



Please see **Exhibit J** for a conceptual 3-D rendering of the building from the plaza view at Appomattox Street.

Lighting, signage and landscaping will follow the preexisting fixtures and streetscape that has been established in the Hopewell Downtown District.

- viii. When the development is to be constructed in stages or units, a sequence of the development schedule showing the order of construction of each principal functional element of such stages or units, the approximate completion date for each stage or unit, and a cost estimate of all improvements within each stage or unit.

Phase	Improvements Planned	Construction Timing	Rough order of Magnitude / Estimated Costs
1	Buildings G-1 & G-2, Plaza, Promenade and Storm water management features required for the development	12 months	\$15,500,000
2	Building J	9 Months following absorption of the units in G-1 & G-2	\$10,600,000
3	Building F	9 Months following absorption of the units in J	\$10,400,000
4	Building I & E	9 Months Construction will begin upon successful consummation of commercial leases for these build to suit sites	\$3,000,000
5	Amphitheater	To be coordinated with the City	\$150,000
<b>TOTAL</b>			<b>\$39,650,000</b>

- ix. A plan or report indicating the extent, timing and estimated cost of all offsite improvements, such as road, sewer and drainage facilities, necessary to construct the proposed development, which plan or report shall relate to the sequence of development schedule if the development is to be constructed in stages or units.

At this time it is not anticipated that this development will require meaningful offsite improvements as it has been represented that existing utilities to the site will be sufficient to support the planned improvements. The developer will be requesting that the existing utilities be brought to property line or within 5 feet of the proposed buildings by the city.

**x. A statement showing the relationship of the planned development to the comprehensive plan of the city.**

Francisco Landing is situated on the Copeland property, which lies at the heart of the Downtown Hopewell District. The Downtown Hopewell District has been identified as the core Priority Planning Area in the 2018 - 2023 comprehensive plan, with the Copeland property representing “the single most downtown property with the development potential – both physically and economically – to catalyze successful revitalization.” Francisco Landing seeks to realistically and responsibly develop the Copeland property in a way that will bring new market rate housing inventory to the district, enhance and permanently establish public open and green spaces to form the fabric of the community’s outdoor recreation personality, and promote the further revitalization of the Hopewell Downtown District by leveraging the sizable inventory of available commercial space within two to three blocks of the waterfront.

**xi. Where required by planning commission, a traffic impact analysis, showing the effect of traffic generated by the project on surrounding roads.**

The City and developer have engaged Desmond Design Management, a national specialist in the planning and design of parking and transportation improvements, to evaluate the reasonableness of our parking plan for Francisco Landing. Desmond will validate our parking requirements against available parking to the development specifically using ULI derived shared parking metrics in its evaluation. The work product from Desmond will be delivered to us by June 30, 2018.

**xii. Where required by planning commission, a fiscal impact analysis, listing city revenue generated by the project and city expenditures resulting from the construction of the project.**

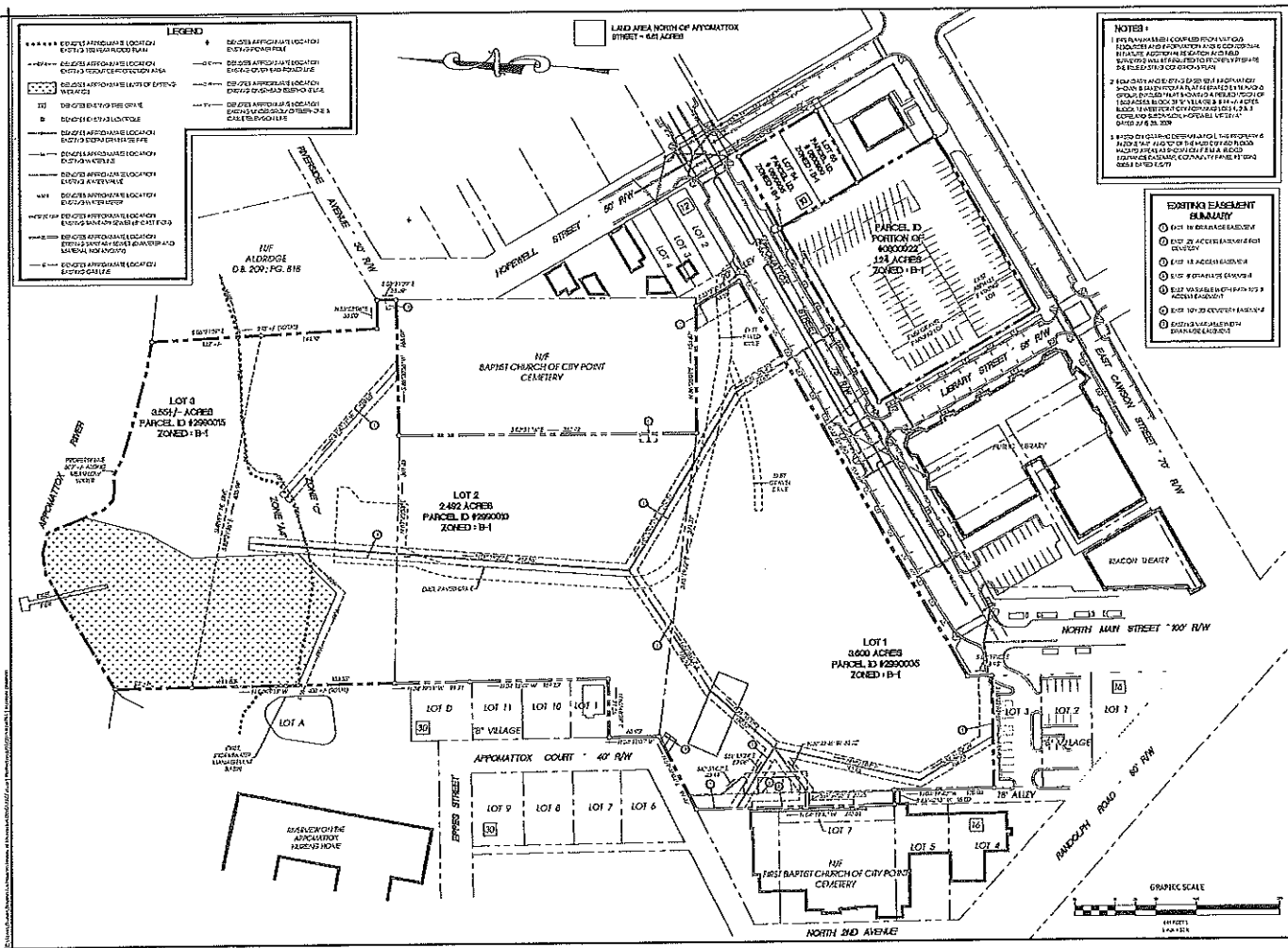
It is believed that the total economic impact of this project on the Hopewell Downtown District will be significant. A projection of the economic impact is under evaluation and will be presented shortly.

## Schedule of Exhibits

Exhibit A:	Vicinity Map
Exhibit B:	Boundary Survey
Exhibit C:	Topographic Map
Exhibit D:	Concept Plan
Exhibit E:	Land Use Illustration
Exhibit F:	Open Space Illustration
Exhibit G:	Table of Residential Density/Units/Total Commercial Area
Exhibit H:	Appomattox Street View Elevation of G-1/G-2 & Materials
Exhibit I:	Plaza View Elevation G-1/G-2 & Materials
Exhibit J:	Conceptual 3-D View of Building G-1, G-2 and Plaza

# Exhibit A





**NOTES:**

1. EASEMENT COVERAGE FROM VARIOUS PLANS AND RECORDS HAS BEEN IDENTIFIED. HOWEVER, THE LOCATION AND WIDTH OF THESE EASEMENTS HAS NOT BEEN VERIFIED AND IS SHOWN AS AN APPROXIMATE LOCATION. ANY CHANGES TO THE LOCATION OR WIDTH OF THESE EASEMENTS WILL BE REFLECTED IN THE FINAL PLAN.
2. EASEMENT COVERAGE FROM VARIOUS PLANS AND RECORDS HAS BEEN IDENTIFIED. HOWEVER, THE LOCATION AND WIDTH OF THESE EASEMENTS HAS NOT BEEN VERIFIED AND IS SHOWN AS AN APPROXIMATE LOCATION. ANY CHANGES TO THE LOCATION OR WIDTH OF THESE EASEMENTS WILL BE REFLECTED IN THE FINAL PLAN.
3. EASEMENT COVERAGE FROM VARIOUS PLANS AND RECORDS HAS BEEN IDENTIFIED. HOWEVER, THE LOCATION AND WIDTH OF THESE EASEMENTS HAS NOT BEEN VERIFIED AND IS SHOWN AS AN APPROXIMATE LOCATION. ANY CHANGES TO THE LOCATION OR WIDTH OF THESE EASEMENTS WILL BE REFLECTED IN THE FINAL PLAN.

**EXISTING EASEMENT SUMMARY**

- EASEMENT TO BE DELETED
- EASEMENT TO BE MAINTAINED
- EASEMENT TO BE ACQUIRED
- EASEMENT TO BE RELEASED
- EASEMENT TO BE TRANSFERRED
- EASEMENT TO BE REVOKED
- EASEMENT TO BE AMENDED

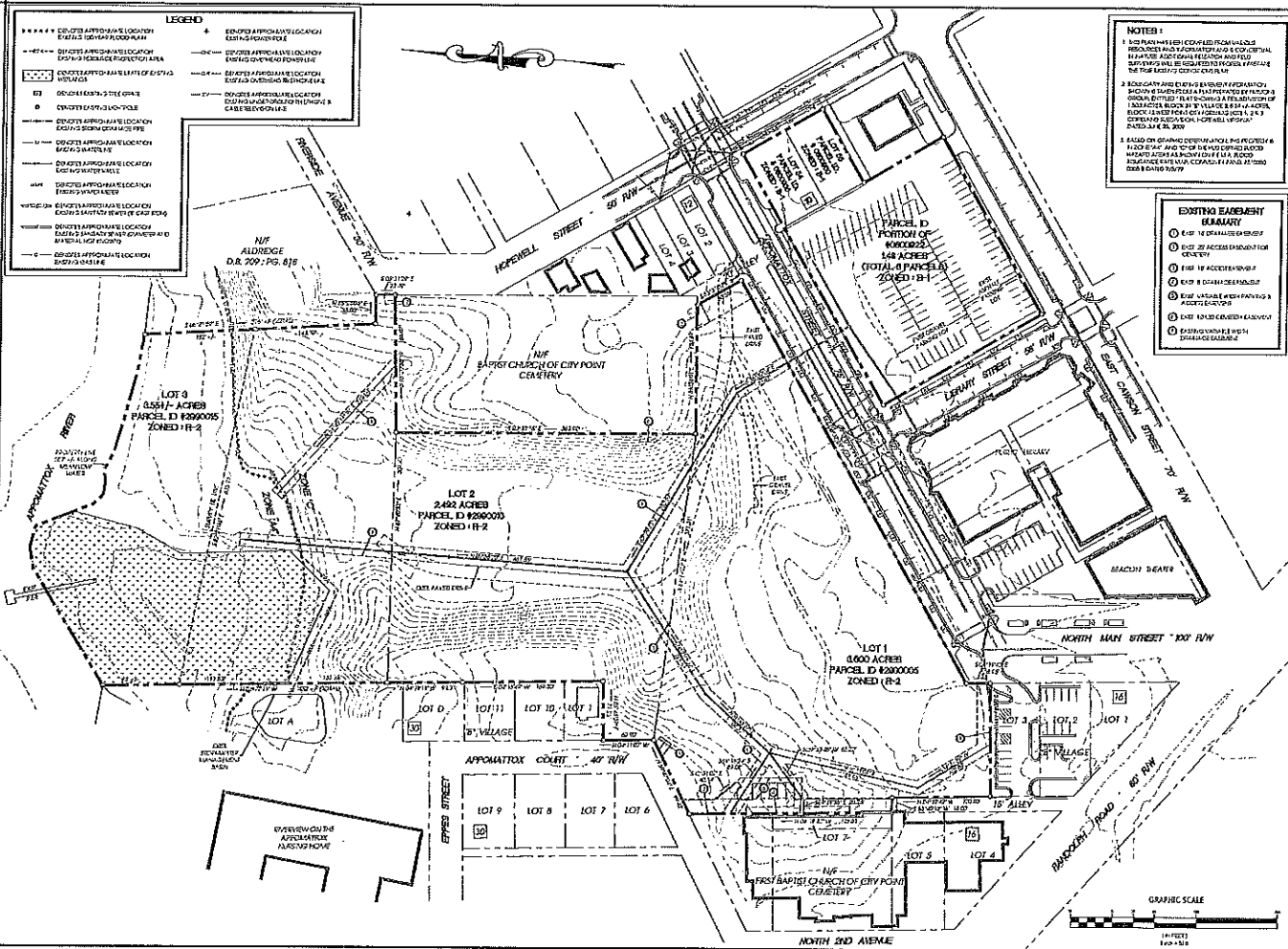
**seki solutions**  
 CONSULTING & ENGINEERING  
 1111 HOPKINSON AVENUE, SUITE 100  
 HOPEWELL, VA 22961  
 TELEPHONE NO. 540.692.8888 | WWW.SEKISOLUTIONS.COM

**COMMONWEALTH OF VIRGINIA**  
 513-0000  
 OCT 16 2013

DATE: JUNE 21, 2018  
 PROJECT: HOPEWELL MIXED-USE DEVELOPMENT  
 DRAWING NO.: 18-06-001

WE SOLEMNLY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF VIRGINIA.

**HOPEWELL MIXED-USE DEVELOPMENT**  
 CITY OF HOPEWELL, VIRGINIA  
**EXISTING CONDITIONS PLAN**  
 SHEET NO. C1.0



**NOTES:**

1. ALL PLANS HAVE BEEN CONSIDERED FROM ALL ASPECTS AND FOUND TO BE IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS AND ORDINANCES. ANY CHANGES WILL BE REQUIRED THROUGH THE CITY ENGINEERING DEPARTMENT.
2. THIS PLAN AND ERECTION PERMITS ARE SUBJECT TO THE CITY ENGINEERING DEPARTMENT'S REVIEW AND APPROVAL. ANY CHANGES WILL BE REQUIRED THROUGH THE CITY ENGINEERING DEPARTMENT.
3. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY ENGINEERING DEPARTMENT'S REVIEW AND APPROVAL. ANY CHANGES WILL BE REQUIRED THROUGH THE CITY ENGINEERING DEPARTMENT.

- EXISTING ELEMENTS SUMMARY**
- LOT 12 (UNDEVELOPED)
  - LOT 13 (UNDEVELOPED)
  - LOT 14 (UNDEVELOPED)
  - LOT 15 (UNDEVELOPED)
  - LOT 16 (UNDEVELOPED)
  - LOT 17 (UNDEVELOPED)
  - LOT 18 (UNDEVELOPED)
  - LOT 19 (UNDEVELOPED)
  - LOT 20 (UNDEVELOPED)
  - LOT 21 (UNDEVELOPED)
  - LOT 22 (UNDEVELOPED)
  - LOT 23 (UNDEVELOPED)
  - LOT 24 (UNDEVELOPED)
  - LOT 25 (UNDEVELOPED)
  - LOT 26 (UNDEVELOPED)
  - LOT 27 (UNDEVELOPED)
  - LOT 28 (UNDEVELOPED)
  - LOT 29 (UNDEVELOPED)
  - LOT 30 (UNDEVELOPED)
  - LOT 31 (UNDEVELOPED)
  - LOT 32 (UNDEVELOPED)
  - LOT 33 (UNDEVELOPED)
  - LOT 34 (UNDEVELOPED)
  - LOT 35 (UNDEVELOPED)
  - LOT 36 (UNDEVELOPED)
  - LOT 37 (UNDEVELOPED)
  - LOT 38 (UNDEVELOPED)
  - LOT 39 (UNDEVELOPED)
  - LOT 40 (UNDEVELOPED)
  - LOT 41 (UNDEVELOPED)
  - LOT 42 (UNDEVELOPED)
  - LOT 43 (UNDEVELOPED)
  - LOT 44 (UNDEVELOPED)
  - LOT 45 (UNDEVELOPED)
  - LOT 46 (UNDEVELOPED)
  - LOT 47 (UNDEVELOPED)
  - LOT 48 (UNDEVELOPED)
  - LOT 49 (UNDEVELOPED)
  - LOT 50 (UNDEVELOPED)
  - LOT 51 (UNDEVELOPED)
  - LOT 52 (UNDEVELOPED)
  - LOT 53 (UNDEVELOPED)
  - LOT 54 (UNDEVELOPED)
  - LOT 55 (UNDEVELOPED)
  - LOT 56 (UNDEVELOPED)
  - LOT 57 (UNDEVELOPED)
  - LOT 58 (UNDEVELOPED)
  - LOT 59 (UNDEVELOPED)
  - LOT 60 (UNDEVELOPED)
  - LOT 61 (UNDEVELOPED)
  - LOT 62 (UNDEVELOPED)
  - LOT 63 (UNDEVELOPED)
  - LOT 64 (UNDEVELOPED)
  - LOT 65 (UNDEVELOPED)
  - LOT 66 (UNDEVELOPED)
  - LOT 67 (UNDEVELOPED)
  - LOT 68 (UNDEVELOPED)
  - LOT 69 (UNDEVELOPED)
  - LOT 70 (UNDEVELOPED)
  - LOT 71 (UNDEVELOPED)
  - LOT 72 (UNDEVELOPED)
  - LOT 73 (UNDEVELOPED)
  - LOT 74 (UNDEVELOPED)
  - LOT 75 (UNDEVELOPED)
  - LOT 76 (UNDEVELOPED)
  - LOT 77 (UNDEVELOPED)
  - LOT 78 (UNDEVELOPED)
  - LOT 79 (UNDEVELOPED)
  - LOT 80 (UNDEVELOPED)
  - LOT 81 (UNDEVELOPED)
  - LOT 82 (UNDEVELOPED)
  - LOT 83 (UNDEVELOPED)
  - LOT 84 (UNDEVELOPED)
  - LOT 85 (UNDEVELOPED)
  - LOT 86 (UNDEVELOPED)
  - LOT 87 (UNDEVELOPED)
  - LOT 88 (UNDEVELOPED)
  - LOT 89 (UNDEVELOPED)
  - LOT 90 (UNDEVELOPED)
  - LOT 91 (UNDEVELOPED)
  - LOT 92 (UNDEVELOPED)
  - LOT 93 (UNDEVELOPED)
  - LOT 94 (UNDEVELOPED)
  - LOT 95 (UNDEVELOPED)
  - LOT 96 (UNDEVELOPED)
  - LOT 97 (UNDEVELOPED)
  - LOT 98 (UNDEVELOPED)
  - LOT 99 (UNDEVELOPED)
  - LOT 100 (UNDEVELOPED)

**sekv solutions**  
 CONSULTING AND ENGINEERING  
 1407 POND CREEK PLACE  
 HOPEWELL, VA 22961  
 TEL: 540-338-1111  
 WWW.SEKVSOLUTIONS.COM

PROJECT MANAGER: PEG GAYNE  
 PROJECT NO.: 1520  
 SCALE: 1" = 60'

DATE: OCTOBER 9, 2017  
 SHEET NO.: 1  
 OF 1

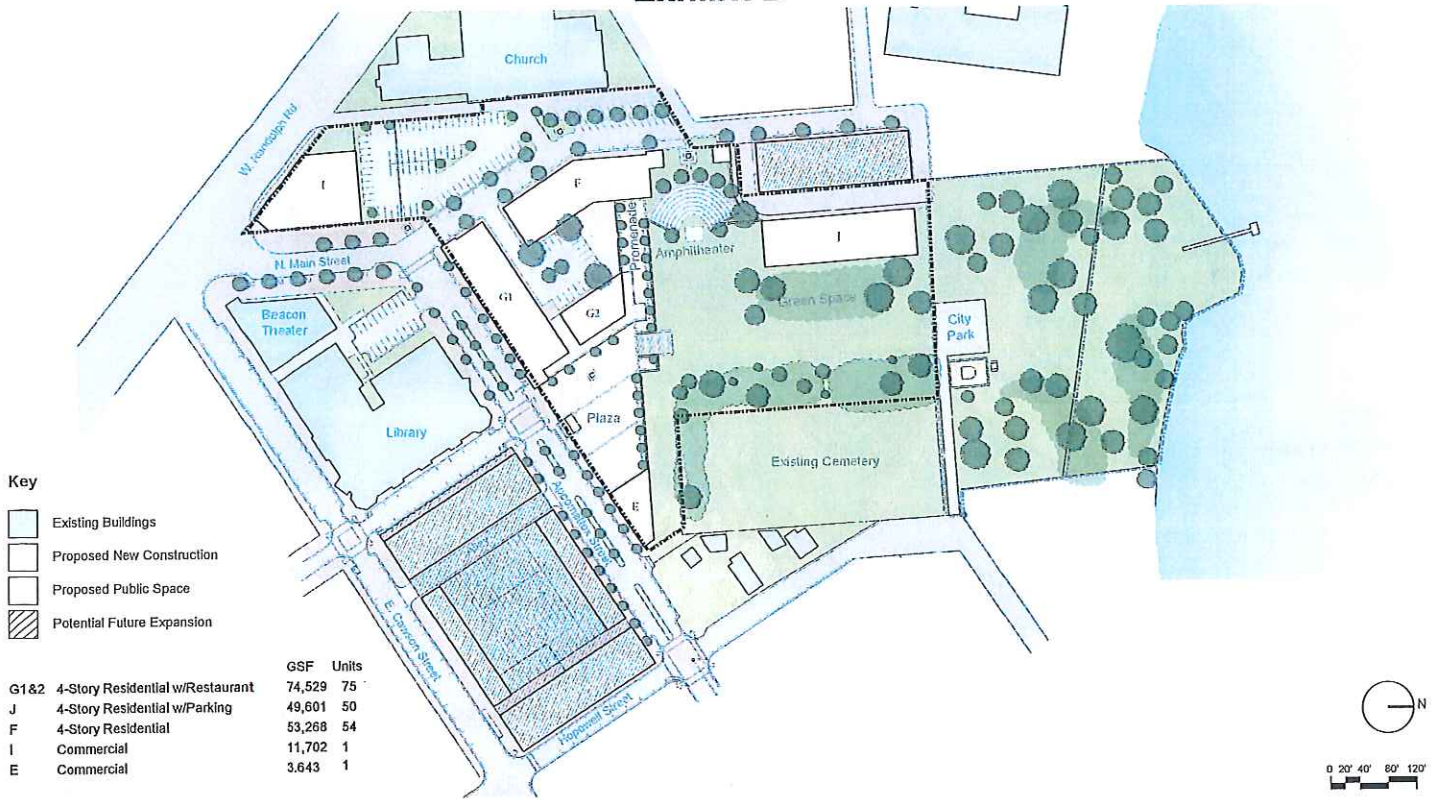
WILSON CONSTRUCTION  
 3715 BLUE RIDGE AVENUE  
 ROANOKE, VA 24060  
 CONTACT: BOB WILSON

**HOPEWELL MIXED-USE DEVELOPMENT**  
 CITY OF HOPEWELL, VA 22961

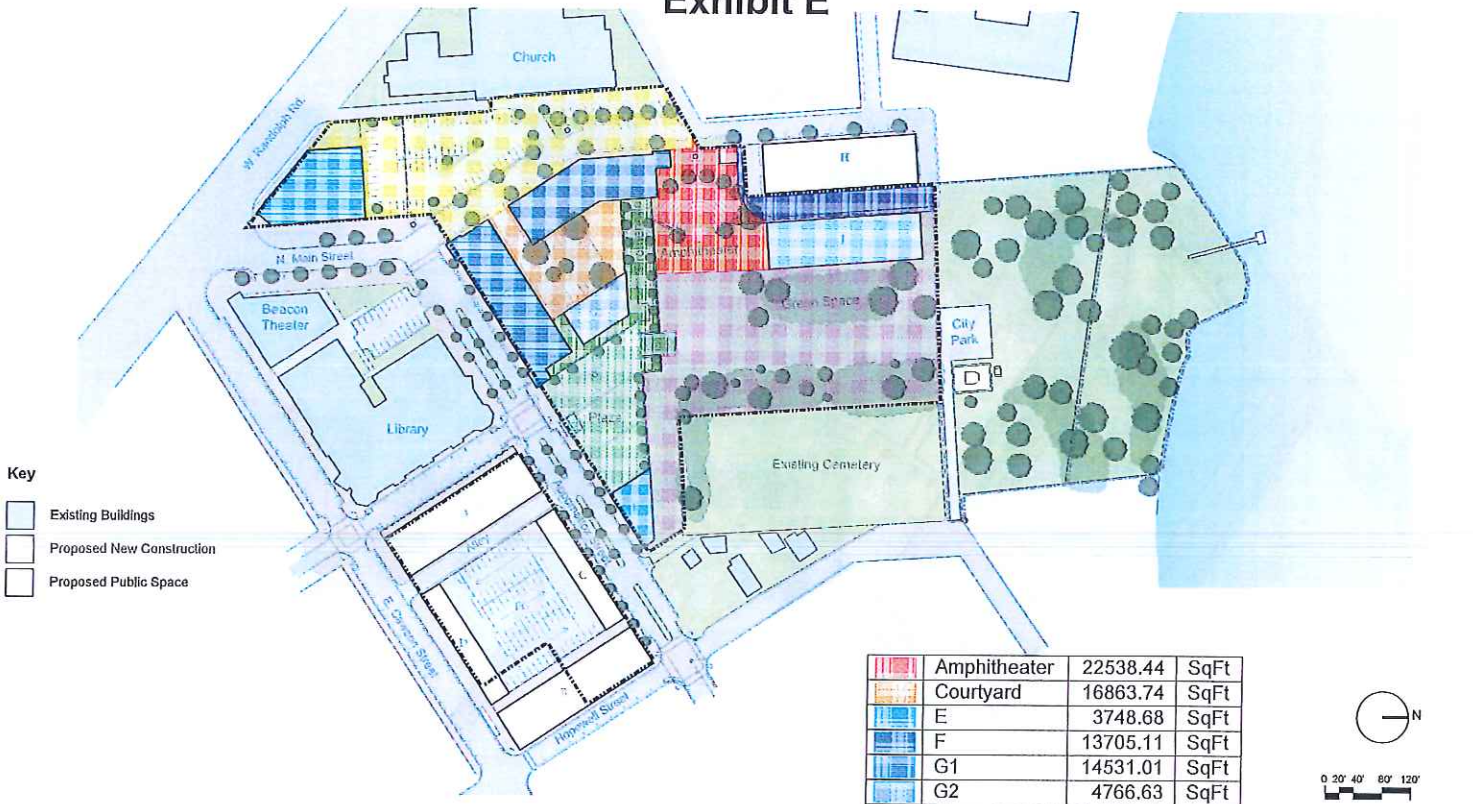
**EXISTING CONDITIONS PLAN**

SHEET NO. C10

# Exhibit D

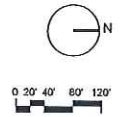


# Exhibit E



- Key**
- Existing Buildings
  - Proposed New Construction
  - Proposed Public Space

<span style="display: inline-block; width: 15px; height: 15px; background-color: #ffcccc;"></span>	Amphitheater	22538.44	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ffcc99;"></span>	Courtyard	16863.74	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ffcc66;"></span>	E	3748.68	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ffcc33;"></span>	F	13705.11	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ffcc00;"></span>	G1	14531.01	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ffcc66;"></span>	G2	4766.63	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ccffcc;"></span>	Green Space	84358.33	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ccffcc;"></span>	I	11834.48	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ccffcc;"></span>	J	13947.83	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ffff99;"></span>	Parking Lot	56729.27	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ccffcc;"></span>	Paved Area	9128.72	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ccffcc;"></span>	Plaza	20248.97	SqFt
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ccffcc;"></span>	Promenade	12617.85	SqFt



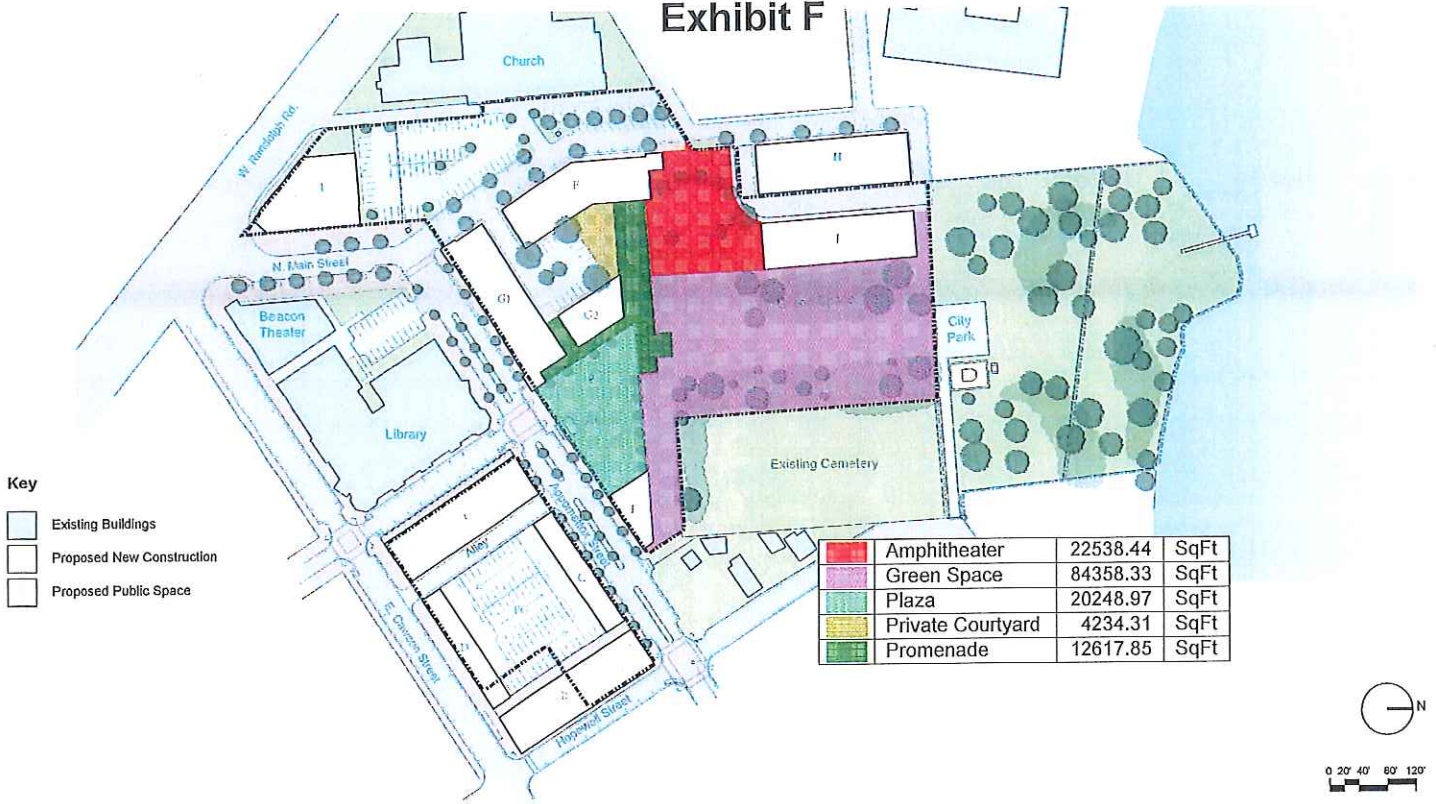
Master Plan  
06/19/2018

Francisco Landing  
W. E. Bowman Construction





# Exhibit F

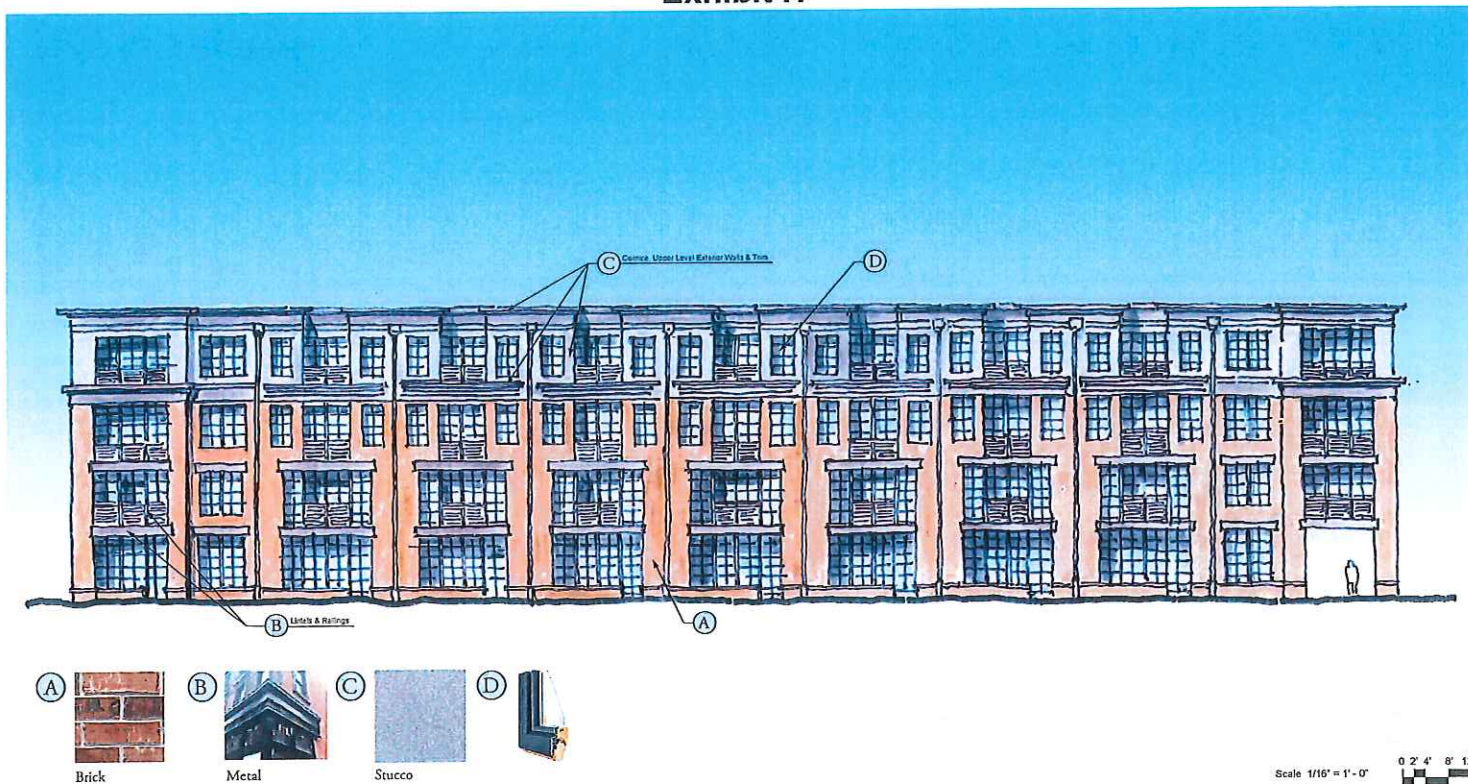


# Exhibit G

## Hopewell Masterplan Copeland Site - 4 Story

BLDG ID	USE	# Stories	TYPE	FOOTPRINT	TOTAL AREA		RESIDENTIAL		R-2 TARGET EFF	RESIDENTIAL (NSF)	COMMERCIAL AREA (GSF)	TOTAL UNIT COUNT (R-2)	# 1 BR (45%)	# 2 BR (45%)	# 3 BR (10%)
					(GSF)	AREA (GSF)	AREA (GSF)								
E	B	1	ASSEMBLY	3,643	3,643	0	0	N/A	0	3,643	0	0	0	0	0
F	R-2	4	MF	13,317	53,268	53,268	0.82		43,680	0	54	24	24	5	
G-1/G-2	R-2/A	4	MF/RESTAURANT	19,441	80,710	74,529	0.82		61,114	6,181	75	34	34	8	
I	B	1	COMMERCIAL	11,702	11,702	0	N/A		0	11,702	0	0	0	0	0
J	R-2/S-1	4	MF/PARKING	13,624	54,496	49,601	0.82		40,673	0	50	23	23	5	
<b>TOTALS</b>					<b>203,819</b>	<b>177,398</b>			<b>145,466</b>	<b>21,526</b>	<b>179</b>	<b>81</b>	<b>81</b>	<b>18</b>	

# Exhibit H



Building G1/G2 - Appatomox Street Elevation  
06/22/2018

Francisco Landing  
W. E. Bowman Construction



# Exhibit I



Building G1/G2 - Plaza Elevation  
06/22/2018

Francisco Landing  
W. E. Bowman Construction



## Exhibit J



Plaza Perspective  
(Conceptual View. Plaza Topography not finalized)  
06/22/2018

Francisco Landing  
*W. E. Bowman Construction*





**City of Hopewell**  
**Department of Development**

300 North Main Street  
Hopewell, VA 23860

September 27, 2018

Francisco Landing Holdings, LLC  
C/O W. E. Bowman Construction, Inc.  
3715 Belt Blvd.  
Richmond, Virginia 23234

On September 25, 2018 the Hopewell City Council approved your request to rezone Sub-parcels 299-0005, 299-0010, and 011-0806 also known as Lots 1 and 2, Copeland Subdivision, and Lots 1, 2 and 3, Block 16 B Village Subdivision, and change the Official Zoning Map, from the Downtown Central Business District (B-1) to the a Planned Unit Development (PUD) designation within the Downtown Central Business District (B-1/PUD). The approval also included the Conceptual Plan dated June 25, 2018 and the voluntary proffered condition attached to this approval letter.

This approval does not replace the Development Agreement between the City and Francisco Landing Holdings, LLC.

If there are questions about the rezoning, please contact the Department of Development at (804) 541-2220.

Sincerely,

Tevya Williams Griffin, AICP  
Director  
Department of Development

PROFFERED CONDITION STATEMENT

Francisco Landing Holdings, LLC volunteers the following proffer associated with the Francisco Landing rezoning on properties identified as Sub-Parcels 299-0005, 299-0010, and 011-0806 also known as Lots 1 and 2, Copeland Subdivision, and Lots 1, 2 and 3, Block 16 B Village Subdivision.

1. Prior to construction of Building F, additional parking will be addressed with the Planning Commission to its satisfaction. It is anticipated that parking supply will be resolved by that time as part of the Comprehensive parking plan for Downtown Hopewell that is being developed with Desman to include: adequately sized structured parking on the gravel lot, traffic calming to bring nearby surface parking across Route 10 in the equation, clearer definition of the true per unit parking demands, and other commercial efforts to secure nearby dedicated parking for the project.

Submitted by,

Charles R. Bowman, Member

Printed Name



---

Signature

July 28, 2018

Date

# Francisco Landing Holdings, LLC

3715 Belt Boulevard  
Richmond, VA 23234

---

July 27, 2018

Tevya Williams Griffin, AICP  
Director  
Department of Development  
City of Hopewell, VA

## RE: Francisco Landing PUD – Desman Shared Parking Analysis

Dear Tevya,

Please find attached a copy of Desman’s shared parking analysis for the Francisco Landing PUD application. Overall the analysis tells us that parking adequacy is met until the last building in the phasing plan is constructed (Building F). Prior to Building F’s construction additional parking supply will need to be addressed for the project. I will address our plan to address this parking need in the conclusion at the end of this letter. For ease of review I have taken the liberty of summarizing the report below first and then will provide our conclusion on how to address the recommendation as it relates to parking need in the last phase of Francisco Landing’s construction.

In summary we observe the following from the analysis:

1. Desman uses 271 spaces as the available count for the project, which comes from the Francisco Landing PUD site parking plan (138), Appomattox Street parking (33) and the Gravel Lot (100). Although available nearby, the study does not utilize street parking on Library St., E. Cawson St. and the other small nearby surface lots in the available count.
2. Desman uses higher per unit parking assumptions than our site development plan used (1.15 (1BR) – 1.55 (2&3BR) per Desman vs. 1 per unit per our plan)
3. The Desman analysis reports parking adequacy for the construction of the project until building F is constructed, which is the last building proposed in our phasing plan. A summary table is below:

Buildings Constructed	Available Spaces	Peak Need Adjusted for presence	Surplus/ (Shortage)	Notes
E, G1-G2, I	271	215	56	Adequate:
+ J	271	276	(5)	Adequate: This 5-space deficit is for a 2-hour period on weekdays during the early Christmas shopping season. Per Desman, this shortage being small and remote in time is not deemed to jeopardize parking adequacy.
+ F	271	340	(69)	Inadequate: The study finds that additional parking supply will need to be introduced prior to starting construction of building F.

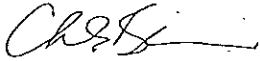
Our conclusions from the analysis are as follows:



1. Desman's analysis appears conservative but is acceptable to us because the objective is to provide adequate parking for the project. Although Desman's study assumes a significantly greater per unit parking need than we believe is necessary, we believe the study's assumptions can give us a high level of confidence in meeting satisfactory parking requirements for the project throughout its development.
2. Until Building F is built, additional nearby parking (as well as temporary additional spaces in the future footprint of the F Building) can accommodate minor and infrequent holiday spikes as needed
3. Prior to the construction of building F additional parking to meet adequacy will need to be provided.
4. Our proposal for the purposes of the PUD application is to voluntarily proffer that, prior to construction of Building F, additional parking will be addressed with the planning commission to its satisfaction. At this time, it is anticipated that parking supply will be resolved by that time as part of the comprehensive parking plan for Downtown Hopewell that is being developed with Desman to include: adequately sized structured parking on the gravel lot, traffic calming to bring nearby surface parking across RT10 into the equation, clearer definition on the true per unit parking demands, and other commercial efforts to secure nearby dedicated parking for the project.

Thank you for your consideration, and please let me know if I can answer any questions or address any concerns.

Best regards,



Charles R. Bowman  
Member

## TECHNICAL MEMORANDUM

**DATE:** *Monday, July 23, 2018*

**TO:** *Chip Bowman – W.E. Bowman Construction*

**CC:** *Jake Elder – City of Hopewell*

**FROM:** *Andrew S. Hill, Director of Consulting Services – DESMAN, Inc.*

**PROJECT:** *Francisco Landing Development*                      **PROJECT #:** *20-18148.00-3*

**RE:** *Shared Parking Analysis Report*

---

### DEVELOPMENT PROGRAM

Working off the most recent development plan (dated 6/22/18), DESMAN developed a summary of the proposed development program. This program includes the following:

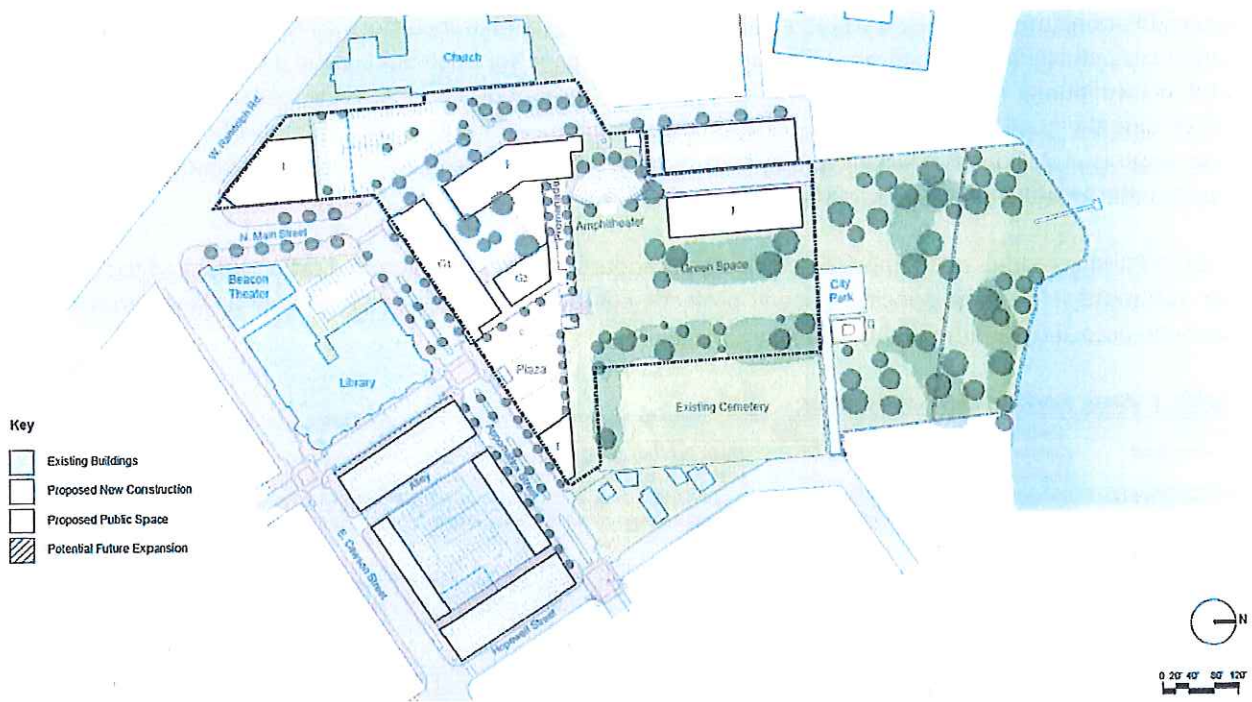
- Building E – A 3,643 square foot structure proposed as a Visitor’s Center or other place of assembly.
- Building F – A 53,268 square foot residential building containing 54 rental residential units.
- Buildings G-1 and G-2 – Two buildings totaling roughly 74,529 square feet and containing grade-level commercial space of 6,181 square feet and 75 rental residential units.
- Building I – A 11,702 square foot commercial building.
- Building J - A 54,496 square foot residential building containing 50 rental residential units.

The program also includes 138 parking spaces spread across multiple surface lots planned within the body of the development, as well as use of 33 curbside spaces along Appomattox Street and roughly 100 spaces in the City-owned lot on the block bordered by East Cawson Street, Hopewell Street, Appomattox Street, and an interior alleyway.

The proposed phasing plan for the program would place development of Buildings E, G-1, G-2, and I in Phase 1, introduce Building J in Phase 2, and add Building F in Phase 3. The following analysis is presented to reflect this phasing.

This plan did NOT include land uses or parking associated with the abutting and existing commercial and institutional properties as shown in **Figure 1**, next page. The impact of these buildings on the project will be evaluated in a separate study scheduled for execution later this year. For the purposes of this analysis, focus was limited to just those buildings within the boundaries of the proposed development.

**Figure 1: Site Drawing and Segment Designations**



**SHARED USE BACKGROUND**

At the request of W.E. Bowman Construction and the City of Hopewell, DESMAN prepared the following Shared Parking model specific the subject development. Shared Parking is a methodology for calculating the parking demands of a proposed project developed by the Urban Land Institute (ULI) in collaboration with the Institute of Transportation Engineers (ITE) and the International Council of Shopping Centers (ICSC). This methodology is a departure from the standard zoning ordinance method of calculating required parking which is to apply a parking demand ratio (or parking requirement per local code or ordinance) to each component within a project, sum the total of all demands and build against this figure. This traditional methodology treats parking demand as a fixed, unwavering phenomenon and, as result, often results in the provision of parking supply greater than the true need of the development.

Shared Parking methodology is a statistical modeling approach that incorporates real-world data on how land uses actually behave and simulates how parking demand for each land use in a development waxes and wanes during the course of day and year. This methodology allows the planner to accurately determine the need for the development as an organic whole, rather than an assembly of disparate parts. The result is provision of a parking supply to support the project which is adequate to meet the project’s needs without building excess parking spaces.

Shared Parking models are comprised of industry standard base parking demand ratios, adjusted to reflect for variations in demand specific to each project’s composition and locality, as well as fluctuations in demand according to time of day and year.

**Table 1: Base Parking Demand Ratios**

Land Use	User Group	Weekday	Weekend	Unit	Source
Standard Retail	Customer	2.90	3.20	/ksf GLA	<u>Shared Parking: 2nd Edition</u> . Washington DC: ULI-The Urban Land Institute , 2005, p.11
	Employee	0.70	0.80	/ksf GLA	<u>Shared Parking: 2nd Edition</u> . Washington DC: ULI-The Urban Land Institute , 2005, p.11
Fine/Casual Dining	Customer	12.00	19.00	/ksf GLA	<u>Parking Generation: 4th Edition</u> . Washington DC: ITE - Institute of Transportation Engineers , 2010
	Employee	2.20	3.70	/ksf GLA	<u>Parking Generation: 4th Edition</u> . Washington DC: ITE - Institute of Transportation Engineers , 2010
Fast Casual Dining	Customer	15.00	17.00	/ksf GFA	<u>Parking Generation: 4th Edition</u> . Washington DC: ITE - Institute of Transportation Engineers , 2010
	Employee	2.40	3.40	/ksf GFA	<u>Parking Generation: 4th Edition</u> . Washington DC: ITE - Institute of Transportation Engineers , 2010
Café/Take Out	Customer	12.00	16.00	/ksf GLA	<u>Parking Generation: 4th Edition</u> . Washington DC: ITE - Institute of Transportation Engineers , 2010
	Employee	2.50	2.85	/ksf GLA	<u>Parking Generation: 4th Edition</u> . Washington DC: ITE - Institute of Transportation Engineers , 2010
Cinema	Customer	0.19	0.26	/seat	DESMAN Inc (proprietary information from AMC, 2003-2009) and Shared Parking: 2nd Edition., 2005, p.11
	Employee	0.01	0.01	/seat	DESMAN Inc (proprietary information from AMC, 2003-2009) and Shared Parking: 2nd Edition., 2005, p.11
Apartments	Studio/1BR	0.10	0.10	/unit	DESMAN Inc. & <u>Shared Parking: 2nd Edition</u> . Washington DC: ULI - Urban Land Institute, 2005, p.11
	Multi-BR	0.50	0.50	/unit	DESMAN Inc. & <u>Shared Parking: 2nd Edition</u> . Washington DC: ULI - Urban Land Institute, 2005, p.11
	Reserved	1.00	1.00	/unit	DESMAN Inc. & <u>Shared Parking: 2nd Edition</u> . Washington DC: ULI - Urban Land Institute, 2005, p.11
	Guest	0.05	0.05	/unit	DESMAN Inc. & <u>Shared Parking: 2nd Edition</u> . Washington DC: ULI - Urban Land Institute, 2005, p.11
General Office	Visitor	0.30	0.03	/ksf GFA	<u>Shared Parking: 2nd Edition</u> . Washington DC: ULI - Urban Land Institute, 2005, p.11
	Employee	3.50	0.35	/ksf GFA	<u>Shared Parking: 2nd Edition</u> . Washington DC: ULI - Urban Land Institute , 2005, p.11
Performing Arts Venue	Visitor	0.30	0.33	/seat	<u>Shared Parking: 2nd Edition</u> . Washington DC: ULI - Urban Land Institute , 2005, p.11
	Employee	0.07	0.07	/seat	<u>Shared Parking: 2nd Edition</u> . Washington DC: ULI - Urban Land Institute , 2005, p.11

Base parking demand ratios are developed through the long-term study of stand-alone land uses (i.e. office buildings, retail stores, hotel, etc.) with their own dedicated parking facilities. Researchers perform occupancy counts at different times of day, different days of the week, and different times of the year, to isolate the busiest hour of the busiest weekday and/or weekend day annually. Once the peak hour is isolated, researchers divide the number of vehicles parked by the key driving element in each land use, such as the number of hotel rooms or total gross leasable square footage of the building. This division renders a parking demand ratio; the mathematic expression of the number of cars parked at the busiest hour of the busiest day related to the land use’s key driver.

The Urban Land Institute (ULI), the Institute of Transportation Engineers (ITE), the International Council of Shopping Center (ICSC), the International Parking Institute (IPI), the National Parking Association (NPA), the American Planning Association (APA) and other agencies gather and consolidate these individual studies into peer-reviewed, statistically reliable resources for application in planning studies, such as this one. DESMAN applied the base demand ratios to the proposed program shown in **Table 1**, prior page.

It should be noted that DESMAN assumed each residential unit would be afforded on dedicated parking space within the planned supply; residents with additional vehicles as well as residential visitors would park in unreserved spaces on site or in adjacent areas. Based on experience with similar development and ULI recommendations, DESMAN calculated a composite demand for 1.15 spaces per unit for one-bedroom units and 1.55 spaces per unit for multiple-bedroom units.

It should also be noted that, due to not having committed tenants for commercial pads, DESMAN treated with commercial square footage associated with certain building as follows:

- Building E – The 3,643 square foot structure proposed as a Visitor’s Center or other place of assembly was treated as office space, pending further definition of potential uses and/or tenants.
- Buildings G-1 and G-2 – The 6,181 square feet of grade-level commercial space was treated as a fast/causal restaurant, pending further definition of potential uses and/or tenants.
- Building I – The 11,702 square foot commercial building was treated as a retail store, pending further definition of potential uses and/or tenants.

Adjustments to base demand ratios can be applied to reflect the actual conditions in the project site. These applied factors included adjustments to reflect choice of transportation mode, internal rates of capture, and other local factors.

*Mode adjustments* reflect the percentage of users expected to drive themselves to a project, versus arriving by other means. The most recent [2016] American Community Survey (ACS) covering Hopewell, Virginia and administered by the US Census Bureau, reported that 82.9% of the local populace drove themselves to work in a personal vehicle; the remainder either carpooled (10.4%), rode transit (1.1%), worked from home (2.2%), walked (1.0%) or commuted by other means (2.4%). On the basis of these findings, DESMAN assumed that 96% of all employees associated with one of the land uses would drive themselves to work. DESMAN did not assume any modal adjustment associated with customers, visitors or residents of the project.

*Capture adjustments* - the percentage of persons already on the project site for one reason but patronizing another business – is applied so that demand associated with one land use is not credited against another land use during the modeling process. For example, the office worker who goes to Starbucks on break does not generate any new or additional parking demand by going for a latte. If that employee’s parking demand is already ‘credited’ to his office, the capture adjustment to Starbucks assures that his parking demand is NOT associated with the coffee shop, in essence “double counting” him.

Capture adjustments can result in significant reductions in base demand ratios – depending on land use – as a substantial percentage of the patrons to a particular business can be coming from inside the project, thereby not generating any additional parking demand. Some of these reductions will remain fairly stable, regardless of the day of week or time of day, while others will fluctuate according to time of day or day of

the week. Within the proposed project site, DESMAN assumed that the largest 'captive population' would be area employees and residents who might also patronize retail stores, restaurants, or other uses on-site without necessarily generating any additional trips or resulting parking demand. A summary of applied adjustments to base demand ratios are shown in **Table 2**.

**Table 2: Applied Mode and Capture Adjustments**

WEEKDAYS								WEEKDAYS							
DAYTIME (6:00 AM - 4:59 PM)								EVENING (5:00 PM - 12:00 AM)							
Land Use	User Group	Base Ratio	Modal Adj.	Capture Adj.	Local Adj.	Project Ratio	Unit	Land Use	User Group	Base Ratio	Modal Adj.	Capture Adj.	Local Adj.	Project Ratio	Unit
Standard Retail	Customer	2.90	1.00	0.90	1.00	2.61	/ksf GLA	Standard Retail	Customer	2.90	1.00	0.85	1.00	2.47	/ksf GLA
	Employee	0.70	0.96	1.00	1.00	0.67	/ksf GLA		Employee	0.70	0.96	1.00	1.00	0.67	/ksf GLA
Fine/Casual Dining	Customer	12.00	1.00	0.75	1.00	9.00	/ksf GLA	Fine/Casual Dining	Customer	12.00	1.00	0.70	1.00	8.40	/ksf GLA
	Employee	2.20	0.96	1.00	1.00	2.10	/ksf GLA		Employee	2.20	0.96	1.00	1.00	2.10	/ksf GLA
Fast Casual Dining	Customer	15.00	1.00	0.70	1.00	10.50	/ksf GFA	Fast Casual Dining	Customer	15.00	1.00	0.65	1.00	9.75	/ksf GFA
	Employee	2.40	0.96	1.00	1.00	2.29	/ksf GFA		Employee	2.40	0.96	1.00	1.00	2.29	/ksf GFA
Café/Take Out	Customer	12.00	1.00	0.50	1.00	6.00	/ksf GLA	Café/Take Out	Customer	12.00	1.00	0.45	1.00	5.40	/ksf GLA
	Employee	2.50	0.96	1.00	1.00	2.39	/ksf GLA		Employee	2.50	0.96	1.00	1.00	2.39	/ksf GLA
Cinema	Customer	0.19	1.00	0.95	1.00	0.18	/seat	Cinema	Customer	0.19	1.00	0.95	1.00	0.18	/seat
	Employee	0.01	0.96	1.00	1.00	0.01	/seat		Employee	0.01	0.96	1.00	1.00	0.01	/seat
Apartments	Studio/1BR	0.10	1.00	1.00	1.00	0.10	/unit	Apartments	Studio/1BR	0.10	1.00	1.00	1.00	0.10	/unit
	Multi-BR	0.50	1.00	1.00	1.00	0.50	/unit		Multi-BR	0.50	1.00	1.00	1.00	0.50	/unit
	Reserved	1.00	1.00	1.00	1.00	1.00	/unit		Reserved	1.00	1.00	1.00	1.00	1.00	/unit
	Guest	0.05	1.00	1.00	1.00	0.05	/unit		Guest	0.05	1.00	1.00	1.00	0.05	/unit
General Office	Visitor	0.30	1.00	0.90	1.00	0.27	/ksf GFA	General Office	Visitor	0.30	1.00	0.85	1.00	0.26	/ksf GFA
	Employee	3.50	0.96	1.00	1.00	3.34	/ksf GFA		Employee	3.50	0.96	1.00	1.00	3.34	/ksf GFA
Performing Arts Venue	Visitor	0.30	1.00	0.95	1.00	0.29	/seat	Performing Arts Venue	Visitor	0.30	1.00	0.95	1.00	0.29	/seat
	Employee	0.07	0.96	1.00	1.00	0.07	/seat		Employee	0.07	0.96	1.00	1.00	0.07	/seat

WEEKENDS								WEEKENDS							
DAYTIME (6:00 AM - 4:59 PM)								EVENING (5:00 PM - 12:00 AM)							
Land Use	User Group	Base Ratio	Modal Adj.	Capture Adj.	Local Adj.	Project Ratio	Unit	Land Use	User Group	Base Ratio	Modal Adj.	Capture Adj.	Local Adj.	Project Ratio	Unit
Standard Retail	Customer	3.20	1.00	0.80	1.00	2.56	/ksf GLA	Standard Retail	Customer	3.20	1.00	0.80	1.00	2.56	/ksf GLA
	Employee	0.80	0.96	1.00	1.00	0.76	/ksf GLA		Employee	0.80	0.96	1.00	1.00	0.76	/ksf GLA
Fine/Casual Dining	Customer	19.00	1.00	0.65	1.00	12.35	/ksf GLA	Fine/Casual Dining	Customer	19.00	1.00	0.65	1.00	12.35	/ksf GLA
	Employee	3.70	0.96	1.00	1.00	3.53	/ksf GLA		Employee	3.70	0.96	1.00	1.00	3.53	/ksf GLA
Fast Casual Dining	Customer	17.00	1.00	0.60	1.00	10.20	/ksf GFA	Fast Casual Dining	Customer	17.00	1.00	0.60	1.00	10.20	/ksf GFA
	Employee	3.40	0.96	1.00	1.00	3.25	/ksf GFA		Employee	3.40	0.96	1.00	1.00	3.25	/ksf GFA
Café/Take Out	Customer	16.00	1.00	0.40	1.00	6.40	/ksf GLA	Café/Take Out	Customer	16.00	1.00	0.40	1.00	6.40	/ksf GLA
	Employee	2.85	0.96	1.00	1.00	2.72	/ksf GLA		Employee	2.85	0.96	1.00	1.00	2.72	/ksf GLA
Cinema	Customer	0.26	1.00	0.95	1.00	0.25	/seat	Cinema	Customer	0.26	1.00	0.95	1.00	0.25	/seat
	Employee	0.01	0.96	1.00	1.00	0.01	/seat		Employee	0.01	0.96	1.00	1.00	0.01	/seat
Apartments	Studio/1BR	0.10	1.00	1.00	1.00	0.10	/unit	Apartments	Studio/1BR	0.10	1.00	1.00	1.00	0.10	/unit
	Multi-BR	0.50	1.00	1.00	1.00	0.50	/unit		Multi-BR	0.50	1.00	1.00	1.00	0.50	/unit
	Reserved	1.00	1.00	1.00	1.00	1.00	/unit		Reserved	1.00	1.00	1.00	1.00	1.00	/unit
	Guest	0.05	1.00	1.00	1.00	0.05	/unit		Guest	0.05	1.00	1.00	1.00	0.05	/unit
General Office	Visitor	0.03	1.00	0.80	1.00	0.02	/ksf GFA	General Office	Visitor	0.03	1.00	0.80	1.00	0.02	/ksf GFA
	Employee	0.35	0.96	1.00	1.00	0.33	/ksf GFA		Employee	0.35	0.96	1.00	1.00	0.33	/ksf GFA
Performing Arts Venue	Visitor	0.33	1.00	0.95	1.00	0.31	/seat	Performing Arts Venue	Visitor	0.33	1.00	0.95	1.00	0.31	/seat
	Employee	0.07	0.96	1.00	1.00	0.07	/seat		Employee	0.07	0.96	1.00	1.00	0.07	/seat

Applied capture assumptions to this model, based on experience with similar projects, were as follows:

- **Retail:** DESMAN assumed that one in every 10 patrons (10%) during a weekday would be area employees or residents walking over to a store to shop and thereby not generating any new or additional parking demand. As the area residential population grew during the evenings and on weekends, it was anticipated that local workers and residents would make up a larger proportion of retail patrons increasing to 15% on weekday evenings and 20% on weekend days and evening.
- **Fast Casual Restaurants:** DESMAN assumed that three in every 10 patrons (30%) during a weekday lunch rush would be area employees or residents walking over to dine and thereby not generating any new or additional parking demand. As the area residential population grew during the evenings and on weekends, it was anticipated that local workers and residents would make up a

larger proportion of diners increasing to 35% on weekday evenings and 40% on weekend days and evening.

- *Office:* DESMAN assumed that one in every 10 visitors (10%) during a weekday would be area employees or residents walking over and thereby not generating any new or additional parking demand. As the area residential population grew during the evenings and on weekends, it was anticipated that local workers and residents would make up a larger proportion of visitors increasing to 15% on weekday evenings and 20% on weekend days and evening.

Adjustments were also made for other area land uses to be incorporated into the analysis at a later date.

The final factor comprising the model is the adjustment to reflect for variances for temporal and seasonal *presence*. *Presence* is the expression of parking demand for specific users and land uses according to time of day and time of year. Presence is expressed as a percentage of peak potential demand modified for time of day or year.

For example, the model projects that 11,702 square feet of retail has a peak parking demand equal to 39 parking spaces. However, this demand is influenced by the hours of operation. At 3:00 AM, a retail store is unlikely to project any parking demand at all. Additionally, parking demand is influenced by the time of year. Traditionally, retail stores are busiest during the winter holidays and slowest in the summer. Therefore, so is parking demand associated with a retail store.

Presence becomes a significant factor in a mixed-use environment like Francisco Landing because it allows different land uses to share the same parking supply. For example, if an office building is placed next to an apartment complex, summing the peak projected demand of each of the land uses would result in parking supply substantially larger than necessary, as the apartment complex is largely empty when the office building is occupied and vice versa. However, applying presence factors to the peak demand projections to adjust for hours of operation and use trends, the owner actually needs to provide only a fraction of the spaces needed for the combined land uses to adequately support both the hotel and the retail store. The assumption is that demand from apartments will peak in overnight, while demand for office space will peak on weekday mornings. These presence trends of parking demand for these land uses are complimentary and allow for some sharing of the same spaces, reducing total peak demand.

Variations for time of day and time of year for weekends (Saturdays) were also calculated for Francisco Landing and applied to the model. The majority of presence adjustments were taken from ULI's Shared Parking: Second Edition. Presence factors were applied to projections of gross demand and used to generate hourly parking demand projections for a typical weekday and weekend day throughout the year. DESMAN used these projections to isolate the peak hour in each month. The applied presence adjustments for time of year are shown below in **Table 3** on the next page, and time of day presence adjustments are included as **Tables 4** (weekdays) and **5** (weekends) on the following pages.





**Table 4: Applied Daily Presence Factors for a Weekday**

Land Use	User Group	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM	12:00 AM
Standard Retail (Typical)	Customer	1%	5%	15%	35%	65%	85%	95%	100%	95%	90%	90%	95%	95%	95%	80%	50%	30%	10%	0%
	Employee	10%	15%	40%	75%	85%	95%	100%	100%	100%	100%	100%	100%	95%	95%	90%	75%	40%	15%	0%
Standard Retail (December)	Customer	1%	5%	15%	30%	55%	75%	90%	100%	100%	100%	95%	85%	80%	75%	65%	50%	30%	10%	0%
	Employee	10%	15%	40%	75%	85%	95%	100%	100%	100%	100%	100%	95%	95%	90%	75%	40%	15%	0%	0%
Standard Retail (Holidays)	Customer	1%	5%	10%	20%	40%	65%	90%	100%	100%	100%	95%	85%	70%	55%	40%	25%	15%	5%	0%
	Employee	10%	15%	40%	75%	85%	95%	100%	100%	100%	100%	100%	95%	95%	90%	75%	40%	15%	0%	0%
Fine/Casual Dining	Customer	0%	0%	0%	0%	15%	40%	75%	75%	65%	40%	50%	75%	95%	100%	100%	100%	95%	75%	25%
	Employee	0%	20%	50%	75%	90%	90%	90%	90%	90%	75%	75%	100%	100%	100%	100%	100%	100%	85%	35%
Fast Casual Dining	Customer	25%	50%	60%	75%	85%	90%	100%	90%	50%	45%	45%	75%	80%	80%	80%	60%	55%	50%	25%
	Employee	50%	75%	90%	90%	100%	100%	100%	100%	100%	75%	75%	95%	95%	95%	80%	65%	65%	65%	35%
Café/Take Out	Customer	5%	10%	20%	30%	55%	85%	100%	100%	90%	60%	55%	60%	85%	80%	50%	30%	20%	10%	5%
	Employee	15%	20%	30%	40%	75%	100%	100%	100%	95%	70%	60%	70%	90%	90%	60%	40%	30%	20%	20%
Cineplex	Customer	0%	0%	0%	0%	0%	0%	20%	45%	55%	55%	55%	60%	60%	80%	100%	100%	80%	65%	40%
	Employee	0%	0%	0%	0%	0%	0%	50%	60%	60%	75%	75%	100%	100%	100%	100%	100%	100%	70%	50%
Apartments	Studio/1BR	100%	90%	85%	80%	75%	70%	65%	70%	70%	70%	75%	85%	90%	97%	98%	99%	100%	100%	100%
	Multi-BR	100%	90%	85%	80%	75%	70%	65%	70%	70%	70%	75%	85%	90%	97%	98%	99%	100%	100%	100%
	Reserved	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
	Guest	0%	10%	20%	20%	20%	20%	20%	20%	20%	20%	20%	40%	60%	100%	100%	100%	100%	80%	50%
General Office	Visitor	0%	1%	20%	60%	100%	45%	15%	45%	100%	45%	15%	5%	0%	0%	0%	0%	0%	0%	0%
	Employee	3%	30%	75%	95%	100%	100%	90%	90%	100%	100%	90%	50%	25%	10%	7%	3%	1%	0%	0%
Performing Arts Venue	Visitor	0%	0%	0%	0%	0%	0%	0%	0%	0%	5%	10%	50%	70%	90%	100%	100%	100%	80%	50%
	Employee	0%	0%	5%	5%	5%	5%	5%	5%	10%	20%	40%	60%	80%	100%	100%	100%	100%	90%	80%

**Table 5: Applied Daily Presence Factors for a Weekend**

Land Use	User Group	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM	12:00 AM
Standard Retail (Typical)	Customer	1%	5%	10%	30%	50%	65%	80%	90%	100%	100%	95%	90%	80%	75%	65%	50%	35%	15%	0%
	Employee	10%	15%	40%	75%	85%	95%	100%	100%	100%	100%	100%	95%	95%	85%	80%	75%	65%	45%	15%
Standard Retail (December)	Customer	1%	5%	10%	35%	60%	70%	85%	95%	100%	100%	95%	90%	80%	75%	65%	50%	35%	15%	0%
	Employee	10%	15%	40%	75%	85%	95%	100%	100%	100%	100%	100%	95%	85%	80%	75%	65%	45%	15%	0%
Standard Retail (Holidays)	Customer	1%	5%	10%	20%	40%	60%	80%	95%	100%	100%	95%	70%	60%	50%	30%	20%	10%	0%	0%
	Employee	10%	15%	40%	75%	85%	95%	100%	100%	100%	100%	100%	95%	85%	80%	75%	65%	45%	15%	0%
Fine/Casual Dining	Customer	0%	0%	0%	0%	0%	15%	50%	55%	45%	45%	45%	60%	90%	95%	100%	90%	90%	90%	50%
	Employee	0%	20%	30%	60%	75%	75%	75%	75%	75%	75%	75%	100%	100%	100%	100%	100%	100%	85%	50%
Fast Casual Dining	Customer	10%	25%	45%	70%	90%	90%	100%	85%	65%	40%	45%	60%	70%	70%	65%	30%	25%	15%	10%
	Employee	50%	75%	90%	90%	100%	100%	100%	100%	100%	75%	75%	95%	95%	95%	95%	80%	65%	65%	35%
Café/Take Out	Customer	5%	10%	20%	30%	55%	85%	100%	100%	90%	60%	55%	60%	85%	80%	50%	30%	20%	10%	5%
	Employee	15%	20%	30%	40%	75%	100%	100%	100%	95%	70%	60%	70%	90%	90%	60%	40%	30%	20%	20%
Cineplex	Customer	0%	0%	0%	0%	0%	0%	35%	60%	75%	80%	80%	80%	70%	80%	100%	100%	100%	85%	70%
	Employee	0%	0%	0%	0%	0%	0%	50%	60%	60%	75%	75%	100%	100%	100%	100%	100%	100%	70%	50%
Apartments	Studio/1BR	100%	90%	85%	80%	75%	70%	65%	70%	70%	70%	75%	85%	90%	97%	98%	99%	100%	100%	100%
	Multi-BR	100%	90%	85%	80%	75%	70%	65%	70%	70%	70%	75%	85%	90%	97%	98%	99%	100%	100%	100%
	Reserved	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
	Guest	0%	10%	20%	20%	20%	20%	20%	20%	20%	20%	20%	40%	60%	100%	100%	100%	100%	80%	50%
General Office	Visitor	0%	0%	5%	25%	75%	100%	75%	50%	25%	10%	5%	0%	0%	0%	0%	0%	0%	0%	0%
	Employee	0%	5%	25%	75%	100%	85%	70%	55%	40%	25%	10%	5%	0%	0%	0%	0%	0%	0%	0%
Performing Arts Venue	Visitor	0%	0%	0%	0%	0%	0%	0%	0%	0%	5%	10%	50%	70%	90%	100%	100%	100%	80%	50%
	Employee	0%	0%	5%	5%	5%	5%	5%	5%	10%	20%	40%	60%	80%	100%	100%	100%	100%	90%	80%

**PARKING DEMAND PROJECTIONS**

The model developed by DESMAN projects parking demand for a typically busy weekday and weekend day between the hours of 6:00 AM and 12:00 AM for each month of the year, as well as the last two weeks of December (shown as “Holidays” in the model). Hourly parking demand projections are presented according to land use and user. DESMAN’s model has the capacity to isolate parking demand projections for the busiest hour of each weekday and weekend day as well.

The following sections illustrate projected gross demand (before application of presence factors) and peak hour demand (factoring in presence) for the proposed program as DESMAN understands it.

PHASE 1 DEMAND AND ADEQUACY

The Phase 1 program includes the following:

- Building E – A 3,643 square foot structure proposed as a Visitor’s Center or other place of assembly.
- Buildings G-1 and G-2 – Two buildings totaling roughly 74,529 square feet and containing grade-level commercial space of 6,181 square feet and 75 rental residential units.
- Building I – A 11,702 square foot commercial building.

The development program generates gross demand for up to 234 spaces on a weekday and 226 spaces on a weekend as shown in **Table 6**.

**Table 6: Phase 1 Projected Gross Demand**

Land Use	User Group	Land Use Data	WEEKDAYS		WEEKDAY EVENINGS		WEEKEND DAYS		WEEKEND EVENINGS	
			Project Ratio	Vehicles	Project Ratio	Vehicles	Project Ratio	Vehicles	Project Ratio	Vehicles
Standard Retail	Customer	11,702 sf GLA	2.61 /ksf GLA	31	2.47 /ksf GLA	29	2.56 /ksf GLA	30	2.56 /ksf GLA	30
	Employee		0.67 /ksf GLA	8	0.67 /ksf GLA	8	0.76 /ksf GLA	9	0.76 /ksf GLA	9
Fine/Casual Dining	Customer		9.00 /ksf GLA	0	8.40 /ksf GLA	0	12.35 /ksf GLA	0	12.35 /ksf GLA	0
	Employee		2.10 /ksf GLA	0	2.10 /ksf GLA	0	3.53 /ksf GLA	0	3.53 /ksf GLA	0
Fast Casual Dining	Customer	6,181 sf GLA	10.50 /ksf GFA	65	9.75 /ksf GFA	60	10.20 /ksf GFA	63	10.20 /ksf GFA	63
	Employee		2.29 /ksf GFA	14	2.29 /ksf GFA	14	3.25 /ksf GFA	20	3.25 /ksf GFA	20
Café/Take Out	Customer		6.00 /ksf GLA	0	5.40 /ksf GLA	0	6.40 /ksf GLA	0	6.40 /ksf GLA	0
	Employee		2.39 /ksf GLA	0	2.39 /ksf GLA	0	2.72 /ksf GLA	0	2.72 /ksf GLA	0
Cinema	Customer		0.18 /seat	0	0.18 /seat	0	0.25 /seat	0	0.25 /seat	0
	Employee		0.01 /seat	0	0.01 /seat	0	0.01 /seat	0	0.01 /seat	0
Apartments	Studio/1BR	34 units	0.10 /unit	3	0.10 /unit	3	0.10 /unit	3	0.10 /unit	3
	Multi-BR	41 units	0.50 /unit	21	0.50 /unit	21	0.50 /unit	21	0.50 /unit	21
	Reserved	75 units	1.00 /unit	75	1.00 /unit	75	1.00 /unit	75	1.00 /unit	75
	Guest	75 units	0.05 /unit	4	0.05 /unit	4	0.05 /unit	4	0.05 /unit	4
General Office	Visitor	3,643 sf GFA	0.27 /ksf GFA	1	0.26 /ksf GFA	1	0.02 /ksf GFA	0	0.02 /ksf GFA	0
	Employee		3.34 /ksf GFA	12	3.34 /ksf GFA	12	0.33 /ksf GFA	1	0.33 /ksf GFA	1
Performing Arts Venue	Visitor		0.29 /seat	0	0.29 /seat	0	0.31 /seat	0	0.31 /seat	0
	Employee		0.07 /seat	0	0.07 /seat	0	0.07 /seat	0	0.07 /seat	0
<b>Subtotal Customers</b>				<b>101</b>		<b>94</b>		<b>97</b>		<b>97</b>
<b>Subtotal Employees</b>				<b>34</b>		<b>34</b>		<b>30</b>		<b>30</b>
<b>Subtotal Residents (Unreserved)</b>				<b>24</b>		<b>24</b>		<b>24</b>		<b>24</b>
<b>Subtotal Reserved</b>				<b>75</b>		<b>75</b>		<b>75</b>		<b>75</b>
<b>TOTAL</b>				<b>234</b>		<b>227</b>		<b>226</b>		<b>226</b>

Adjusting for presence, the projected peak hour demand is actually for 215 spaces for weekdays and 208 spaces on weekends, as shown in **Table 7**, next page. Application of presence factors reduces gross projected demand for weekdays by 8% (from 234 to 215, a difference of 19 spaces) and 8% on weekends (from 226 to 208, a difference of 18 spaces) when compared to the projected peak hour demand.

**Table 7: Phase 1 Peak Hour Demand Projections**

Land Use	User Group	WEEKDAYS												Holidays
		January 12:00 PM	February 12:00 PM	March 12:00 PM	April 12:00 PM	May 12:00 PM	June 12:00 PM	July 12:00 PM	August 12:00 PM	September 12:00 PM	October 12:00 PM	November 12:00 PM	December 12:00 PM	
Standard Retail	Customer	17	17	19	19	20	20	19	20	19	21	28	22	
	Employee	6	6	6	6	6	6	6	6	6	7	8	7	
Fine/Casual Dining	Customer	0	0	0	0	0	0	0	0	0	0	0	0	
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	
Fast Casual Dining	Customer	56	56	62	60	64	63	64	65	60	62	64	59	
	Employee	12	12	13	13	14	14	14	14	13	13	14	13	
Café/Take Out	Customer	0	0	0	0	0	0	0	0	0	0	0	0	
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	
Cinema	Customer	0	0	0	0	0	0	0	0	0	0	0	0	
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	
Apartments	Studio/1BR	2	2	2	2	2	2	2	2	2	2	2	2	
	Multi-BR	14	14	14	14	14	13	12	12	13	14	13	12	
	Reserved	75	75	75	75	75	75	75	75	75	75	75	75	
	Guest	1	1	1	1	1	1	1	1	1	1	1	1	
General Office	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	
	Employee	11	11	10	11	11	10	10	9	10	11	11	9	
Performing Arts Venue	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Subtotal Customers</b>		<b>74</b>	<b>74</b>	<b>82</b>	<b>80</b>	<b>85</b>	<b>84</b>	<b>84</b>	<b>86</b>	<b>80</b>	<b>82</b>	<b>93</b>	<b>82</b>	
<b>Subtotal Employees</b>		<b>29</b>	<b>29</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>30</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>29</b>	
<b>Subtotal Residents (Unreserved)</b>		<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>14</b>	<b>14</b>	
<b>Subtotal Reserved</b>		<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	
<b>TOTAL</b>		<b>194</b>	<b>194</b>	<b>202</b>	<b>201</b>	<b>207</b>	<b>204</b>	<b>203</b>	<b>204</b>	<b>199</b>	<b>203</b>	<b>215</b>	<b>200</b>	
<b>Planned Supply</b>		<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	
<b>Surplus/(Deficit)</b>		<b>77</b>	<b>77</b>	<b>69</b>	<b>70</b>	<b>64</b>	<b>67</b>	<b>68</b>	<b>67</b>	<b>72</b>	<b>68</b>	<b>56</b>	<b>71</b>	

PEAK DAY/HOUR =

Land Use	User Group	WEEKENDS												Holidays
		January 12:00 PM	February 12:00 PM	March 12:00 PM	April 12:00 PM	May 12:00 PM	June 12:00 PM	July 12:00 PM	August 12:00 PM	September 12:00 PM	October 12:00 PM	November 12:00 PM	December 12:00 PM	
Standard Retail	Customer	13	14	15	15	16	16	15	17	15	16	17	19	
	Employee	7	7	7	7	7	7	7	7	7	8	9	8	
Fine/Casual Dining	Customer	0	0	0	0	0	0	0	0	0	0	0	0	
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	
Fast Casual Dining	Customer	54	54	60	59	62	61	62	63	59	60	58	57	
	Employee	17	17	19	19	20	19	20	20	19	19	18	18	
Café/Take Out	Customer	0	0	0	0	0	0	0	0	0	0	0	0	
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	
Cinema	Customer	0	0	0	0	0	0	0	0	0	0	0	0	
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	
Apartments	Studio/1BR	2	2	2	2	2	2	2	2	2	2	2	2	
	Multi-BR	14	14	14	14	14	13	12	12	13	14	13	12	
	Reserved	75	75	75	75	75	75	75	75	75	75	75	75	
	Guest	1	1	1	1	1	1	1	1	1	1	1	1	
General Office	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	
	Employee	1	1	1	1	1	1	1	1	1	1	1	1	
Performing Arts Venue	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Subtotal Customers</b>		<b>68</b>	<b>69</b>	<b>76</b>	<b>75</b>	<b>79</b>	<b>78</b>	<b>78</b>	<b>81</b>	<b>75</b>	<b>77</b>	<b>89</b>	<b>77</b>	
<b>Subtotal Employees</b>		<b>25</b>	<b>25</b>	<b>27</b>	<b>27</b>	<b>28</b>	<b>27</b>	<b>28</b>	<b>28</b>	<b>27</b>	<b>27</b>	<b>30</b>	<b>27</b>	
<b>Subtotal Residents (Unreserved)</b>		<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>14</b>	<b>14</b>	
<b>Subtotal Reserved</b>		<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	
<b>TOTAL</b>		<b>184</b>	<b>185</b>	<b>194</b>	<b>193</b>	<b>198</b>	<b>195</b>	<b>195</b>	<b>198</b>	<b>192</b>	<b>195</b>	<b>208</b>	<b>193</b>	
<b>Planned Supply</b>		<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	
<b>Surplus/(Deficit)</b>		<b>87</b>	<b>86</b>	<b>77</b>	<b>78</b>	<b>73</b>	<b>76</b>	<b>76</b>	<b>73</b>	<b>79</b>	<b>76</b>	<b>63</b>	<b>78</b>	

PEAK DAY/HOUR =

Against a planned supply of 271 parking spaces - which includes 138 parking spaces spread across multiple surface lots planned within the body of the development, as well as use of 33 curbside spaces along Appomattox Street and roughly 100 spaces in the City-owned lot on the block bordered by East Cawson Street, Hopewell Street, Appomattox Street, and an interior alleyway – Phase 1 of the proposed development is projected to operate at a 56-space surplus under peak hour conditions on a weekday and a 63-space surplus under peak hour conditions on a weekend.

PHASE 2 DEMAND AND ADEQUACY

The Phase 2 program incorporates all the prior program elements and introduces Building J, a 54,496 square foot residential building containing 50 rental residential units. This Phase 2 development program

generates gross demand for up to 304 spaces on a weekday and 296 spaces on a weekend as shown in **Table 8**.

**Table 8: Phase 2 Projected Gross Demand**

Land Use	User Group	Land Use Data	WEEKDAYS		WEEKDAY EVENINGS		WEEKEND DAYS		WEEKEND EVENINGS	
			Project Ratio	Vehicles	Project Ratio	Vehicles	Project Ratio	Vehicles	Project Ratio	Vehicles
Standard Retail	Customer	11,702 sf GLA	2.61 /ksf GLA	31	2.47 /ksf GLA	29	2.56 /ksf GLA	30	2.56 /ksf GLA	30
	Employee		0.67 /ksf GLA	8	0.67 /ksf GLA	8	0.76 /ksf GLA	9	0.76 /ksf GLA	9
Fine/Casual Dining	Customer		9.00 /ksf GLA	0	8.40 /ksf GLA	0	12.35 /ksf GLA	0	12.35 /ksf GLA	0
	Employee		2.10 /ksf GLA	0	2.10 /ksf GLA	0	3.53 /ksf GLA	0	3.53 /ksf GLA	0
Fast Casual Dining	Customer	6,181 sf GLA	10.50 /ksf GFA	65	9.75 /ksf GFA	60	10.20 /ksf GFA	63	10.20 /ksf GFA	63
	Employee		2.29 /ksf GFA	14	2.29 /ksf GFA	14	3.25 /ksf GFA	20	3.25 /ksf GFA	20
Café/Take Out	Customer		6.00 /ksf GLA	0	5.40 /ksf GLA	0	6.40 /ksf GLA	0	6.40 /ksf GLA	0
	Employee		2.39 /ksf GLA	0	2.39 /ksf GLA	0	2.72 /ksf GLA	0	2.72 /ksf GLA	0
Cinema	Customer		0.18 /seat	0	0.18 /seat	0	0.25 /seat	0	0.25 /seat	0
	Employee		0.01 /seat	0	0.01 /seat	0	0.01 /seat	0	0.01 /seat	0
Apartments	Studio/1BR	57 units	0.10 /unit	6	0.10 /unit	6	0.10 /unit	6	0.10 /unit	6
	Multi-BR	69 units	0.50 /unit	35	0.50 /unit	35	0.50 /unit	35	0.50 /unit	35
	Reserved	126 units	1.00 /unit	126	1.00 /unit	126	1.00 /unit	126	1.00 /unit	126
	Guest	126 units	0.05 /unit	6	0.05 /unit	6	0.05 /unit	6	0.05 /unit	6
General Office	Visitor	3,643 sf GFA	0.27 /ksf GFA	1	0.26 /ksf GFA	1	0.02 /ksf GFA	0	0.02 /ksf GFA	0
	Employee		3.34 /ksf GFA	12	3.34 /ksf GFA	12	0.33 /ksf GFA	1	0.33 /ksf GFA	1
Performing Arts Venue	Visitor		0.29 /seat	0	0.29 /seat	0	0.31 /seat	0	0.31 /seat	0
	Employee		0.07 /seat	0	0.07 /seat	0	0.07 /seat	0	0.07 /seat	0
<b>Subtotal Customers</b>				<b>103</b>	<b>96</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>99</b>
<b>Subtotal Employees</b>				<b>34</b>	<b>34</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Subtotal Residents (Unreserved)</b>				<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>
<b>Subtotal Reserved</b>				<b>126</b>	<b>126</b>	<b>126</b>	<b>126</b>	<b>126</b>	<b>126</b>	<b>126</b>
<b>TOTAL</b>				<b>304</b>	<b>297</b>	<b>296</b>	<b>296</b>	<b>296</b>	<b>296</b>	<b>296</b>

Adjusting for presence, the projected peak hour demand is actually for 276 spaces for weekdays and 269 spaces on weekends, as shown in **Table 9**, next page. Application of presence factors reduces gross projected demand for weekdays by 9% (from 304 to 276, a difference of 28 spaces) and 9% on weekends (from 296 to 269, a difference of 27 spaces) when compared to the projected peak hour demand.

Against a planned supply of 271 parking spaces, Phase 2 of the proposed development is projected to operate at a 5-space deficit under peak hour conditions on a weekday and a 2-space surplus under peak hour conditions on a weekend. The projected shortfall is limited to just two hours in early December, during the Christmas shopping season; during the majority of the year, the planned parking supply will be adequate to support the project.

**Table 9: Phase 2 Peak Hour Demand Projections**

Land Use	User Group	WEEKDAYS												Holidays
		January 12:00 PM	February 12:00 PM	March 12:00 PM	April 12:00 PM	May 12:00 PM	June 12:00 PM	July 12:00 PM	August 12:00 PM	September 12:00 PM	October 12:00 PM	November 12:00 PM	December 12:00 PM	
Standard Retail	Customer	17	17	19	19	20	20	19	20	19	19	21	28	22
	Employee	6	6	6	6	6	6	6	6	6	6	7	8	7
Fine/Casual Dining	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Fast Casual Dining	Customer	56	56	62	60	64	63	64	65	60	62	60	64	59
	Employee	12	12	13	13	14	14	14	14	13	13	13	14	13
Café/Take Out	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Cinema	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Apartments	Studio/1BR	4	4	4	4	4	4	4	3	4	4	4	4	3
	Multi-BR	23	23	23	23	23	22	20	19	22	23	22	20	19
	Reserved	126	126	126	126	126	126	126	126	126	126	126	126	126
	Guest	1	1	1	1	1	1	1	1	1	1	1	1	1
General Office	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	11	11	10	11	11	10	10	9	10	11	11	11	9
Performing Arts Venue	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Subtotal Customers</b>		74	74	82	80	85	84	84	86	80	82	82	93	82
<b>Subtotal Employees</b>		29	29	29	30	31	30	30	29	29	30	31	33	29
<b>Subtotal Residents (Unreserved)</b>		27	27	27	27	27	26	24	22	26	27	26	24	22
<b>Subtotal Reserved</b>		126	126	126	126	126	126	126	126	126	126	126	126	126
<b>TOTAL</b>		256	256	264	263	269	266	264	263	261	265	265	276	259

<b>Planned Supply</b>	271	271	271	271	271	271	271	271	271	271	271	271	271	271
<b>Surplus/(Deficit)</b>	15	15	7	8	2	5	7	8	10	6	6	(5)	12	

PEAK DAY/HOUR = [Yellow Box]

Land Use	User Group	WEEKENDS												Holidays
		January 12:00 PM	February 12:00 PM	March 12:00 PM	April 12:00 PM	May 12:00 PM	June 12:00 PM	July 12:00 PM	August 12:00 PM	September 12:00 PM	October 12:00 PM	November 12:00 PM	December 12:00 PM	
Standard Retail	Customer	13	14	15	15	16	16	15	17	15	16	17	26	19
	Employee	7	7	7	7	7	7	7	7	7	7	8	9	8
Fine/Casual Dining	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Fast Casual Dining	Customer	54	54	60	59	62	61	62	63	59	60	58	62	57
	Employee	17	17	19	19	20	19	20	20	19	19	18	20	18
Café/Take Out	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Cinema	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Apartments	Studio/1BR	4	4	4	4	4	4	4	3	4	4	4	4	3
	Multi-BR	23	23	23	23	23	22	20	19	22	23	22	20	19
	Reserved	126	126	126	126	126	126	126	126	126	126	126	126	126
	Guest	1	1	1	1	1	1	1	1	1	1	1	1	1
General Office	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	1	1	1	1	1	1	1	1	1	1	1	1	1
Performing Arts Venue	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Subtotal Customers</b>		68	69	76	75	79	78	78	81	75	77	76	89	77
<b>Subtotal Employees</b>		25	25	27	27	28	27	28	28	27	27	27	30	27
<b>Subtotal Residents (Unreserved)</b>		27	27	27	27	27	26	24	22	26	27	26	24	22
<b>Subtotal Reserved</b>		126	126	126	126	126	126	126	126	126	126	126	126	126
<b>TOTAL</b>		246	247	256	255	260	257	256	257	254	257	255	269	252

<b>Planned Supply</b>	271	271	271	271	271	271	271	271	271	271	271	271	271	271
<b>Surplus/(Deficit)</b>	25	24	15	16	11	14	15	14	17	14	16	2	19	

PEAK DAY/HOUR = [Yellow Box]

**PHASE 3 DEMAND AND ADEQUACY**

The Phase 3 program incorporates all the prior program elements and introduces Building F, a 53,268 square foot residential building containing 54 rental residential units. This Phase 3 development program generates gross demand for up to 376 spaces on a weekday and 268 spaces on a weekend as shown in **Table 10**, next page.

**Table 10: Phase 3 Projected Gross Demand**

Land Use	User Group	Land Use Data	WEEKDAYS		WEEKDAY EVENINGS		WEEKEND DAYS		WEEKEND EVENINGS	
			Project Ratio	Vehicles	Project Ratio	Vehicles	Project Ratio	Vehicles	Project Ratio	Vehicles
Standard Retail	Customer	11,702 sf GLA	2.61 /ksf GLA	31	2.47 /ksf GLA	29	2.56 /ksf GLA	30	2.56 /ksf GLA	30
	Employee		0.67 /ksf GLA	8	0.67 /ksf GLA	8	0.76 /ksf GLA	9	0.76 /ksf GLA	9
Fine/Casual Dining	Customer		9.00 /ksf GLA	0	8.40 /ksf GLA	0	12.35 /ksf GLA	0	12.35 /ksf GLA	0
	Employee		2.10 /ksf GLA	0	2.10 /ksf GLA	0	3.53 /ksf GLA	0	3.53 /ksf GLA	0
Fast Casual Dining	Customer	6,181 sf GLA	10.50 /ksf GFA	65	9.75 /ksf GFA	60	10.20 /ksf GFA	63	10.20 /ksf GFA	63
	Employee		2.29 /ksf GFA	14	2.29 /ksf GFA	14	3.25 /ksf GFA	20	3.25 /ksf GFA	20
Café/Take Out	Customer		6.00 /ksf GLA	0	5.40 /ksf GLA	0	6.40 /ksf GLA	0	6.40 /ksf GLA	0
	Employee		2.39 /ksf GLA	0	2.39 /ksf GLA	0	2.72 /ksf GLA	0	2.72 /ksf GLA	0
Cinema	Customer		0.18 /seat	0	0.18 /seat	0	0.25 /seat	0	0.25 /seat	0
	Employee		0.01 /seat	0	0.01 /seat	0	0.01 /seat	0	0.01 /seat	0
Apartments	Studio/1BR	81 units	0.10 /unit	8	0.10 /unit	8	0.10 /unit	8	0.10 /unit	8
	Multi-BR	98 units	0.50 /unit	49	0.50 /unit	49	0.50 /unit	49	0.50 /unit	49
	Reserved	179 units	1.00 /unit	179	1.00 /unit	179	1.00 /unit	179	1.00 /unit	179
	Guest	179 units	0.05 /unit	9	0.05 /unit	9	0.05 /unit	9	0.05 /unit	9
General Office	Visitor	3,643 sf GFA	0.27 /ksf GFA	1	0.26 /ksf GFA	1	0.02 /ksf GFA	0	0.02 /ksf GFA	0
	Employee		3.34 /ksf GFA	12	3.34 /ksf GFA	12	0.33 /ksf GFA	1	0.33 /ksf GFA	1
Performing Arts Venue	Visitor		0.29 /seat	0	0.29 /seat	0	0.31 /seat	0	0.31 /seat	0
	Employee		0.07 /seat	0	0.07 /seat	0	0.07 /seat	0	0.07 /seat	0
<b>Subtotal Customers</b>				106		99		102		102
<b>Subtotal Employees</b>				34		34		30		30
<b>Subtotal Residents (Unreserved)</b>				57		57		57		57
<b>Subtotal Reserved</b>				179		179		179		179
<b>TOTAL</b>				376		369		368		368

Adjusting for presence, the projected peak hour demand is actually for 340 spaces for weekdays and 333 spaces on weekends, as shown in **Table 11**, next page. Application of presence factors reduces gross projected demand for weekdays by 10% (from 376 to 340, a difference of 36 spaces) and 10% on weekends (from 368 to 333, a difference of 35 spaces) when compared to the projected peak hour demand.

Against a planned supply of 271 parking spaces, Phase 3 of the proposed development is projected to operate at a 69-space deficit under peak hour conditions on a weekday and a 62-space deficit under peak hour conditions on a weekend. These project shortfalls are pervasive, impacting the project on weekdays and weekends from early in the morning until late in the evening during all twelve months of the year.

It is DESMAN's finding that the developer will need to introduce additional parking supply to the project prior to starting construction on Building F to ensure there is adequate capacity to support this last phase of development.

**Table 11: Phase 3 Peak Hour Demand Projections**

Land Use	User Group	WEEKDAYS												Holidays
		January 12:00 PM	February 12:00 PM	March 12:00 PM	April 12:00 PM	May 12:00 PM	June 12:00 PM	July 12:00 PM	August 12:00 PM	September 12:00 PM	October 12:00 PM	November 12:00 PM	December 12:00 PM	
Standard Retail	Customer	17	17	19	19	20	20	19	20	19	19	21	28	22
	Employee	6	6	6	6	6	6	6	6	6	6	7	8	7
Fine/Casual Dining	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Fast Casual Dining	Customer	56	56	62	60	64	63	64	65	60	62	60	64	59
	Employee	12	12	13	13	14	14	14	14	13	13	13	14	13
Café/Take Out	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Cinema	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Apartments	Studio/1BR	5	5	5	5	5	5	5	4	5	5	5	5	4
	Multi-BR	32	32	32	32	32	30	29	27	30	32	30	29	27
	Reserved	179	179	179	179	179	179	179	179	179	179	179	179	179
	Guest	2	2	2	2	2	2	2	2	2	2	2	2	2
General Office	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	11	11	10	11	11	10	10	9	10	11	11	11	9
Performing Arts Venue	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Subtotal Customers</b>		<b>75</b>	<b>75</b>	<b>83</b>	<b>81</b>	<b>86</b>	<b>85</b>	<b>85</b>	<b>87</b>	<b>81</b>	<b>83</b>	<b>83</b>	<b>94</b>	<b>83</b>
<b>Subtotal Employees</b>		<b>29</b>	<b>29</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>30</b>	<b>30</b>	<b>29</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>33</b>	<b>29</b>
<b>Subtotal Residents (Unreserved)</b>		<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>35</b>	<b>34</b>	<b>31</b>	<b>35</b>	<b>37</b>	<b>35</b>	<b>34</b>	<b>31</b>
<b>Subtotal Reserved</b>		<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>
<b>TOTAL</b>		<b>320</b>	<b>320</b>	<b>328</b>	<b>327</b>	<b>333</b>	<b>329</b>	<b>328</b>	<b>326</b>	<b>324</b>	<b>329</b>	<b>328</b>	<b>340</b>	<b>322</b>

<b>Planned Supply</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>
<b>Surplus/(Deficit)</b>	<b>(49)</b>	<b>(49)</b>	<b>(57)</b>	<b>(56)</b>	<b>(62)</b>	<b>(58)</b>	<b>(57)</b>	<b>(55)</b>	<b>(53)</b>	<b>(58)</b>	<b>(57)</b>	<b>(69)</b>	<b>(51)</b>	

PEAK DAY/HOUR =

Land Use	User Group	WEEKENDS												Holidays
		January 12:00 PM	February 12:00 PM	March 12:00 PM	April 12:00 PM	May 12:00 PM	June 12:00 PM	July 12:00 PM	August 12:00 PM	September 12:00 PM	October 12:00 PM	November 12:00 PM	December 12:00 PM	
Standard Retail	Customer	13	13	14	14	15	15	15	17	14	15	16	26	19
	Employee	6	6	6	6	6	6	7	7	6	6	6	9	8
Fine/Casual Dining	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Fast Casual Dining	Customer	38	38	42	41	43	43	62	63	41	42	41	62	57
	Employee	16	16	18	18	19	18	20	20	18	18	17	20	18
Café/Take Out	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Cinema	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Apartments	Studio/1BR	8	8	8	8	8	7	5	4	7	8	7	5	4
	Multi-BR	48	48	48	48	48	45	29	27	45	48	45	29	27
	Reserved	179	179	179	179	179	179	179	179	179	179	179	179	179
	Guest	9	9	9	9	9	9	2	2	9	9	9	2	2
General Office	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	1	1	0	0	0	1	1
Performing Arts Venue	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Subtotal Customers</b>		<b>60</b>	<b>60</b>	<b>65</b>	<b>64</b>	<b>67</b>	<b>67</b>	<b>79</b>	<b>82</b>	<b>64</b>	<b>66</b>	<b>66</b>	<b>90</b>	<b>78</b>
<b>Subtotal Employees</b>		<b>22</b>	<b>22</b>	<b>24</b>	<b>24</b>	<b>25</b>	<b>24</b>	<b>28</b>	<b>28</b>	<b>24</b>	<b>24</b>	<b>23</b>	<b>30</b>	<b>27</b>
<b>Subtotal Residents (Unreserved)</b>		<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>52</b>	<b>34</b>	<b>31</b>	<b>52</b>	<b>56</b>	<b>52</b>	<b>34</b>	<b>31</b>
<b>Subtotal Reserved</b>		<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>179</b>
<b>TOTAL</b>		<b>317</b>	<b>317</b>	<b>324</b>	<b>323</b>	<b>327</b>	<b>322</b>	<b>320</b>	<b>320</b>	<b>319</b>	<b>325</b>	<b>320</b>	<b>333</b>	<b>315</b>

<b>Planned Supply</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>
<b>Surplus/(Deficit)</b>	<b>(46)</b>	<b>(46)</b>	<b>(53)</b>	<b>(52)</b>	<b>(56)</b>	<b>(51)</b>	<b>(49)</b>	<b>(49)</b>	<b>(48)</b>	<b>(54)</b>	<b>(49)</b>	<b>(62)</b>	<b>(44)</b>	

PEAK DAY/HOUR =

c:\users\ahill\desktop\20-18148.00-3 hopewell redevelopment impact assessment\reports and deliverables\draft shared parking report 23july2018.docx



## CITY OF HOPEWELL LOCAL ENTERPRISE ZONE INCENTIVES

**Incentive # 1. Waiver of City Permit Fees** – Waiver of fees for building permits, plumbing permits, electrical permits and mechanical permits.

**Incentive #2. Waiver of Land Development Fees** – Rezoning, Zoning Ordinance, Subdivision, Site Plan, and Land Disturbance Review Fees.

**Incentive #3. Exemption/reduction of business and Professional Occupational License fees** –

New firms locating in the enterprise zone and existing firms that relocate into the enterprise zone are eligible for the following:

First Year - 100% of fee

Second Year - 75% of fee

Third Year - 50% of fee

Fourth Year - 25% of fee

Fifth Year - 0% and thereafter

**Incentive #4. Commercial Rehabilitation Real Estate Tax Exemption** –

Five-year partial tax exemption on the increase in assessed property value resulting from certain rehabilitation of commercial real estate.

**Incentive #5. Fire Safety Education** – Educational seminars will be conducted to improve safety and reduce potential fire damage.

**Incentive #6. Crime Prevention Education and Security Risk Assessments** – Educational Seminars and Security Audits will be conducted to improve the zone's business environment, reduce potential business costs, and enhance the sense of safety within the zone.

**Incentive #7. Waiver of sewer tap connection fee.** Available to firms locating or expanding in the zone.

**Incentive #8. Accelerated Development Processing.** Fast track plan review and approval processing for major development activities within zone.

**Incentive #9. Partial Rebate from Taxation of Machinery and Tools Tax** – Three-year partial refund on the increase in assessed value of machinery and tools tax resulting from new construction, expansion or replacement of existing machinery and tools. The program is applied as follows:

First year – 30% of increased value

Second year – 30% of increased value

Third year- 30% of increased value



# COUNCILOR REQUESTS

CR-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**      **Request for “Nature and Business in Harmony  
– Hopewell, Virginia” Print Donation**

**ISSUE:** A request has been made by the James River Ball Patrons for the city to donate a copy of the Ed Hatch “Nature and Business in Harmony” prints for use in a silent auction to benefit the Hopewell Public Schools’ Arts Program, Lamb Center for the Arts and Healing, and for the Audrey Eliades Memorial Scholarship.

**RECOMMENDATION:** City Council take appropriate action

**TIMING:** n/a

**BACKGROUND:** In 1998 the City received 300 signed copies of the “Nature and Business in Harmony – Hopewell, Virginia” by Ed Hatch. The prints were divided between the City Council, Hopewell Manufacturers Association (HMA), and the Hopewell Regional Wastewater Treatment Facility, now Hopewell Water Renewal. A policy was developed in 1998 for the awarding of prints after a discussion of City Council (see attached).

**ENCLOSED DOCUMENTS:**

- Memo and Policy RE: Hopewell Print Distribution

**STAFF:**

John B. Partin, Jr., Vice-Mayor

**FOR IN MEETING USE ONLY**

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

**SUMMARY:**

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

---

## Roll Call

---

### SUMMARY:

Y N

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

Y N

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

RECEIVED

AUG 6 1998

MEMO

TO: John Wargo  
Paul Karnes  
Clint Strong

DATE: August 6, 1998 CITY MANAGER'S OFFICE

FROM: Mark Haley *MH*

SUBJ: Hopewell Print Distribution

Now that the first copy of the new Hopewell print has been officially given to Andre Tremper I would like to relieve myself of the responsibility of guarding the remaining 299 copies!

As you recall our arrangement is to equally divide the 300 prints between the three principle sponsors of the project. That is, 100 each to City Council, the HMA and the HRWTF Commission. All prints are signed by Ed Hatch and sequentially numbered. In addition we established that there would be 12 prints that would be remarqued by Ed as requested by the Committee members. Therefore at this time print number 1 of 300 (which is also remarque number 1 of 12) has been distributed. Ed Hatch has possession of print numbers 2 thru 12 and will remarque them as requested.

With 11 remarques remaining I suggest that the HMA and City Council each get 4 and that the HRWTF Commission get 3. I suggest this simply because the Commission is common ground and represents a partnership between many of the major HMA members and the City.

I will distribute 96 prints (numbers 54 thru 149) to John Wargo. (96 prints plus 4 of the remaining remarques equals 100 total)

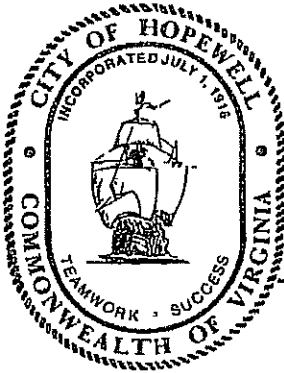
I will distribute 96 prints (numbers 154 thru 249) to Clint Strong. (96 prints plus 4 of the remaining remarques equals 100 total)

I will hold 96 prints at HRWTF (numbers 13 thru 53, numbers 150 thru 153, and numbers 250 thru 300) these plus 3 of the remaining remarques equals 99 plus the one already given to Andre equals 100.

The prints are well packaged and if they are to be stored for any length of time Ed suggests they be kept sealed in their box and laid flat in a cool dry place.

I hope everyone feels this distribution is reasonably equitable and if you have any additional ideas please let me know. Ed will be framing the original oil painting in the near future and I will notify you when this is complete. I would suggest the possibility of having another ceremony to hang the original at the Hopewell Visitors Center or display in the Council Chambers for citizen enjoyment perhaps in the fall.

Thanks again for affording me the opportunity to participate in this fun and rewarding project.



The  
City  
of  
Hopewell, Virginia

300 N. Main Street • Ann M. Romano • City Clerk • (804) 541-2249 • Fax (804) 541-2248

August 7, 1998

I hereby certify that on this date, August 7, 1998, the following numbered prints of "Nature and Business in Harmony - Hopewell, Virginia" by Ed Hatch, 1998, were given to me for safekeeping: one package contains numbers 154-199; another package contains numbers 200-249.

These prints are to remain in a secure, cool, dry location, (City Clerk's office - in the safe containing the current Council Minutes books) and will remain in the custody of the City Clerk. Distribution is authorized by signature of the Mayor and/or the City Manager of the City of Hopewell.

  
Ann M Romano, City Clerk

City of Hopewell  
State of Virginia

Sworn to and subscribed before me this 7<sup>th</sup> day of August, 1998. Witness my hand and official seal, Debra W. Pershing, Notary Public.

My commission expires: 12-31-98



City of Hopewell.

**P O L I C Y   S T A T E M E N T**

NUMBER: F-9

---

SUBJECT: Award of Special City Prints

---

ORIGINATING OFFICE:

(TO BE FILLED OUT BY THE CITY MANAGER)

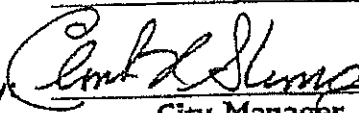
City Manager

Effective Date: December 3, 1998

Administering  
Department:

City Clerk

Approved By



City Manager

---

After hearing what appears to be a consensus of Council, the following policy governing Council's award of the City's Ed Hatch James River prints to recipients is now in effect:

**POLICY:**

Any Councilor may suggest a recipient. The suggestion will be placed in the Citizen/Council Newsletter, and the City Clerk will proceed with preparing the print for award to the recipient if Council has no objections.

The intent of awarding these prints is to bestow deserved recognition upon officials, events, and companies.

DATE AMENDED: \_\_\_\_\_

PAGE 1 OF 1

#	DISTRIBUTED TO	AUTHORIZATION	DATE
154	Andre Tremper, Allied, Plant Manager	Mayor Harris	
155	Ellen Posivach, Asst. City Manager	Mayor Harris	09-23-98
156	Jack Gould, Comm. Attorney	Mayor Harris	01-07-99
157	Clinton H. Strong, City Manager	Mayor Harris	08-16-00
158	Milton Martin, Director of Development	Mayor Harris	06-28-00
159	Jeffrey M. Fitch, Ward #1 City Councilor	Mayor Zevgolis	06-25-01
160	Victor E. Fuzy, Ward #7 City Councilor	Mayor Zevgolis	08-31-01
161	Judge Nye (unframed for display in Courts Building)	Mayor Zevgolis	11-15-01
162	Anthony J. Zevgolis, Ward #3, Mayor	Vice Mayor Patterson	06-30-02
163	Dr. David Stuckwisch, School Supt. (term 3/03)	Mayor Patterson	01-14-03
164	Gerald S. Stokes, City Treasurer (42 yrs./34 as Treasurer)	Mayor Patterson	01-27-03
165	Bob Brown, Safety/Risk Mgr.& Emer.Svcs.Coord (2-29-04)	Mayor Patterson	02-14-04
166	Police Chief Wayne E. Cleveland (1-19-04	City Council	01-14-04
167	Councilor Paul Karnes (3-22-04) (term 6/30/04)	City Council	03-22-04
168	Mayor James W. Patterson 3-22-04 (term 6/30/04)	City Council	03-22-04
169	Mayor Vanessa C. Justice (term 6/30/06)	City Council	06-30-06
170	Councilor Robert C. Smith (term 6/30/06)	Mayor Justice	06-30-06
171	Councilor Milton C. Martin (term 6/30/06) " <i>Moonlight Over City Point</i> "	Mayor Justice	06-30-06
172	City Manager Alan K. Archer (10/31/06)	Mayor Taylor	10-06-06
173	Mayor Steven R. Taylor	Vice Mayor Pelham	06-30-08
174	Councilor Randy Sealey	Mayor Taylor	06-30-08
175	Vice Mayor Greg Cuffey	Mayor Pelham	06-30-10
176	Councilor Kenneth Emerson	Mayor Pelham	06-30-10
177			
178			
179			
180			
181			
182			
183			



# ADJOURNMENT

