

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2249

www.hopewellva.gov

info@hopewellva.gov

rarrington@hopewellva.gov

CITY COUNCIL

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

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

June 11, 2019

COUNCIL CHAMBERS
300 N MAIN STREET
HOPEWELL, VA 23860

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

OPEN MEETING

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

SUGGESTED MOTION: To go into closed meeting for (1) discussion of performance of city council employees (city attorney, city manager, city clerk); (2) discussion, consideration, and interview of specific appointees of city council (boards, committees, commissions); (3) discussion of the disposition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (HRHA); (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council (police); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (3), (7), and (8), respectively.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

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

Roll Call

SUGGESTED MOTION: To amend/adopt work session agenda

Roll Call

6:30 p.m.

WORK SESSION

WS-1 Conditional Use Permit – 130 Mercer Lane

WS-2 Conditional Use Permit – operate a duplex in R-2 district

WS-3 Tri-Cities Multimodal Train Station

Roll Call

REGULAR MEETING

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

Prayer by Rev. Leroy Mashore of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Holloway.

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: May 20, and May 22, 2019

C-2 Pending List:

C-3 Routine Approval of Work Sessions: 6-25-19: Spot Blight and Community Development Block Grant

C-4 Personnel Change Report & Financial Report: Attached

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement: 6-25-19: HRHA, two Conditional Use Permits, rezoning request; 7-9-19: Community Development Block Grant

C-8 Information for Council Review: Minutes: Planning Commission (12-6-2018, 01-10-2019, 3-7-19); Board of Zoning Appeal (May 15, 2019); Appomattox Regional Library System (5-21-19); Electoral Board (3-6-19, 4-10-19, 5-6-19); and Order appointing Board of Equalization members

C-9 Resolutions/Proclamations/Presentations: FOLAR presentation

C-10 Additional Announcements:

SUGGESTED MOTION: To amend/adopt consent agenda

Public Hearings

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

PH-1 School Board Vacancies

ISSUE: Pursuant to Va. Code § 22.1-29.1 (*public hearing before appointment of school board members*), a public hearing is required to receive public comments regarding the nominees for appointment to the School Board prior to Council making the appointment. There are two positions which will expire June 30, 2019, and which will need to be filled. The applicants for these positions are: Cadeidre Alexander, Christopher Reber, Anthony Sylvester, Anthony Zevgolis, Johnathan Branch, Susan Temple, John Griffin, Jr., Duran Williams, and Lee Bujakowski.

MOTION: _____

Roll Call

Unfinished Business

None

Communications from Citizens

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

Regular Business

Reports of City Manager:

R-1 CDBG Reappropriation

ISSUE: The United States Department of Housing and Community Development (HUD) Richmond Field Office has concluded that funding for two capacity building activities are ineligible and that repayment is required.

MOTION: _____

Roll Call

R-2 FY2019-2020 City Budget Resolution Amendment

ISSUE: City Council requested amended language to the budget resolution

MOTION: _____

Roll Call

R-3 Request to Appropriate Capital Improvement Funds and Receipt of Grant for King’s Court Park

ISSUE: The Hopewell Recreation and Parks Department was notified on Monday, June 3, 2019, that it had received a \$30,000 grant, provided by the National Recreation and Park Association and Disney, in support of the King’s Court Park renovation project. The grant requires a 1:1 ratio in matching funds. To complete the renovation project as designed, \$50,000 is required in capital funding.

MOTION: _____

Roll Call

R-4 Tri-Cities Multimodal Train Station

ISSUE: Endorsement for Multimodal train station.

MOTION: _____

Roll Call

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees:

Individual Councilors

IR-1 Gore - Request that boards, commissions, committees of council report annually to Council.

MOTION: _____

Roll Call

IR-2 Gore - Local historic marker program

MOTION: _____

Roll Call

Citizen/Councilor Requests

Presentations form Boards and Commissions

Other Council Communications

Adjournment

**CLOSED
MEETING**

Work Session

WS-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Work Session to discuss a request for a Conditional Use Permit to construct a cell tower at 130 Mercer Lane

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

RECOMMENDATION: Hold a work session to discuss the application and set a public hearing.

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

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

ENCLOSED DOCUMENTS:

- Conditional Use Permit Application and supplemental information
- Staff Report
- Pictures
- Maps

STAFF: Tevya Williams Griffin, Director, Department of Development

SUMMARY:

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



Applicant: PI Tower Development

130 Mercer Lane

Conditional Use Permit

Staff Report prepared for the City Council Regular Meeting

June 4, 2019

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

I. PUBLIC HEARINGS & WORK SESSIONS:

Planning Commission	May 30, 2019	Recommended Approval
City Council	June 11, 2019	Work Session

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

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

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from PI Tower Development to place a 195 foot cellular tower at 130 Mercer Lane, located 200 feet from River Road in Ward 4. The Hopewell Zoning Ordinance requires an owner to receive a Conditional Use Permit

from City Council to place any private utility, towers or antenna for wireless transmission above the frequency of twenty thousand (20,000) hertz

APPLICABLE CODE SECTIONS:

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

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

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

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

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

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

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

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

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

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

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

d. Approval Criteria

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

1. The proposed conditional use is in compliance with all regulations of the applicable zoning district, the provisions of this Article, and any applicable General Provisions as set forth in the Zoning Ordinance.
2. The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.
3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially impair the use of other property within the immediate proximity.
4. The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to the location, type, size, and height of

buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.

5. The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.
6. The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests, which are adversely affected by the establishment of the proposed use.
7. The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

IV. SUBJECT PROPERTY:

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

VI. ZONING/STAFF ANALYSIS:

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

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

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

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

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

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

VII. PLANNING COMMISSION RESOLUTION:

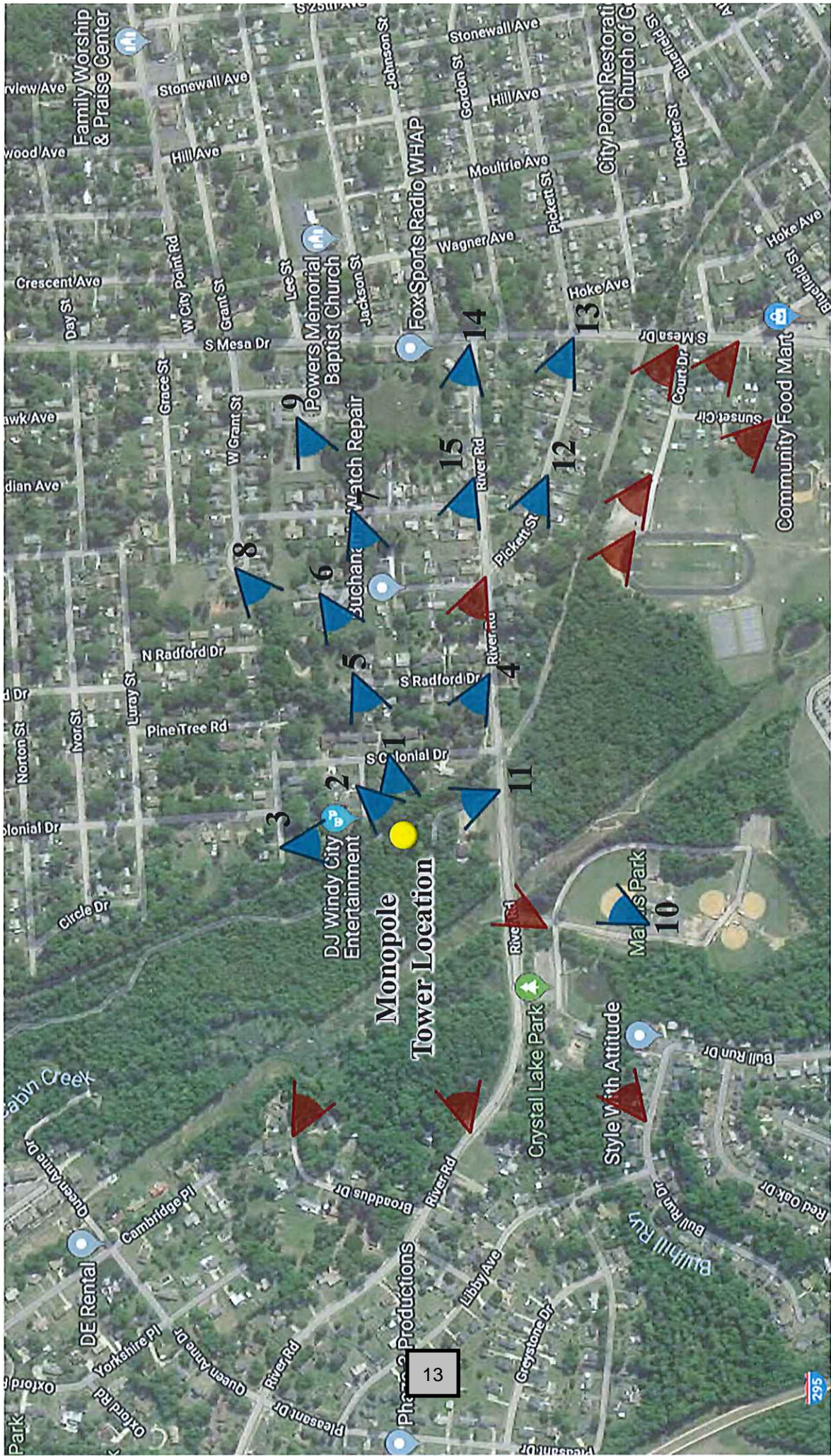
At their meeting on May 30, 2019. in accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission with a vote of 4-0 recommended approval of the request submitted by PI Tower Development to construct a 195 foot cellular tower with a four (4) foot at 130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

Attachment(s):

1. Application for Conditional Use Permit
2. Photometrics
3. Location Maps & Site Plan

Photosims

- Visible
- Not Visible



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





BC

lendlease

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

VA - Hopewell - West Hopewell
DIVA 077



12/11/2018

VA - Hopewell - West Hopewell
DIVA073

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





12/11/2018

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

VA - Hopewell - West Hopewell
DIVVA073





17

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

VA - Hopewell - West Hopewell
DIV 7A 077





12/11/2018

18

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

VA - Hopewell - West Hopewell
DIVVA 077





19

12/11/2018

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

VA - Hopewell - West Hopewell
DIV 1A 077





VA - Hopewell - West Hopewell
DIVA 073

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





21

12/11/2018



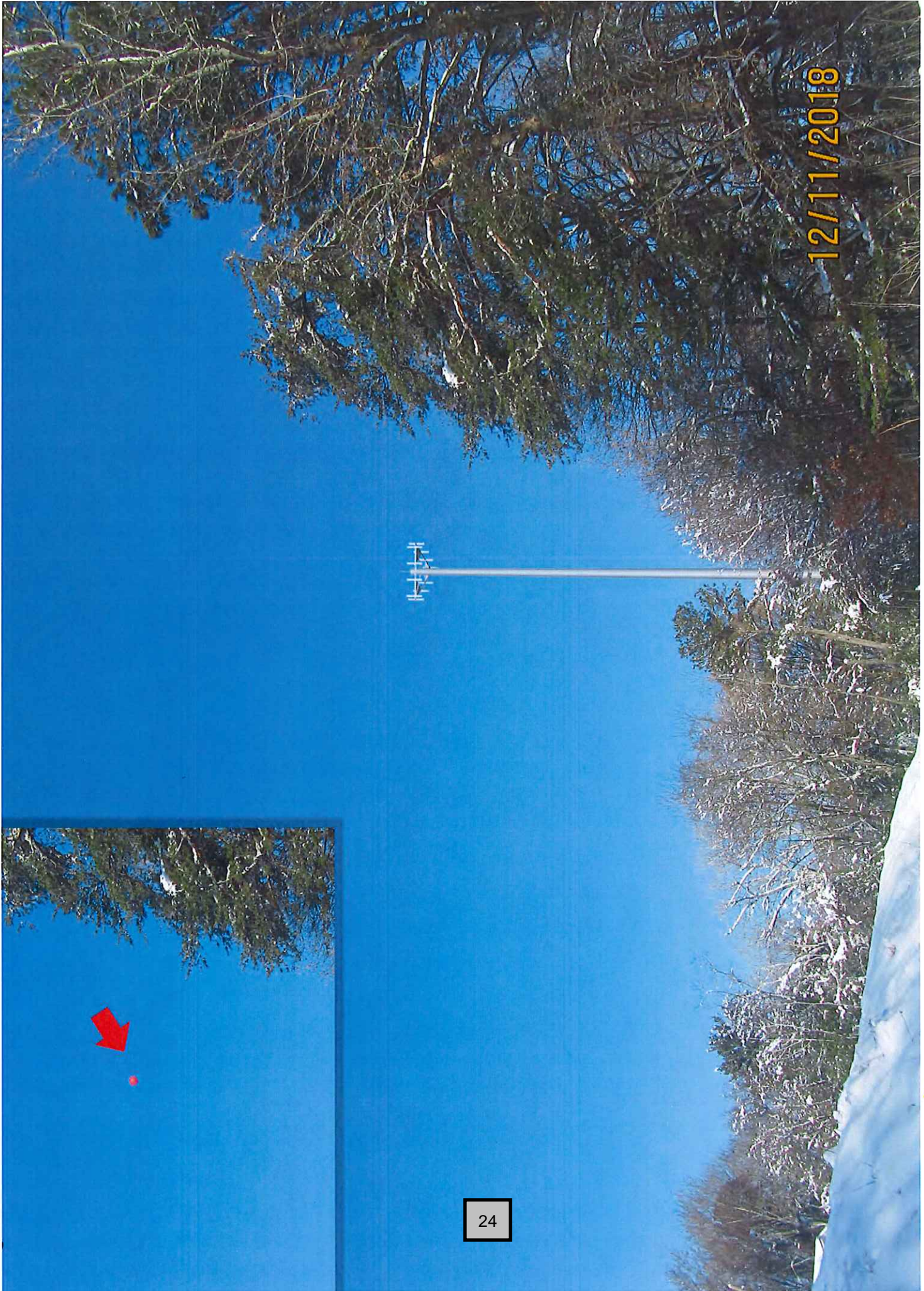
22

12/11/2018



12/11/2018





12/11/2018

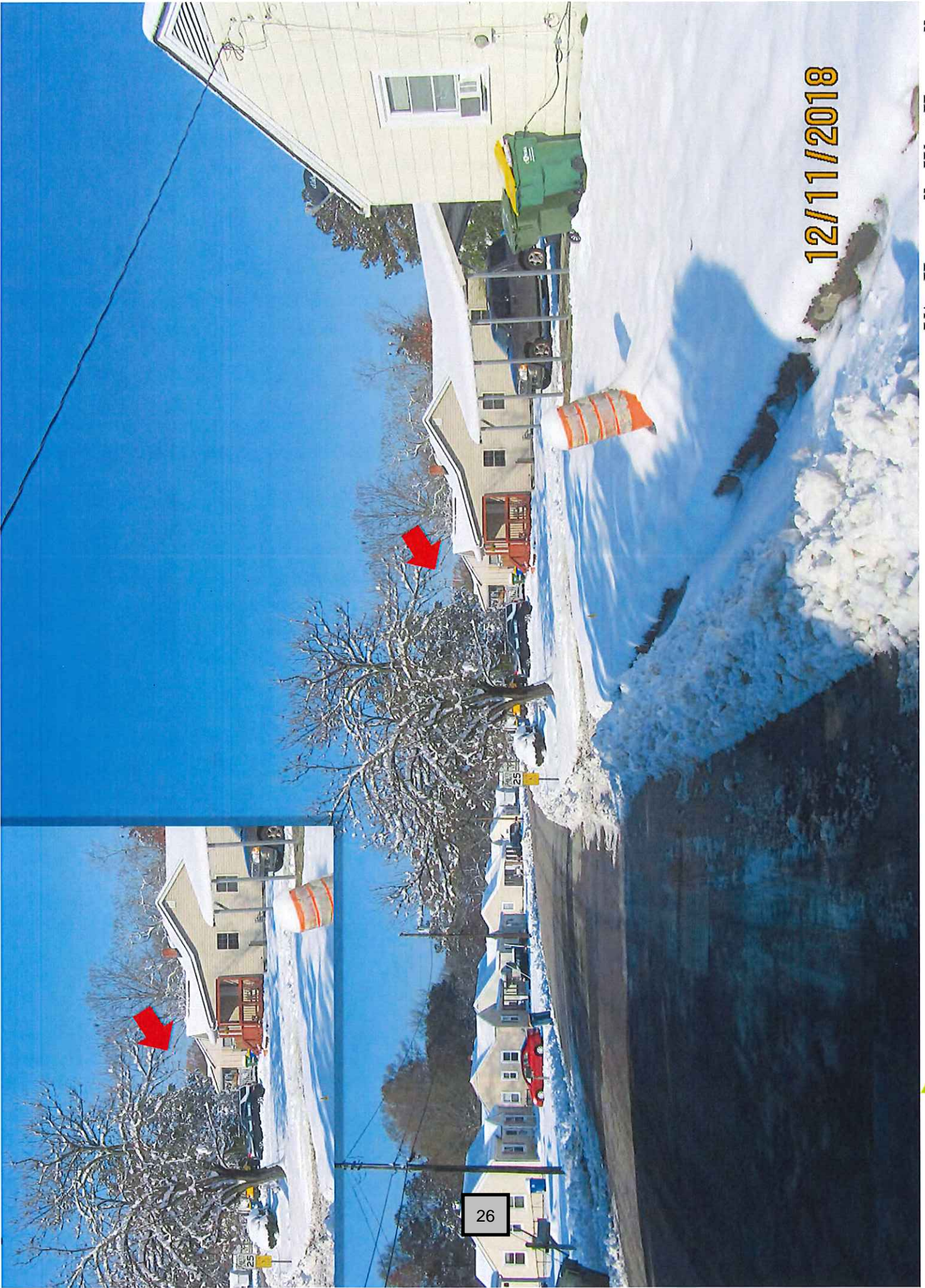




VA - Hopewell - West Hopewell
DIV/A 073

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





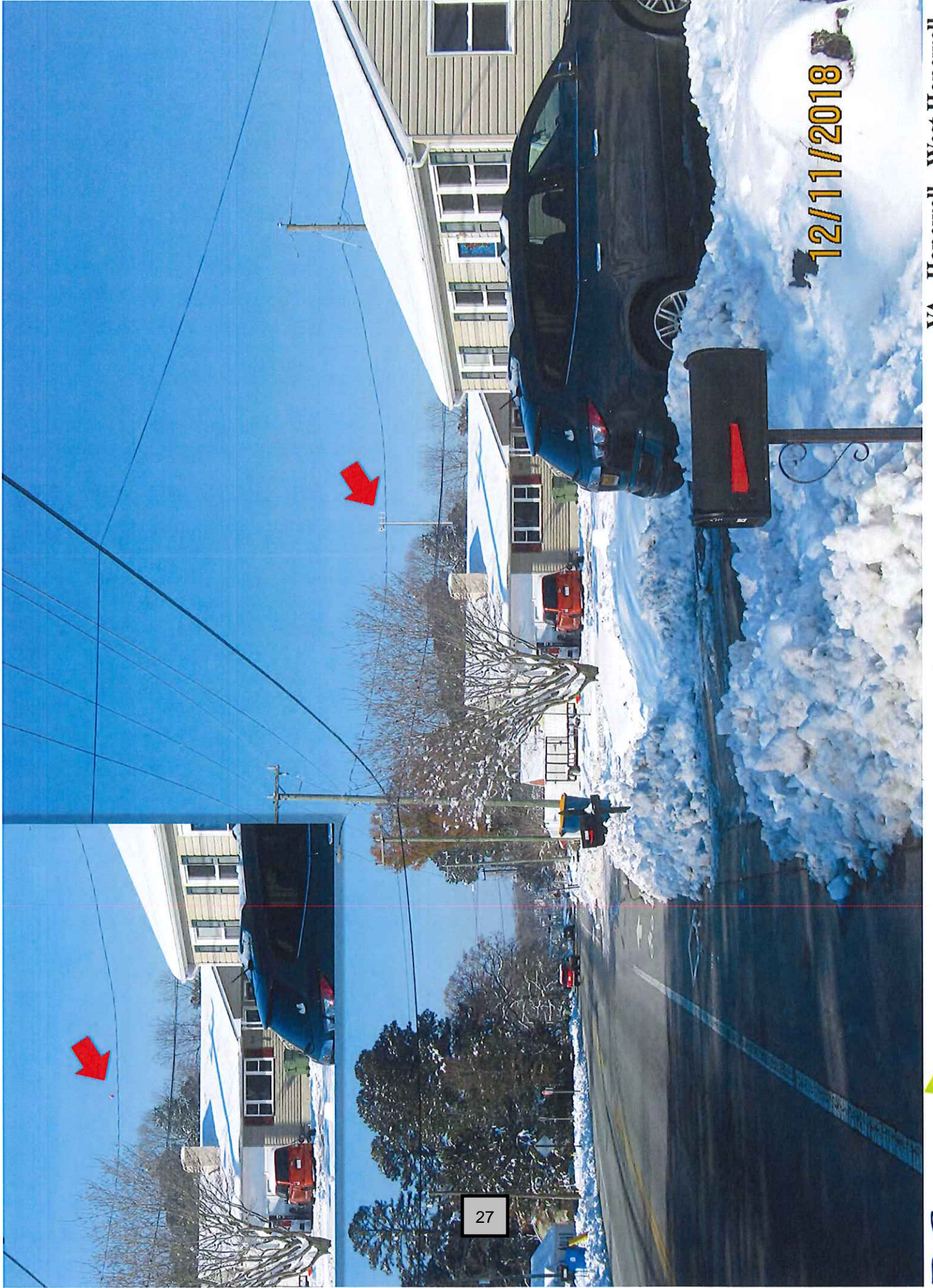
26

12/11/2018

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

VA - Hopewell - West Hopewell
DIVA 077





VA - Hopewell - West Hopewell
DIVVA073

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

12/11/2018



Propagation Maps

VA71703B - Coverage Prediction

POR Details:

Objective = Coverage

Type = Cell Split

Offload sector(s) = VA11391A3, VA11391A1, VA11393A1

Site Details:

Hopewell West

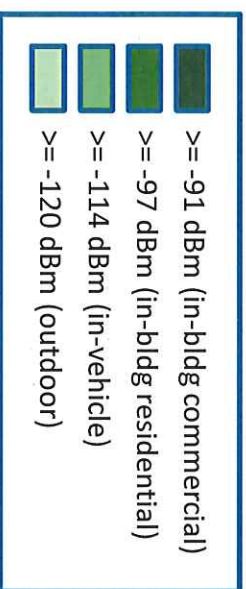
130 Mercer Lane, Hopewell, VA 23860

Rad center = 190'

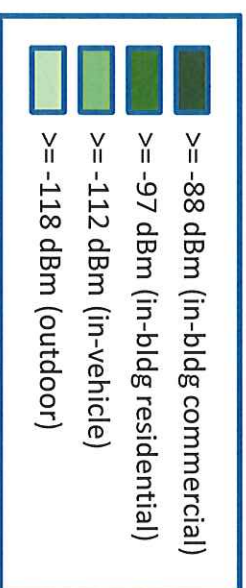
Azimuth = (50/160/270)

EDT = 2/2/2

Config = 67D98M



L21/L19 Policy 4.2



L700 Policy 4.2



30

12/11/2018

Existing L7 coverage



31

L7 coverage with VA71703B



Existing L21 coverage



L21 coverage with VA71703B



34

Existing L21 best server



35

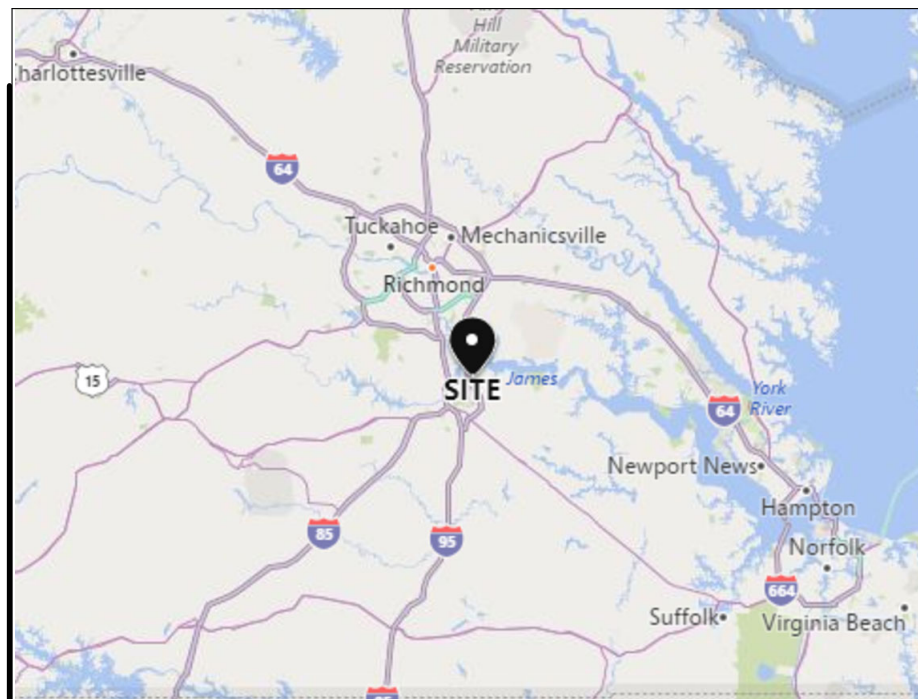
L21 best server with VA71703B



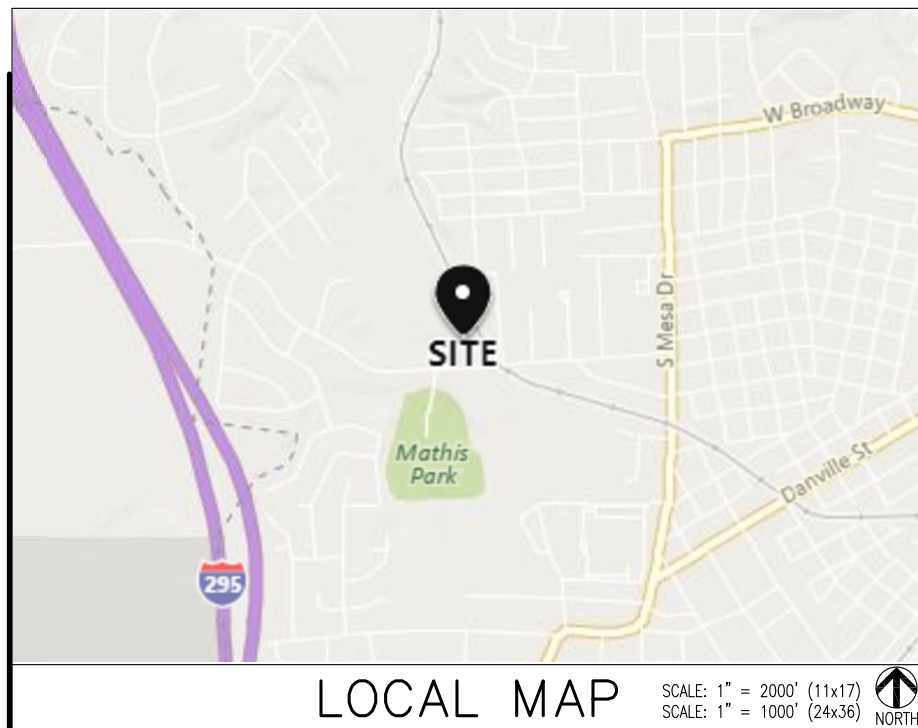
Drawings

SITE NAME:
VA-HOPEWELL-WEST HOPEWELL

SITE ID:
PIVA072 (VA71703B)



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



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

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

PI TOWER DEVELOPMENT, LLC
C/O



PROJECT DESCRIPTION:

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

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

EMERGENCY:
CALL 911

APPROVAL - LENDLEASE							
PROPERTY OWNER / OWNERS AGENT	PRINT	SIGNATURE	PHONE NUMBER				
CONSTRUCTION MGR.	PRINT	SIGNATURE	PHONE NUMBER				
ZONING MGR.	PRINT	SIGNATURE	PHONE NUMBER				
SITE ACQUISITION MGR.	PRINT	SIGNATURE	PHONE NUMBER				
APPROVAL - CARRIER							
RF MGR.	PRINT	SIGNATURE	PHONE NUMBER				
CONSTRUCTION MGR.	PRINT	SIGNATURE	PHONE NUMBER				
OTHER	PRINT	SIGNATURE	PHONE NUMBER				
REV. NO.	DESCRIPTION	BY	DATE	REV. NO.	DESCRIPTION	BY	DATE
1	ACCESS ROAD UPDATE	JG	5/20/19	4			
2				5			
3				6			

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

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

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

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

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

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

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

CONSULTING TEAM

SITE NAME:
VA-HOPEWELL-WEST HOPEWELL

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

SITE NUMBER:
PIVA072

SITE ADDRESS:
130 MERCER LN
HOPEWELL, VA 23860

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

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

ADA COMPLIANCE:
FACILITY IS UNMANNED AND NOT
FOR HUMAN HABITATION

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

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

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

PROJECT SUMMARY

SHEET NUMBER:
T-1

DESCRIPTION:
TITLE SHEET, VICINITY MAP
AND GENERAL INFORMATION

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

SHEET INDEX



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

THESE DRAWINGS AND/OR THE ACCOMPANYING SPECIFICATION AS INSTRUMENTS OF SERVICE, ARE THE EXCLUSIVE PROPERTY OF PI TOWER DEVELOPMENT, LLC AND THEIR USE AND PUBLICATION SHALL BE RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY ARE PREPARED. REUSE, REPRODUCTION OR PUBLICATION BY ANY METHOD, IN WHOLE OR IN PART, IS PROHIBITED EXCEPT BY WRITTEN PERMISSION FROM PARALLEL INFRASTRUCTURES. TITLE TO THESE PLANS AND/OR SPECIFICATIONS SHALL REMAIN WITH PI TOWER DEVELOPMENT, LLC WITHOUT PREJUDICE AND VISUAL CONTACT WITH THEM SHALL CONSTITUTE PRIMA FACIE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.



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

SHEET REVISION

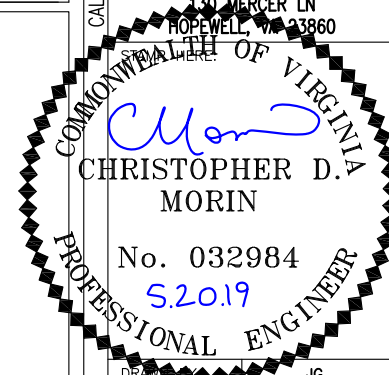
NO.	DESCRIPTION	BY	DATE
1	ROAD UPDATE	JG	5/20/19
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CALL FOR UNDERGROUND UTILITIES PRIOR TO DIGGING

SITE NAME:
VA-HOPEWELL-WEST HOPEWELL

SITE ID:
PIVA072

SITE ADDRESS:
130 MERCER LN
HOPEWELL, VA 23860



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

SHEET TITLE:
TITLE SHEET,
VICINITY MAP
AND GENERAL
INFORMATION

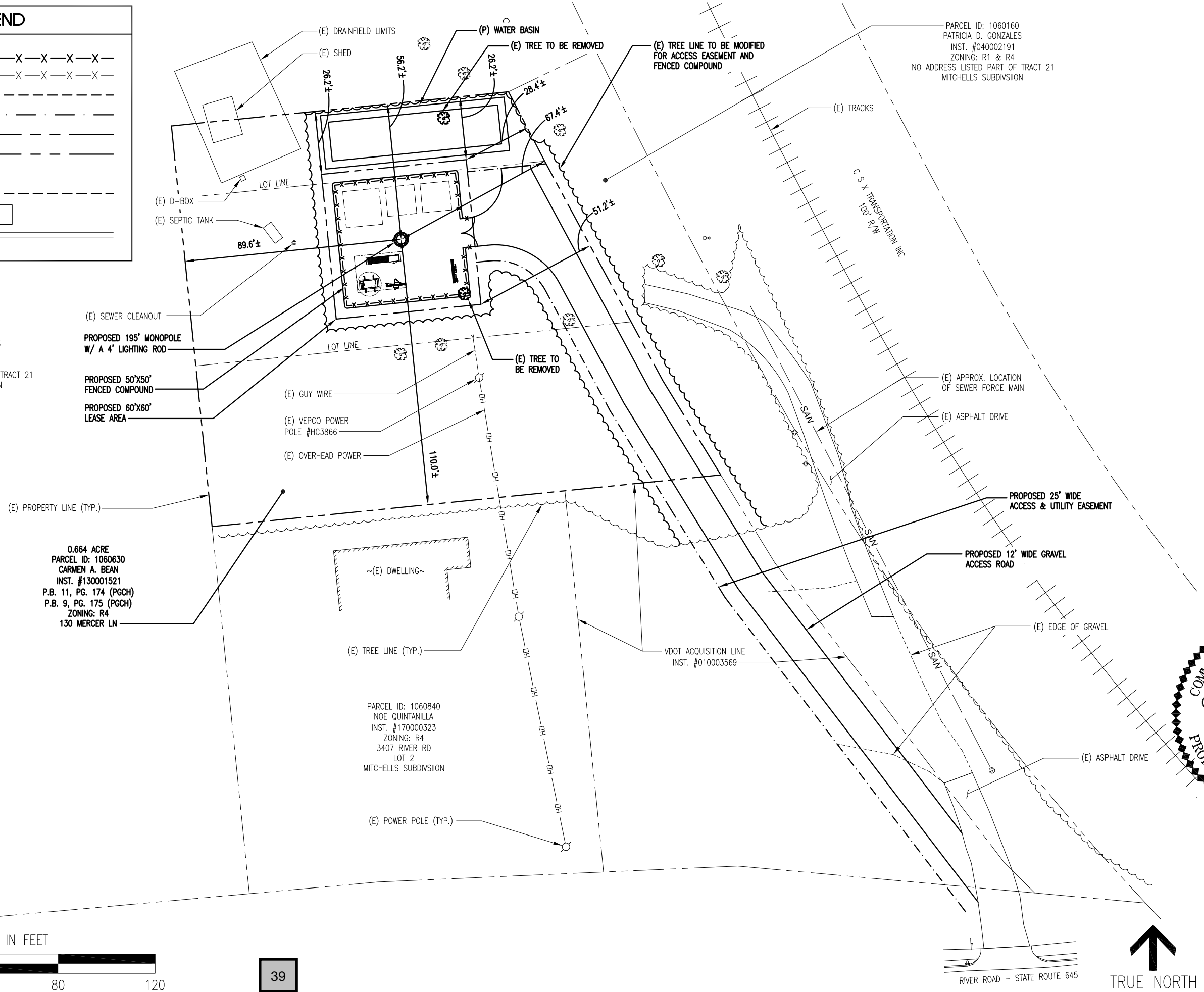
SHEET NUMBER: T-1
REV. #: 1

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

LEGEND

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

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



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

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

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



39

SITE PLAN

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

THESE DRAWINGS AND/OR THE ACCOMPANYING SPECIFICATION AS INSTRUMENTS OF SERVICE, ARE THE EXCLUSIVE PROPERTY OF PI TOWER DEVELOPMENT, LLC AND THEIR USE AND PUBLICATION SHALL BE RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY ARE PREPARED. REUSE, REPRODUCTION OR PUBLICATION BY ANY METHOD, IN WHOLE OR IN PART, IS PROHIBITED EXCEPT BY WRITTEN PERMISSION FROM PARALLEL INFRASTRUCTURES. TITLE TO THESE PLANS AND/OR SPECIFICATIONS SHALL REMAIN WITH PI TOWER DEVELOPMENT, LLC WITHOUT PREJUDICE AND VISUAL CONTACT WITH THEM SHALL CONSTITUTE PRIMA FACIE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.

BC

architects
engineers

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

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

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

SITE ID:
PIVA072

SITE ADDRESS:
 130 MERCER LN
 HOPEWELL, VA 23860

COMMONWEALTH OF VIRGINIA
Christopher D. Morin
**CHRISTOPHER D.
 MORIN**
 No. 032984
 5.20.19
 PROFESSIONAL ENGINEER

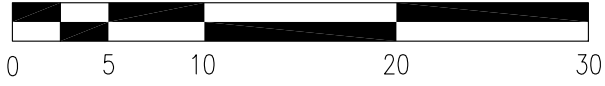
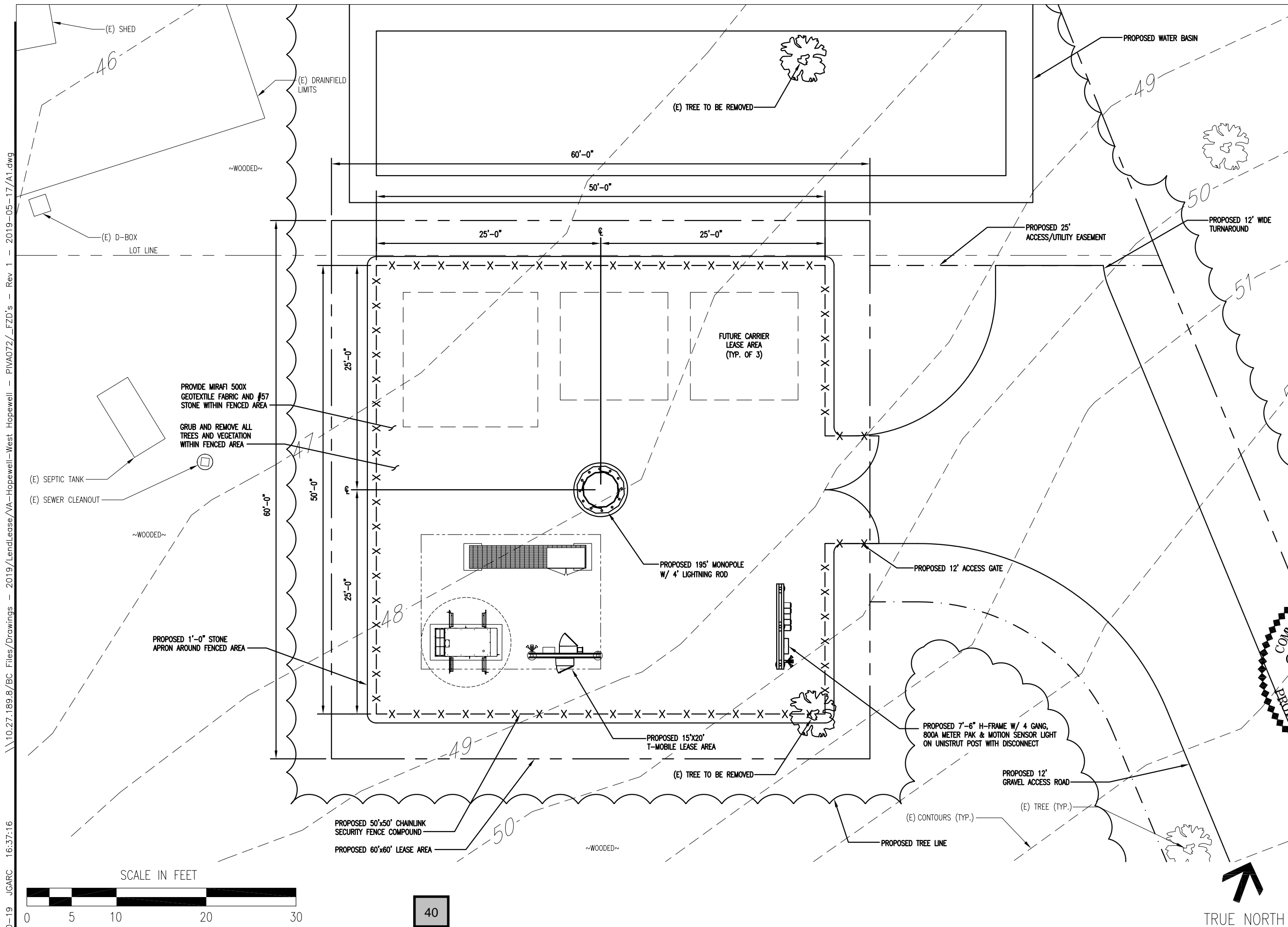
DRAWN BY:	JG
CHECKED BY:	NB
DATE DRAWN:	03-20-19
SUBMISSION:	FINAL ZONING

SHEET TITLE:
SITE PLAN

SHEET NUMBER:	REV. #
A-0	1

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

10.27.189.8/BC_Files/Drawings - 2019/LendLease/VA-Hopewell-West Hopewell - PIVA072/_FZD's - Rev 1 - 2019-05-17/A1.dwg
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40

ENLARGED SITE PLAN



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

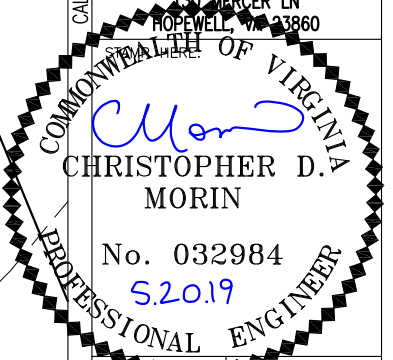
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SHEET REVISION			
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1	ROAD UPDATE	JG	5/20/19
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SITE NAME:
VA-HOPEWELL-WEST HOPEWELL
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PIVA072
 SITE ADDRESS:
 130 MERCER LN
 HOPEWELL, VA 23860

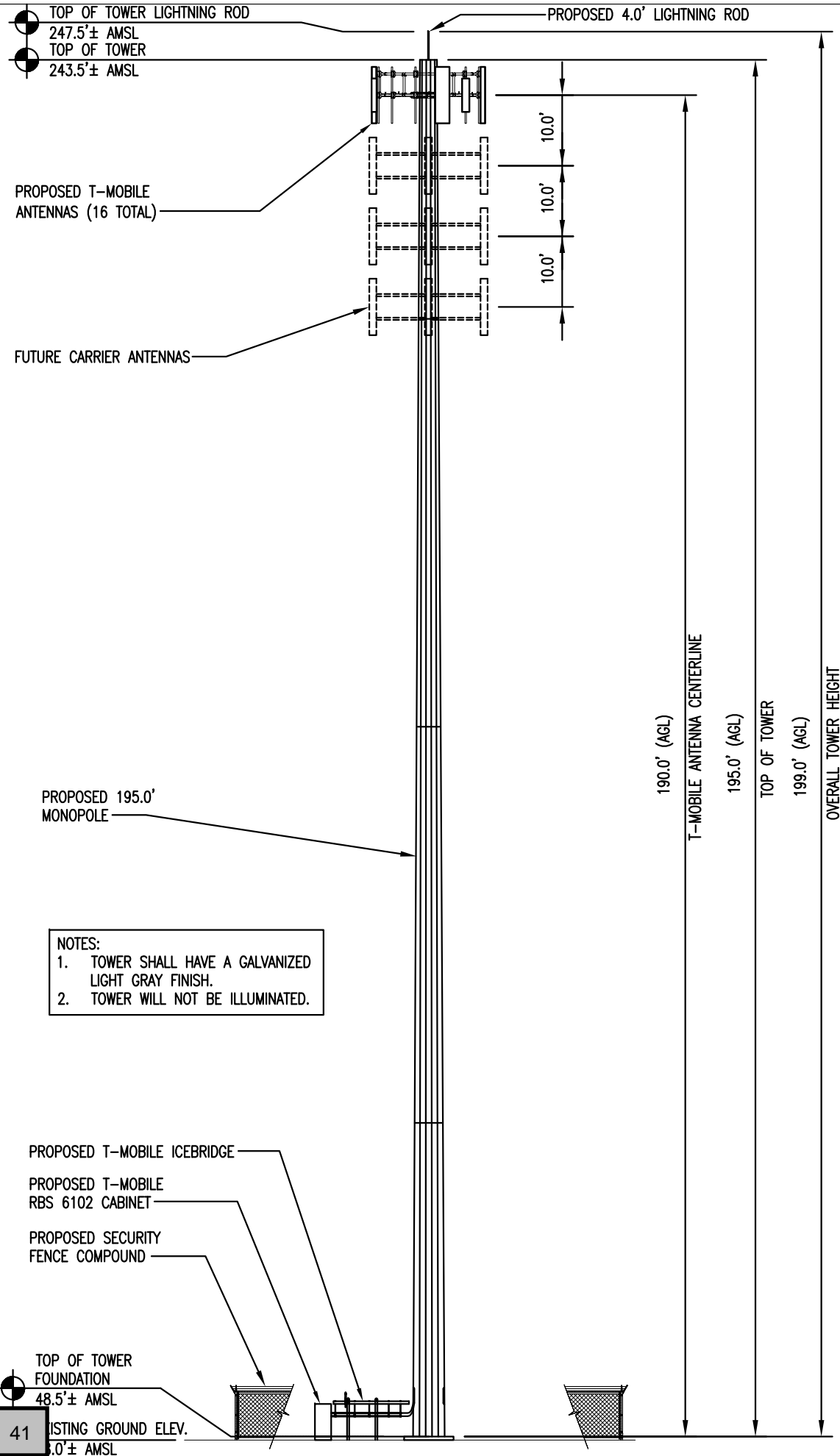


DRAWN BY:	JG
CHECKED BY:	NB
DATE DRAWN:	03-20-19
SUBMISSION:	FINAL ZONING

SHEET TITLE:
ENLARGED SITE PLAN
 SHEET NUMBER:
A-1
 REV. #
1

CALL FOR UNDERGROUND UTILITIES PRIOR TO DIGGING

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



1"=20'

TOWER ELEVATION

lendlease

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

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BC
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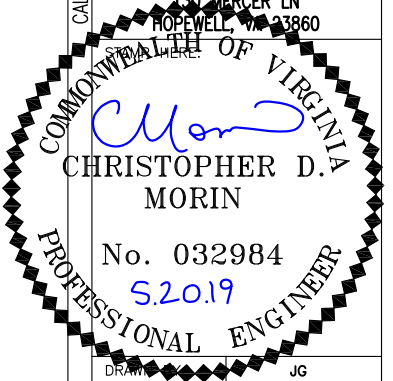
SHEET REVISION

NO.	DESCRIPTION	BY	DATE
1	ROAD UPDATE	JG	5/20/19
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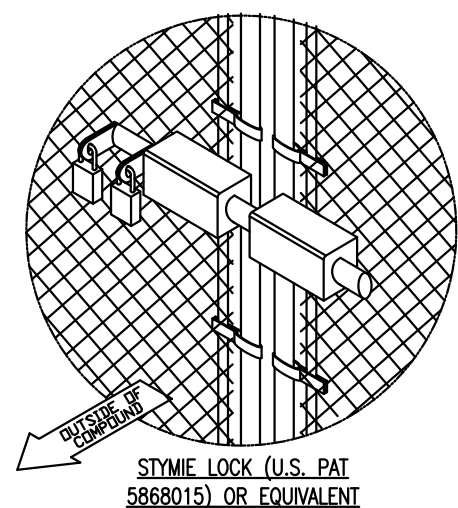
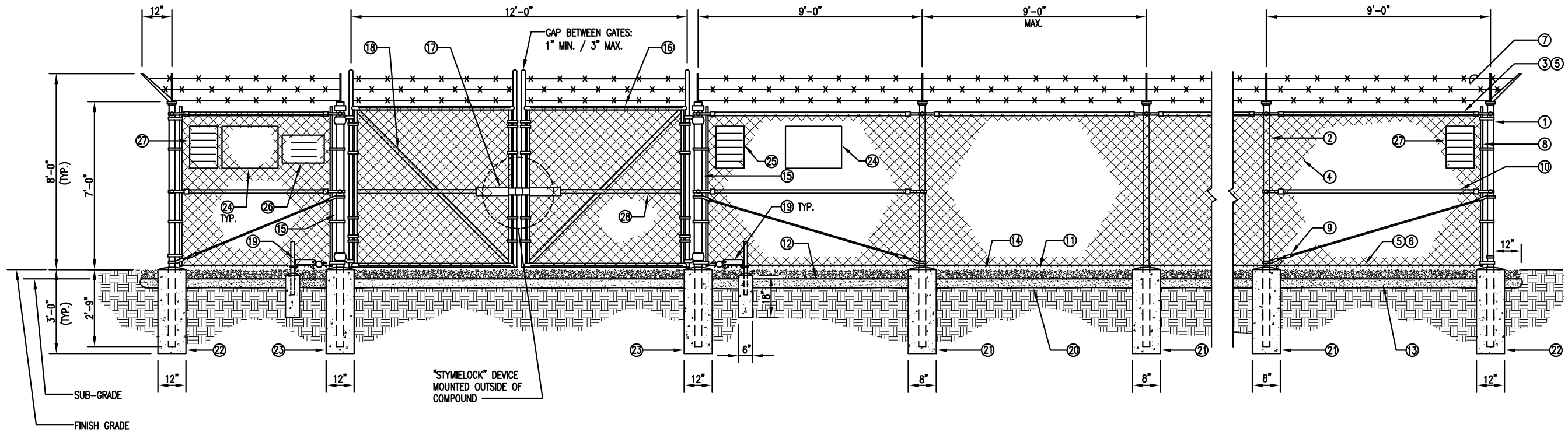


DRAWN BY:	JG
CHECKED BY:	NB
DATE DRAWN:	03-20-19
SUBMISSION:	FINAL ZONING

SHEET TITLE:
TOWER ELEVATION

SHEET NUMBER:	REV. #
A-2	1

CALL FOR UNDERGROUND UTILITIES PRIOR TO DIGGING



REFERENCE NOTES:

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

GENERAL NOTES:

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

PLUNGER OR MUSHROOM HEAD REQUIRED.

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SHEET REVISION

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

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

COMMONWEALTH OF VIRGINIA
Christopher D. Morin
CHRISTOPHER D. MORIN
 No. 032984
 5.20.19
 PROFESSIONAL ENGINEER

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

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

SHEET NUMBER:	REV. #
A-3	1

WS-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

**COUNCIL AGENDA ITEM TITLE: Work Session to discuss a request for a
Conditional Use Permit to operate a duplex at 2907 Poplar Street**

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

RECOMMENDATION: Hold a work session to discuss the application and set a public hearing.

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

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

ENCLOSED DOCUMENTS:

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

STAFF: Tevya Williams Griffin, Director, Department of Development

SUMMARY:

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

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



Agent: Christopher W. Jenkins

2907 Poplar Street

Conditional Use Permit

Staff Report prepared for the City Council Work Session

June 11, 2019

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

I. PUBLIC HEARINGS & WORK SESSIONS:

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

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	6,000 square feet
Owner:	Christopher W Jenkins
Location of Property:	159 feet from the intersection of Roanoke Avenue and Poplar Street
Election Ward:	Ward 7
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 043-0129 Lot 16-17, Block D, High Point Subdivision
Zoning of Surrounding Property:	North: R-2 South: B-4 East: B-4 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Christopher W. Jenkins for a Conditional Use Permit (CUP) in accordance with Article IV, Section A, Uses, to allow a duplex in the R-2, Residential, Medium Density Zoning District.

IV. APPLICABLE CODE SECTIONS:

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

Article IV, Residential, Medium Density District (R-2), Section A. - Use Regulation:

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):

2. Duplex (zero (0) lot line permissible) with a conditional use permit based on compatibility with the adjacent area issued by the city council (special definition).

Article I, Definitions

Dwelling, two-family (duplex): A structure arranged or designed to be occupied by two (2) families, the structure having only two (2) dwelling units.

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

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

shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.

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

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

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

d. Approval Criteria

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

1. The proposed conditional use is in compliance with all regulations of the applicable zoning district, the provisions of this Article, and any applicable General Provisions as set forth in the Zoning Ordinance.
2. The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.
3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially impair the use of other property within the immediate proximity.
4. The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination,

consideration shall be given to the location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.

5. The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.
6. The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests, which are adversely affected by the establishment of the proposed use.
7. The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

IV. SUBJECT PROPERTY:

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

VI. ZONING/STAFF ANALYSIS:

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

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

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

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

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

Public Hearing held on May 2, 2019

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

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

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

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

Grandfathered

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

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

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

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

VII. STAFF RECOMMENDATION:

Based on the requirement for fire suppression by the Building Official and the Fire Marshall, Staff recommends denial of the request submitted by Christopher W. Jenkins for a Conditional Use Permit to allow a duplex at 2907 Poplar Street. As is, the home is does not meet safety requirements of the VA Building Code, 2012. The requests therefore does not meet Criteria #2;

The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.

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

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

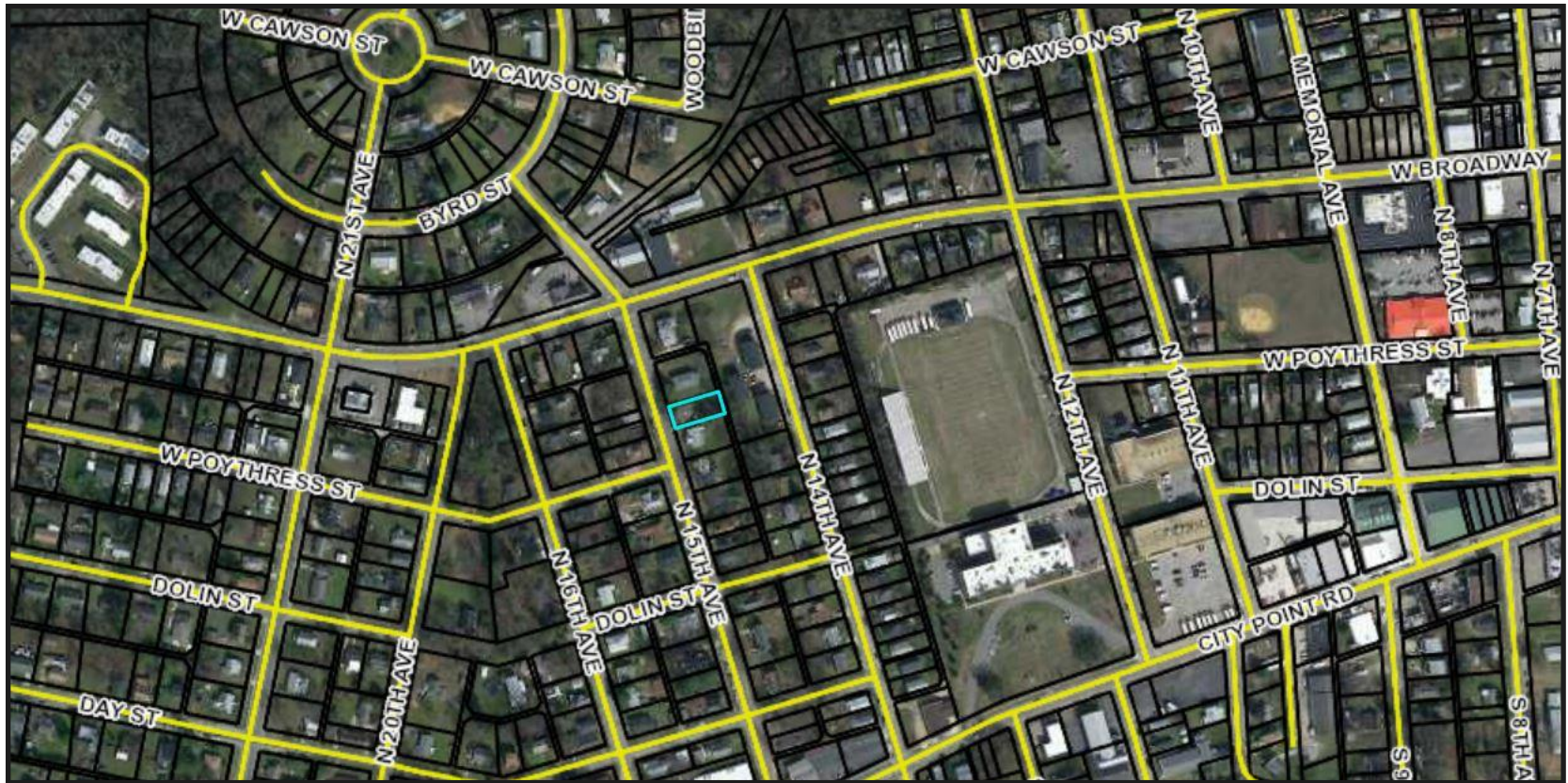
VIII. PLANNING COMMISSION RESOLUTION:

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

Attachment(s):

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

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Aerial Map showing 2907 Poplar Street

May PC

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



The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

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

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

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

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

PARCEL #: 043-0120 ACREAGE: 6,000^{sq ft} ZONING: R2

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

N/A
See
picture

App # 20190246

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

PRESENT USE OF PROPERTY:

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

THE CONDITIONAL USE PERMIT WILL ALLOW:

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

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

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

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

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

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

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

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

Christopher Jenkins
APPLICANT SIGNATURE

3/18/19
DATE

Christopher W. Jenkins
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 3/26/19 DATE OF ACTION _____

APPROVED _____ DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:



2907 Poplar Street

HOPEWELL, VA
3 BED, 2 BATH, 1523 SQFT

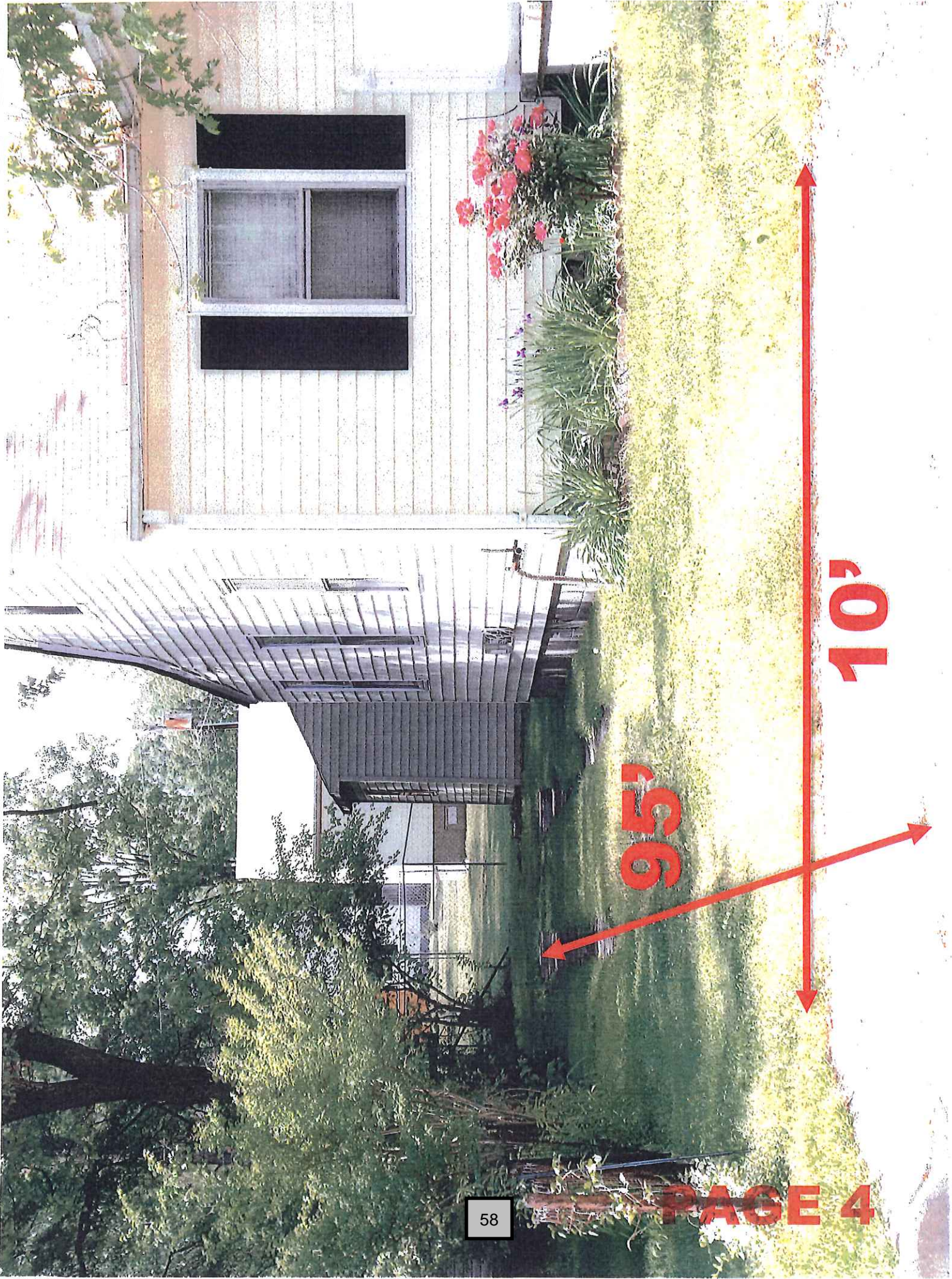
PARCEL ID 0430120
LOTS 16-17 BLK D SUBDIVISION: HIGH POINT
CURRENT ZONING: R2

CHRISTOPHER W. JENKINS
MAY 30, 2019



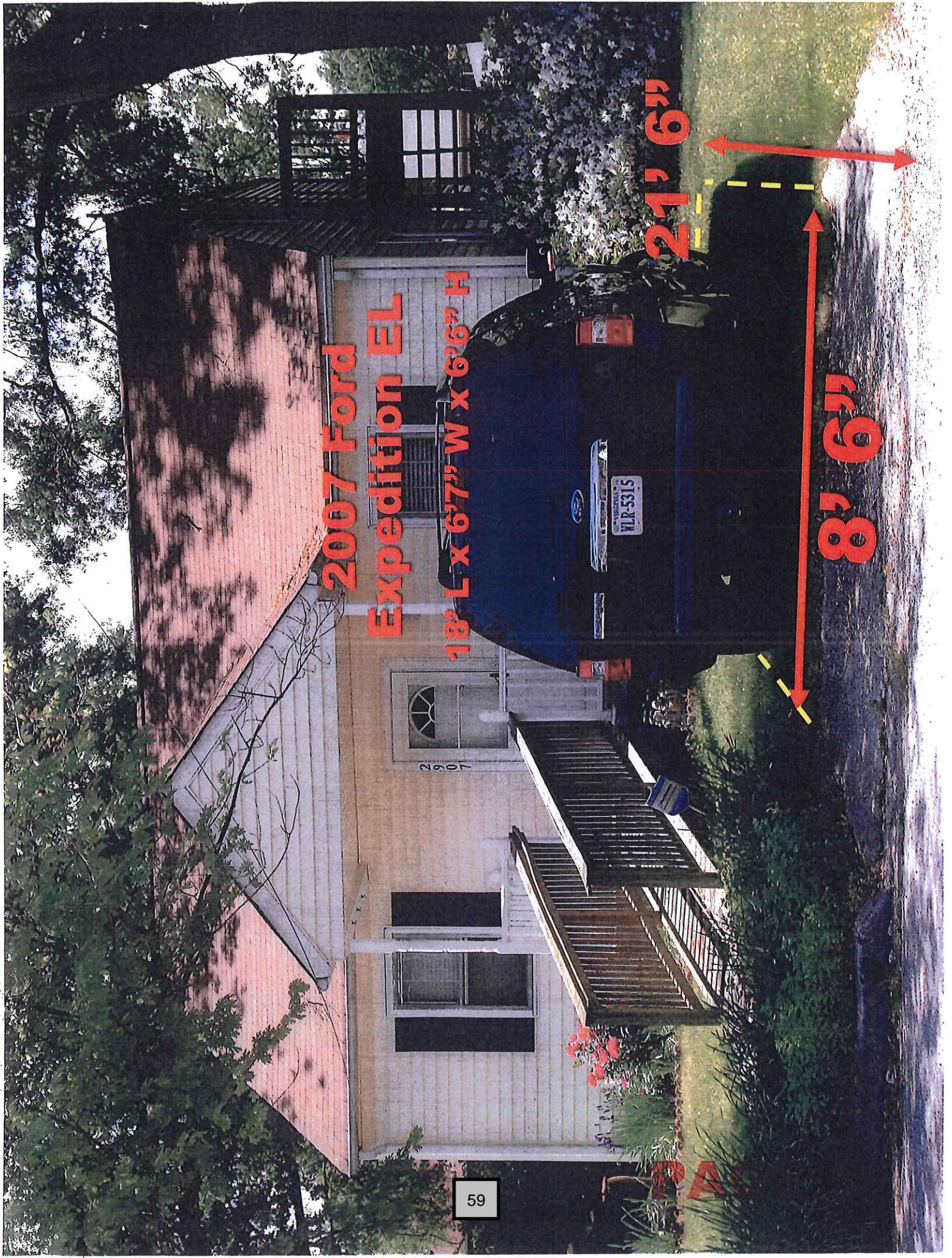






10'

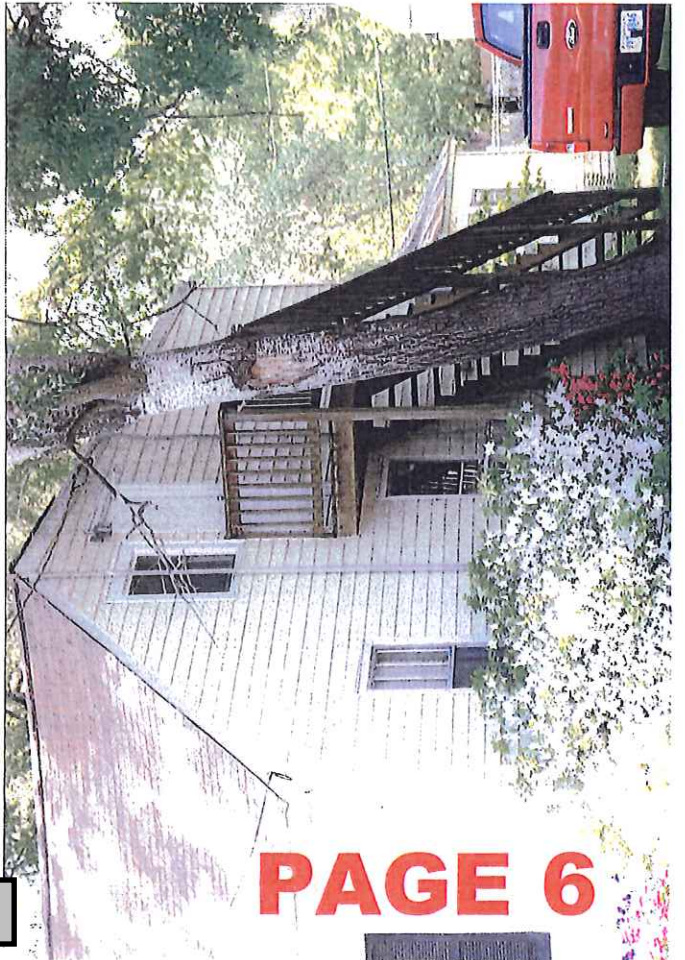
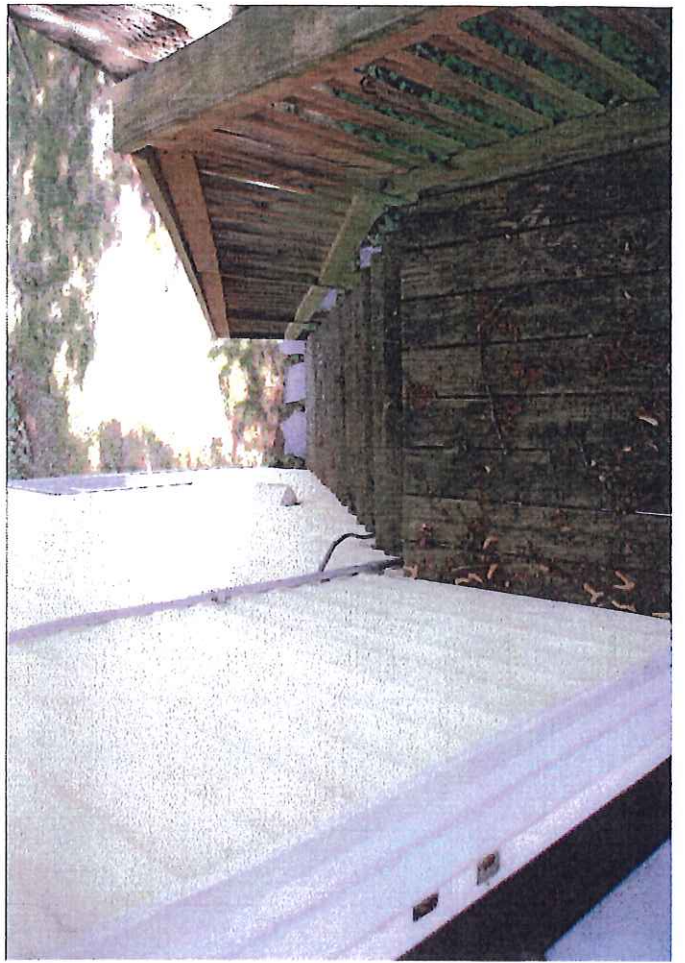
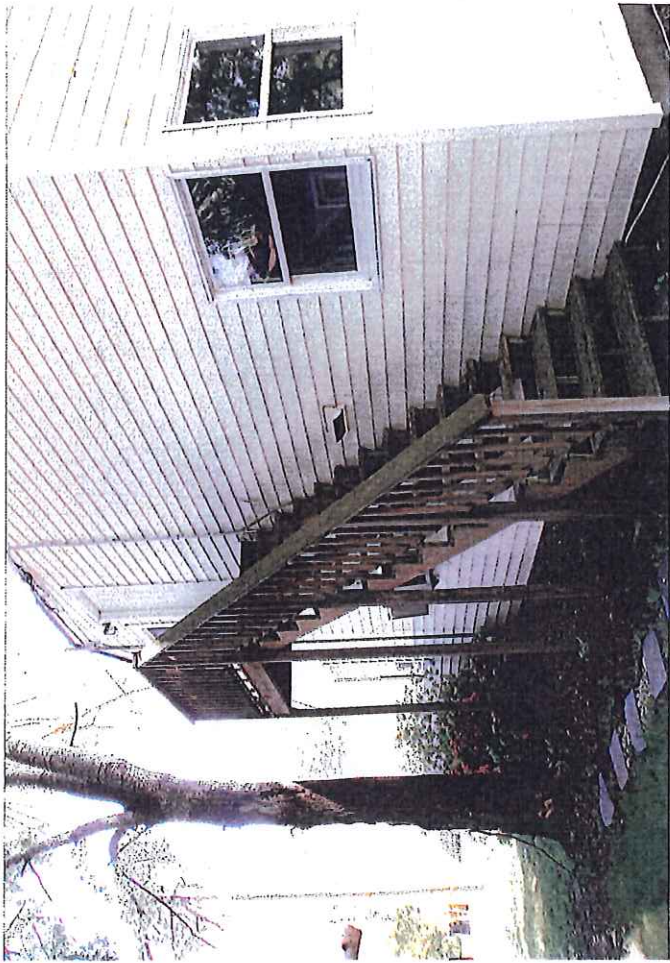
95'



**2007 Ford
Expedition EL
18' L x 6'7" W x 6'6" H**

21' 6"

8' 6"



April 30, 2019

To: The City of Hopewell, Virginia

Re: 2907 Poplar Street
Hopewell, VA. 23860

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

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

Sincerely,

Rita D. Rice

Rita D. Rice

Juanita V. Harper

Juanita V. Harper

ORDINANCE 2013-10

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

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

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

STATEMENT OF INTENT

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

A. USE REGULATIONS

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

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

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

B. AREA REGULATIONS

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

C. MINIMUM LOT WIDTH

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

D. YARD REGULATIONS, MAIN BUILDING

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

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

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

E. YARD REGULATIONS, ACCESSORY BUILDINGS

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

F. HEIGHTS

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

G. REQUIREMENTS FOR PERMITTED USED

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

H. ACCESSORY APARTMENTS

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

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

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

I. SPECIAL CONDITIONS FOR NON-CONFORMING LOTS

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

WS-3



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

1200 New Jersey Ave, SE
Washington, DC 20590

April 4, 2019

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

SUBJECT: Tri-Cities Multimodal Passenger Station Study

Dear Chairman Webb:

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

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

Sincerely,

Marlys Osterhues
Chief, Environment and Corridor Planning
Federal Railroad Administration

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

CRATER PLANNING DISTRICT COMMISSION

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

To: Tri-Cities Metropolitan Planning Organization Policy Committee

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

Date: April 29, 2019

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

The MPO's Charge to the Technical Advisory Committee

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

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

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

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

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

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

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

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

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

CRATER PLANNING DISTRICT COMMISSION

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

April 18, 2019

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

SUBJECT: Tri-Cities Multimodal Passenger Station Study

Dear Ms. Osterhues,

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

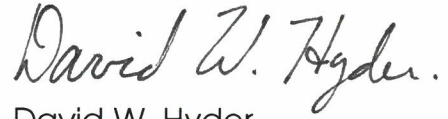
1. Is FRA deferring the decision with the intent to re-open the study later or must the MPO take an action to re-open the study; and
2. If FRA wants the MPO to take an action does this include a site location recommendation or decision?

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

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

You may reach me at dhyder@craterpdc.org .

Respectfully,

A handwritten signature in black ink that reads "David W. Hyder." The signature is written in a cursive style with a large initial 'D'.

David W. Hyder
Secretary - Tri-Cities MPO

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

REGULAR MEETING

CONSENT AGENDA

MINUTES

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD MAY 22, 2019

A Special Meeting of Hopewell City Council was held Wednesday, May 22, 2019, at 6:00 p.m. in the City Council Chambers, Municipal Building, and 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7
Arlene Holloway, Councilor, Ward 2
John B. Partin, Jr., Councilor, Ward 3
Janice Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6

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

ABSENT: Deborah Randolph, Councilor, Ward 1

ROLL CALL

Mayor Gore opened the meeting at 6:08 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	absent
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

Mayor Gore explained that Councilor Randolph had a conflict and was unable to attend the meeting.

Discussion followed regarding items to be discussed in Closed Session.

CLOSED SESSION

At 6:33 p.m. Councilor Pelham moved go into closed meeting for (1) discussion of performance of employee of city council (city manager); and consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Va. Code § 1.1-3711 (A) (1) and (8), respectively. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Vice Mayor Bennett	-	yes
Councilor Partin	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

**May 22, 2019
Special Meeting**

Motion passed 6-0

RECONVENE OPEN MEETING

Council convened into Open Session at 8:28 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Vice Mayor Bennett	-	yes
Councilor Partin	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

ADJOURN

At 8:30 p.m., Councilor Partin moved to adjourn the meeting. Mayor Gore seconded the motion. All councilors responded “aye” to the question. Meeting was adjourned.

/s/ Jasmine E. Gore
Jasmine E. Gore, Mayor

/s/ Ronnieye L. Arrington
Ronnieye L. Arrington, City Clerk

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD MAY 20, 2019

A Special Meeting of Hopewell City Council was held Monday, May 20, 2019, at 6:30 p.m. in the City Council Chambers, Municipal Building, and 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7 (arrived at 6:50 p.m.)
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2
John B. Partin, Jr., Councilor, Ward 3
Janice Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6

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

ROLL CALL

Mayor Gore opened the meeting at 6:32 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 6:50 p.m.)
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

Councilor Partin moved to amend the agenda so that the Census Committee was Work Session 1, the presentation from Davenport was Work Session 2, the FY20 City of Hopewell Budget was Work Session 3, Council’s Pending List was Work Session 4, and discussion of Council’s Boards, committees, commission and authorities was Work Session 5. The Closed Meeting was moved so that it occurred between items Work Session 3 and Work Session 4. Mayor Gore Seconded the motion. Upon the roll call, the vote resulted:

Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	--- (arrived at 6:50 p.m.)

Motion passed 6-0

WORK SESSION – 1

Ms. Shirley Gilliam of the Census presented information for Council. She advised about the upcoming 2020 census, and how important it was that Hopewell be accurately represented in that census. She said that the most underreported communities were the homeless, veterans and children under the age

May 20, 2019
Special Meeting

of five. She also said that quite often people living in HRHA housing were also underreported. Ms. Gilliam advised that the 2020 census would not utilize the long form, but would be available online. She also advised about jobs that will be available for the Census. These jobs will be listed on USA Jobs. Ms. Gilliam noted that the start date for the 2020 census was April 1, 2020.

WORK SESSION -2

James E. Sanderson of Davenport & Company presented information to Council regarding the status of Hopewell’s bonds, total debt service, including those supported by taxes. Mr. Sanderson also discussed the City’s bond ratings and what items would impact the rating or stop it from returning to its former status once the CAFRs are all completed. Councilor Pelham stated that Hopewell needed an onsite internal auditor to ensure there are no additional glitches with future CAFRs. Councilor Partin asked if increasing the Rainy Day Fund would also increase our bond rating. Mr. Sanderson advised that an increase in the Rainy Day Fund would be viewed as a positive which could improve the bond rating. Mayor Gore asked if the City borrowed money after the CAFRs were completed, would that negatively impact the bond rating. Mr. Sanderson replied that it could, but due to the debt payoffs the City has been doing, it would probably not have an adverse effect. Mayor Gore asked if Mr. Sanderson would meet with the Investment Committee, to which he replied in the affirmative. Councilor Partin asked if the City put up 10% of a project cost and borrowed the remaining 90%, would this fiscal policy have a positive effect on the bond rating. Mr. Sanderson advised that it would have a positive effect.

WORK SESSION – 3

John “March” Altman, city manager, presented Council with responses to requests Council had made of him in previous meetings. Council discussed several items, including the Marina. Mr. Aaron Reidmiller, Director of Parks and Recreation explained to Council that the marina lease will expire in March 2020, and then an RFP would go out. He said they may extend the lease, depending on the situation. He also said that he would come back before Council in either a work session or in closed session to discuss this item when the time came. There was additional conversation regarding the roof for the marina, which needed repair. Mr. Altman said they could use funds left in the Unfounded Balance. Councilor Randolph asked if there were any other emergency items, like the roof, to which Mr. Altman responded in the negative. Mayor Gore requested an updated Cost Analysis for doing the police station—real life analysis. Councilor Randolph asked if the police station was over or under budget. Mr. Altman responded that currently the police station was \$50k under budget. Mayor Gore asked about the funds for the VCU study. Mr. Altman advised that he had placed the \$165k in his budget. Councilor Holloway asked about status of renovation to the DSS building. Mr. Altman said they would only fix that building if someone were interested in purchasing it. In response to a question asked at a previous meeting, Mr. Altman advised that adding \$1 to wastewater fees would result in \$232k additional revenue, according to Joe Battiata, Stormwater Program Manager.

CLOSED SESSION

Councilor Partin moved to **go into closed meeting for (1) discussion, consideration and interviews of specific appointees or employees of city council (city manager, city clerk, city attorney); (2) discussion and consideration of specific appointees of city council (boards, commissions, authorities); and (3) and consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters, requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], and (8), respectively. His motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:**

Councilor Randolph - yes

**May 20, 2019
Special Meeting**

Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes

Motion passed 7-0

ADJOURN

At 9:30 p.m., per Council rules, this meeting was automatically adjourned.

/s/ Jasmine E. Gore
Jasmine E. Gore, Mayor

/s/ Ronnieye L. Arrington
Ronnieye L. Arrington, City Clerk

**PERSONNEL
CHANGE
REPORT**

DATE: May 31, 2019
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – May 31, 2019

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
FIELDS, EILEEN	PUBLIC WORKS	SR ADMIN ASST	05/22/2019
HANSEN, DAKOTA	FIRE	FIREFIGHTER/ALS	05/22/2019
THARPE, JAMES	FIRE	FIREFIGHTER/ALS	05/22/2019
NICKERSON, JAMES	VOTER REGISTRAR	P/T TEMP	05/08/2019
VARNER, COURTNEY	SHERIFF	P/T DISPATCH	05/22/2019
HOGAN-MCKNIGHT, DEBRA	CITY CLERK	ASST CITY CLERK	05/23/2019
PINEIRO, NANERIZ	RECREATION	P/T LIFEGUARD	05/22/2019
BROWN, MADISON	RECREATION	P/T SPEC EVENTS ASST	05/22/2019
WEBER, MAGDALEN	RECREATION	P/T LIFEGUARD	05/22/2019

SUSPENSIONS: 1

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
JESSUP, DENISE	POLICE	VIC WIT PROG ASST	05/28/2019
JONES, ALVIN	PUBLIC WORKS	P/T ST MAINT WORK	05/11/2019
LOPEZ, LAWRENCE	PUBLIC WORKS	PW SUPERVISOR	05/31/2019
SCOTT, FORREST	WATER RENEWAL	ELEC & INST TECH I	05/27/2019
SUMMA, ASHLEY	RECREATION	P/T CUST SVC AGNT	04/30/2019

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

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

**INFORMATION
FOR COUNCIL
REVIEW**

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

May 21, 2019

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

May 21, 2019

1:00 p.m.

Call to Order

Approval of Agenda

Consent Agenda: All matters listed under Consent Agenda are considered routine by the Board and will be approved or received by motion on the form listed. Items may be removed from the Consent Agenda for discussion under the Regular Agenda at the request of any Board member.

Minutes – April 16, 2019 Regular Meeting
Statistical Report – dated May 21, 2019
Financial Report – May 21, 2019
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1. Staff Update
- R2. Staff Presentation – Carol Farmer – Technical Services Manager
- R3. Staff Presentation -- Sarah Finch – Youth Services Manager
- R4. Policy Update – Minor Corrections / Revisions

Committee Reports:

New Business:

- Proposed Policy Revisions.
- June 18, 2019 Board Meeting / Staff Appreciation Dinner

Unfinished Business

Requested Modification of Endowment Agreement from the John Randolph Foundation

Adjournment

ARLS Board of Trustees - Minutes of April 16, 2019

Disputanta Library

The ARLS regular monthly meeting was called to order by Chair Lillian Boyd on April 16, 2019 at 1:04 PM at the Disputanta Library.

Trustees present: Lillian Boyd, Chair (PG), William Thomas (PG), Juanita Thorne (PG), Carly Baskerville (D), Carol King (D), Martha Sykes (D), Susan Eliades (H) and Ann Williams (H)

Trustees absent: David Harless (H)

Trustee positions vacant: None

Staff present: Brian Manning, Chris Wiegard, Jeanie Langford, and Lindsay Aspinwall

Approval of Agenda: Ms. Sykes moved to approve the agenda and Mr. Thomas seconded the motion. The motion to approve the agenda passed unanimously.

Consent Agenda: After review and discussion of the consent agenda documents, Ms. Williams moved to approve the consent agenda, including the minutes from the February 19, 2019 meeting and Ms. Thorne seconded the motion. The motion to approve the consent agenda passed unanimously.

Communications: Jean Langford's presentation on the Titanic resulted in a research request from a seventh grader at Swift Creek Middle School, who is doing a project on the Titanic. The student's parent expressed how wonderful Ms. Langford's presentation was and how excited her child was to work with Ms. Langford on her project.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update--Lindsay Aspinwall. Ms. Aspinwall has started her role as the new Administrative and Personnel Services Manager. She introduced herself to the Board. The system is fully staffed.

R2. Internet Connectivity. Each branch is now equipped with high speed internet.

R3. Staff Presentation--Jean Langford, Ann K and Preston H Leake Local History & Genealogy Collection and Services. Jean Langford gave a presentation on the history of the Leake Local History & Genealogy Services and outreach and engagement she has been involved with.

R4. John Randolph Foundation proposal on amending endowment agreement. The Board will need to discuss and vote on the administrative fee for the John Randolph Foundation no later than the June board meeting.

R5. Virginia Public Library Directors Association meeting. Mr. Manning recently attended the Virginia Public Library Directors Association meeting in Staunton, Virginia. At the meeting, he was nominated and elected as the President Elect for 2021.

R6. Proposed Harassment Policy. The updated Harassment Policy was reviewed and discussed by the Board. No changes were made to the proposed policy. Ms. Thorne moved to approve the proposed Harassment Policy, and Mr. Thomas seconded the motion. The motion to approve the Harassment Policy passed unanimously.

Committee Reports: None.

New Business: None.

Unfinished Business:

- The Board still needs to discuss and vote on the administrative fee for the John Randolph Foundation. It was originally thought that the Board had until the end of the calendar year to make a final decision; however, a vote must occur no later than the June meeting.

Announcements: The next ARLS Board of Trustees Meeting will be at the Prince George Library on Tuesday, May 21, 2019 beginning at 1:00 PM.

Adjournment: Meeting adjourned at 2:06 pm.

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2018 - June 30, 2019

fund#	Revenue 06/30/19	FY2019 Proposed	Prev. Total		Monthly Receipts	Total		Percentage Received	Balance Due
			Receipts	Receipts		Receipts	Receipts		
100	Carry Over	\$20,000	\$0	\$0	\$0	\$0	0.0%	\$20,000	
101	Reserve	\$100,000	\$0	\$0	\$0	\$0	0.0%	\$100,000	
102	Hopewell	\$606,264	\$606,264	\$0	\$606,264	\$0	100.0%	\$0	
103	Dinwiddie	\$276,330	\$207,248	\$69,083	\$276,331	(\$1)	100.0%	(\$1)	
104	Prince George	\$598,146	\$598,146	\$0	\$598,146	\$0	100.0%	\$0	
105	State Funds	\$393,480	\$296,648	\$98,883	\$395,530	(\$2,050)	100.5%	(\$2,050)	
106	Fines/Fees/Lost	\$22,700	\$11,352	\$984	\$12,336	\$10,364	54.3%	\$10,364	
107	Copying Receipts	\$20,200	\$16,041	\$2,044	\$18,085	\$2,115	89.5%	\$2,115	
108	Endowment Funds	\$20,050	\$20,910	\$0	\$20,910	(\$860)	104.3%	(\$860)	
109	E-Rate Refunds	\$50,000	\$43,051	\$0	\$43,051	\$6,949	86.1%	\$6,949	
110	Gifts/Donations	\$7,000	\$1,125	\$6,255	\$7,380	(\$380)	105.4%	(\$380)	
111	Grants	\$5,000	\$0	\$0	\$0	\$5,000	0.0%	\$5,000	
112	Other	\$24,000	\$17,843	\$2,527	\$20,370	\$3,630	84.9%	\$3,630	
	TOTALS	\$2,143,170	\$1,818,628	\$179,775	\$1,998,403	\$144,767	93.2%	\$144,767	

Fund#	EXPENSES 03/31/19	FY19 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 03/31/19	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	\$476,247	\$339,695	\$34,971	\$374,666	78.7%	\$101,581
201	Non-MLS Salary & Wages	\$598,898	\$435,185	\$45,346	\$480,531	80.2%	\$118,367
202	Benefits for Staff/Retirees	\$280,000	\$233,404	\$24,470	\$257,874	92.1%	\$22,126
	Total Personnel	\$1,355,145	\$1,008,284	\$104,787	\$1,113,071	82.1%	\$242,074
	Books & Materials						
300	Books	\$70,700	\$57,104	\$6,407	\$63,511	89.8%	\$7,189
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,400	\$23,149	\$2,242	\$25,391	69.8%	\$11,009
303	Print News & Periodicals	\$12,276	\$5,071	\$328	\$5,399	44.0%	\$6,877
304	Audiovisual Materials	\$26,000	\$19,476	\$1,693	\$21,169	81.4%	\$4,831
305	Electronic Materials	\$4,500	\$1,764	\$0	\$1,764	39.2%	\$2,736
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
309	Family Resource Books	\$1,010	\$228	\$228	\$456	45.1%	\$554
310	Econtent	\$35,600	\$10,800	\$0	\$10,800	30.3%	\$24,800
	Total Books & Materials	\$214,619	\$117,592	\$10,897	\$128,489	59.9%	\$86,130
	Capital Expenditures						
400	Library Non-Computer Equip.	\$25,000	\$2,580	\$100	\$2,679	10.7%	\$22,321
401	Computer Hardware	\$52,650	\$76,951	\$5,775	\$82,726	157.1%	(\$30,076)
	Total Capital Expenditures	\$77,650	\$79,531	\$5,875	\$85,405	110.0%	(\$7,755)
	Contractual						
500	Lyrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$30,000	\$22,787	\$426	\$23,213	77.4%	\$6,787
502	Audit	\$18,000	\$16,252	\$27	\$16,279	90.4%	\$1,721
503	Cataloging MARC Records	\$3,605	\$1,661	\$186	\$1,847	51.2%	\$1,758
504	Unique Management	\$7,000	\$4,224	\$251	\$4,475	63.9%	\$2,525

505 Computer Support Service Calls	\$25,000	\$36,971	\$2,204	\$39,175	156.7%	(\$14,175)
506 Other Computer Software Serv.	\$20,000	\$24,114	\$3,070	\$27,184	135.9%	(\$7,184)
507 Telecomm Internet Line Charges	\$22,000	\$18,315	\$2,652	\$20,967	95.3%	\$1,033
508 Printing and Publications	\$9,500	\$9,345	\$0	\$9,345	98.4%	\$155
509 Security Guard Service	\$26,500	\$19,632	\$310	\$19,942	75.3%	\$6,558
Total Contractual	\$163,605	\$156,296	\$9,125	\$165,421	101.1%	(\$1,816)
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$4,226	\$2,057	\$6,283	125.7%	(\$1,283)
601 TLC Maintenance Contract	\$19,500	\$205	\$0	\$205	1.1%	\$19,295
602 Facilities and Rent	\$76,650	\$56,700	\$6,300	\$63,000	82.2%	\$13,650
603 Supplies	\$32,000	\$17,081	\$4,115	\$21,196	66.2%	\$10,804
604 Travel / Workshops /Conf. Fees	\$9,000	\$9,969	\$619	\$10,588	117.6%	(\$1,588)
605 Training / Education	\$4,500	\$500	\$0	\$500	11.1%	\$4,000
606 Utilities	\$6,000	\$4,524	\$77	\$4,601	76.7%	\$1,399
607 Telephone (Voice)	\$13,000	\$10,682	\$1,290	\$11,972	92.1%	\$1,028
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$4,515	\$1,014	\$5,529	122.9%	(\$1,029)
610 Job & Contracting Advertising	\$2,500	\$1,070	\$0	\$1,070	42.8%	\$1,430
611 Promotional Advertising	\$2,000	\$1,020	\$250	\$1,270	63.5%	\$730
612 Organization/Association Dues	\$3,500	\$2,822	\$359	\$3,181	90.9%	\$319
613 Postage	\$4,500	\$3,414	\$351	\$3,765	83.7%	\$735
614 Janitorial	\$64,500	\$45,719	\$5,105	\$50,824	78.8%	\$13,676
615 Other Building Maintenance	\$12,500	\$5,825	\$656	\$6,481	51.8%	\$6,019
Total	\$272,587	\$168,272	\$22,193	\$190,465	69.9%	\$82,122
Facilities/Maint./Operations						
Programs/Activites/Other						
700 YS Summer Reading Program	\$7,000	\$1,186	\$88	\$1,274	18.2%	\$5,726
701 YS Programming & Supplies	\$4,864	\$3,336	\$463	\$3,799	78.1%	\$1,065
702 Adult Programming	\$2,200	\$2,905	\$381	\$3,286	149.4%	(\$1,086)
703 Adult Programming Supplies	\$5,000	\$368	\$379	\$747	14.9%	\$4,253

704	Funds for Local History Collection	\$5,000	\$470	\$0	\$470	\$0	\$470	9.4%	\$4,530
705	Reserve	\$7,000	\$0	\$0	\$0	\$0	\$0	0.0%	\$7,000
706	McKenny Library	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0
707	Hopewell Project	\$9,000	\$0	\$7,392	\$7,392	\$0	\$7,392	82.1%	\$1,608
708	Prince George Project	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0
709	Misc. Professional Serv. & Other	\$16,000	\$9,434	\$1,341	\$10,776	\$0	\$10,776	67.3%	\$5,224
710	Endowment	\$3,500	\$0	\$0	\$0	\$0	\$0	0.0%	\$3,500.00
	Total Programs/Activ./Other	\$59,564	\$17,699	\$10,044	\$27,744	\$0	\$27,744	46.6%	\$31,820
	GRAND TOTALS	\$2,143,170	\$1,547,674	\$162,922	\$1,710,596	\$0	\$1,710,596	79.8%	\$432,574

**MINUTES OF THE DECEMBER 6, 2018 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, December 6, 2018, at 6:00 p.m. in City Council Chambers/City Council Board Room, located at 300 North Main Street, Hopewell, Virginia.

Planning Commission Members present:

Elliot Eliades, Chairman
Chris Neal
Cassandra Vandergrift

Absent:

Todd Butterworth

Staff Members present:
Tevya W. Griffin, Director

Chairman Eliades opened meeting at 6:00 pm.

By roll call, 3 members were present. Todd Butterworth, Vice Chairman, was absent due to travel related to his job. The prayer was led by Tevya W. Griffin.

Administrative Matters

1. No Requests for withdrawals/deferrals or amendments to the agenda
2. Meeting minutes

The August 16, 2018 meeting minutes.
Motion to approve: Commissioner Neal
2nd: Commissioner Vanderkeift
Approved 3-0

The October 4, 2018 meeting minutes
Motion to approve: Commissioner Vanderkeift
2nd: Commissioner Neal
Approved 3-0

The October 4, 2018 work session minutes
Motion to approve: Commissioner Vankerkeift
2nd: Chairman Eliades
Approved 2-0

3. No citizen comments

Public Hearings

No public hearings

Presentation

None

Unfinished Business

1. Hopewell Redevelopment and Housing Authority rezoning request before City Council on December 11, 2018.

The Commission discussed the packet provided to City Council regarding the HRHA rezoning request for the meeting on December 19, 2018. Mrs. Griffin will provide the Chairman with the power point presentation for the Council meeting on Friday, December 7, 2018.

2. A Zoning Ordinance Amendment to revise Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, to require a Conditional Use Permit to be obtained by the City Council in order to construct a permitted structure on a nonconforming lot of record.

The Commission discussed the current conditional use permit process and the time frame for review. Currently, per state code, an applicant must hold a public hearing before the Planning Commission and a public hearing before the City Council. Mr. Donnie Barber spoke at the public hearing regarding this issue and requested a shorter review time and maybe another process instead of a conditional use permit like a variance or exception before the Board of Zoning Appeal (BZA). Staff has reviewed the BZA idea but concluded this is not an option because the state code is specific about the duties of the BZA and they do not include this type of request. Because a conditional use permit should include public input and requires a public hearing it could not be handled administratively. It was concluded that staff would work to ensure the application moved as swiftly as possible through the process but that an alternative application could not be used.

A motion was made by Commissioner Neal to approve a zoning ordinance amendment to require a Conditional Use Permit to be obtained by the City Council in order to construct a permitted structure on a nonconforming lot of record in all residential zoning districts.

2nd by Commissioner Vanderkeift
Motion passed with a vote of 3-0.

3. A request from Enox Jaya Gonzalez to rezone 100 South 8th Avenue, also identified as Sub-Parcel #046-0285, from Limited Commercial District (B-2), to R-4, Residential Apartment District in order to use a single family detached home as a residence.

The applicant has contacted the Department of Development and received paperwork to request a special exception from the Board of Zoning Appeals. He is awaiting a plat from the surveyor.

New Business

1. Planning Commission proposed 2019 calendar
Staff provided the Commissioner's with a draft 2019 calendar. Dates were revised for the January and July 2019 meetings. The calendar was approved by the Commissioners.
2. Comprehensive Plan – Public Facilities Chapter

Mrs. Griffin gave an overview of a conversation she had with the City Manager, Mr. Altman regarding the Comprehensive Plan. Mr. Altman praised the newly adopted Comprehensive Plan but thought that a dedicated chapter would be beneficial for the capital improvement program as outlined in the state code. Mrs. Griffin agreed and said that while the document speaks about needed public facilities throughout the document there is not a dedicated public facilities chapter.

Mrs. Griffin provided the Planning Commission with Chapter 15.2-2239 of the State Code that speaks to the duty/authority of the Commission to assist with the preparation of the capital improvements program.

§ 15.2-2239. Local planning commissions to prepare and submit annually capital improvement programs to governing body or official charged with preparation of budget.

A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

Localities may use value engineering for any capital project. For purposes of this section, "value engineering" has the same meaning as that in § [2.2-1133](#).

Code 1950, § 15-966; 1962, c. 407, § 15.1-464; 1975, c. 641; 1976, c. 650; 1996, c. [553](#); 1997, c. 587; 2006, c. [565](#); 2011, c. [658](#).

The Commission continued their discussion. It was concluded that the Commission should not provide an operational number. Staff will provide the following: (1) examples of other Comprehensive Plans with a Public Facilities Chapter, (2) references to public facility needs in the Comprehensive Plan.

The Chairman asked if this charge was included in the Commission's by-laws. If it is not currently, it should be added.

This item will be moved to unfinished business.

3. Official Zoning Map Revisions

The Planning Commission will begin to hold work sessions to review the official zoning map in comparison to the Future Land Use Map located in the Comprehensive Plan. The purpose of the work sessions is to analyze and discuss potential changes to zoning.

4. Housing Summit 2019

The City will host a housing conference in the first quarter of

5. Vacancy on Planning Commission

The Planning Commission has a vacancy that needs to be filled. The Clerk has two

Reports of Council's Boards & Commissions

1. City Council – September 25, 2018
2. BZA – No September meeting
3. ARB – September 24, 2018
4. DDRC – September 5, 2018

Closing Comments Board Members

A Commissioner asked about the Bluffs property. Staff advised him of when the property was purchased and the cost.

Report of the Director

None

Respectfully submitted,



Tevya W. Griffin

Director



Elliot Eliades
Chairman

VIRGINIA: IN THE CIRCUIT COURT OF THE CITY OF HOPEWELL, VIRGINIA:

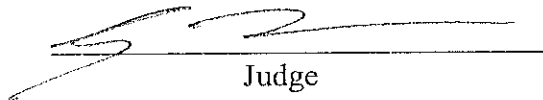
IN RE: APPOINTMENT TO HOPEWELL BOARD OF EQUALIZATION

ORDER

This day came the City of Hopewell, Virginia, by counsel, and, pursuant to Virginia Code § 58.1-3370 (*Appointment*), made motion for appointments to the Hopewell Board of Equalization of the following citizens, who meet the eligibility requirements, including completion of the basic course of instruction given by the Department of Taxation, as set forth in Virginia Code sections 58.1-3374 (*Qualifications of members; vacancies*) and 58.1-206 (*Continuing education program for assessing officers and boards of equalization*), and have consented to serve:


Billie S. Glass	3207 Randall Street
Minerva M. Jackson	119 South 11 th Avenue
David Harless	512 Central Terrace
Clarenctene Jones	3008 Westmoreland Court
Rogers Henry	2303 Boston Street (as an alternate)

It appearing proper to do so, the aforesaid citizens are hereby appointed to the Hopewell Board of Equalization, effective January 1, 2019, and shall serve through December 31, 2019.


Judge

ENTERED: 5-22-2019

I ask for this:


Stefan M. Calos (VSB # 27405)
Sands Anderson PC, City Attorney
204 N. Main Street, Suite 230
Hopewell, Virginia 23860
(804) 357-1520

CIRCUIT COURT CITY OF HOPEWELL
COPY, TESTE: TAMARA J. WARD, CLERK
BY Veronica Clements D.C.

**MINUTES OF THE JANUARY 10, 2019 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, January 10, 2018 at 6:00 p.m. in City Council Chambers/City Council Board Room located at 300 North Main Street, Hopewell, Virginia.

Planning Commission Members present:

Elliot Eliades, Chairman
Todd Butterworth, Vice Chairman
Chris Neal
Cassandra Vandergrift

Staff Members present:
Tevya W. Griffin, Director

Chairman Eliades opened the meeting at 6:00 pm.

By roll call, all members were present. The prayer was led by Chairman Eliades

Administrative Matters

1. A motion was made by Vice Chairman Butterworth to move the public hearings before administrative matters. The motion was seconded by Commissioner Neal. The motion passed 4-0.

Public Hearings

1. A request from Barber Construction Company, Inc. for a Conditional Use Permit (CUP) to build a single family detached dwelling on Sub-Parcel 014-2365 also identified as Lots 1,2,3, and 4, Block 138, Battleground Annex, within the Residential, Medium Density District (R-2).

The first public hearing was opened at 6:04 p.m. Mrs. Griffin gave an overview of the request Mr. Barber, the applicant chose not to add anything additional.

Commissioner Vanderkeift spoke and informed the Planning Commission that she visited the property. She questioned whether you can build on the lot due to the size. She feels there would be an issue with meeting setbacks.

Vice Chairman Butterworth asked Mrs. Griffin to provide Staff's recommendation. Mrs. Griffin summarized the reasons Staff recommended denial of the request. The Staff recommends denial of the construction of a single family detached home on the subject property. While this property meets the square footage and zoning criteria to be considered for a conditional use permit, the

property's location is not suitable for development. The application does not meet criteria #2 and #3 found in Article XXI of the Zoning Ordinance.

There are four way intersections with problematic connectivity. The size of the yard surrounding the home would be substantially limited as the backyard narrows and the public right-of-way surrounds the property on all sides. The property, while not public, has served as an open space courtyard for the homes located on Petersburg Street, Moultrie Avenue and Bristol Street. Staff suggest the property not be developed because it would be injurious to the use and enjoyment of other property.

Vice Chairman Butterworth recommended denial of the application because the application did not meet the criteria set forth in Article XXI of the Hopewell Zoning Ordinance, particularly items 2 and 3. The motion was seconded by Commissioner Vanderkeift. The motion passed with a vote of 4-0.

2. A Zoning Ordinance Amendment to consider adding a Rooming House to the Residential, Low Density (R-1) Zoning District. A rooming house is defined as; A dwelling in which, for compensation, lodging is furnished to three (3) or more, but not exceeding nine (9) guests.

Mrs. Griffin provided an overview of the request. The applicant was aware of the meeting but could not attend. The public hearing was opened at 6:17 p.m. The first person to speak lives at 510 Brown Avenue. They did not think it was good idea to have a rooming house in the R-1 Zoning District. The next person to speak was Loine David of 601 Cedar Lane. The home at 311 Cedar Lane is rather large. There are kids that live in the neighborhood and there are 5-9 unrelated people. This type of use is not good for the neighborhood; it is not appropriate. Furthermore, the owner does not have a history of being forthright.

The third person to speak was Debbie Randolph, owner of 400 Cedar Lane. She stated that the owner advertised the property on Facebook for four veterans. However, she does not believe the owner has the credentials to run a veterans home. This was put on the City Point facebook site so everyone in the neighborhood could know. This property owner has owned other property in the area before and the building was in a derelict state. The owner was not a good property owner or landlord. They were ambivalent to the issues going on at the property. The home in question is not handicap accessible. Ms. Randolph does not believe a rooming house should be allowed in the R-1 Zoning District.

David Fratarcengelo, owner of 601 Cedar Lane, spoke regarding the owner of the property when she owned property off of Maplewood Avenue. While his children were playing outside in their backyard he often had to bring his kids into the home due to illegal activity, violence, and vulgar language being used by the persons the owner allowed to rent the apartments.

Wayne Frith, owner of 611 Cedar Lane, stated that he agreed with what has been spoken thus far. He hopes the public comment period will be extended. He also hopes the owner can provide a business plan to the City. He added that high risk groups residing in homes should have specific services that come into the home to help them. Otherwise bringing these people into any neighborhood can be risky.

Edwad Pappas, owner of 618 Appomattox Street, believes this area should remain single family detached housing for families.

Eric Y. Jones, owner of 401 Cedar Lane, agreed with statements made by neighbors. He provided Mrs. Griffin with a letter from another neighbor. He went on to say that the home at 311 Cedar Lane has been an eyesore for decades. He also doesn't believe that the owners operation is in good faith. If a rooming house is approved, it will set the precedence for approving others in the R-1 Zoning District.

Ellen Anderson, owner of 609 Cedar Lane, agreed with everyone. She stated that the owner is a horrible property owner based on how she kept the home that she owned at the corner of Maplewood and Brown Avenue. According to Mrs. Anderson, the applicant has been convicted of a felony and should not be able to operate a business of this kind.

Mrs. Griffin read two letters into the minutes received by neighbors that are in opposition of a rooming house in the R-1 Zoning District. These letters are attached and are considered a part of the formal minutes of this meeting.

After the letters were read, the public hearing was closed by the Chairman at 6:30 p.m.

Vice Chairman asked for clarity on the definition of a rooming house.

Commissioner Vanderkeift spoke regarding the condition of 311 Cedar Lane. She visited the property and saw no handicap ramp for the veterans living in the home. She also viewed pictures of the home when it was blighted. She still sees issues that need to be addressed. She wonders how veterans are able to maneuver the steps in the home. She feels that more needs to be done to the house. Commissioner Vanderkeift also mentioned the oil tank on the property. She believes this should be removed. She will vote against this application.

A motion was made by Vice Chairman Butterworth to deny the zoning ordinance amendment to allow rooming homes in the R-1 Zoning District because it was not in keeping with the current purpose of the district nor the 2028 Comprehensive Plan recently approved by City Council. The motion was seconded by Commissioner Vanderkeift. The motion passed with a vote of 4-0.

Administrative Matters

Minutes

A motion was made by Commissioner Vanderkeift to approve the December 16, 2018 minutes as provided. The motion was seconded by Commissioner Neal. The motion passed with a vote of 3-0.

Citizen Comments

There were no citizens present to comment.

Unfinished Business

Mrs. Griffin discussed the Comprehensive Plan and the absence of a Public Facilities Chapter. Mrs. Griffin explained that the City Manager has requested each department director to provide a list of the capital improvement projects in order to create a working Capital Improvement Plan (CIP). The Manager praised the Comprehensive Plan but felt that a Public Facilities Chapter should have been included.

Mrs. Griffin explained that the Planning Commission could consider writing a Public Facilities Chapter that would be an addendum to the Comprehensive Plan or review the Plan and identify capital improvement projects that are found throughout.

At the next meeting the Planning Commission will hold elections to appoint a Chairman and Vice Chairman.

Mrs. Griffin reminded the Planning Commission of the need to begin holding work sessions to discuss updates to the zoning map. The Planning Commission desires to hire a consultant to complete the update of the Subdivision and Zoning Ordinance.

Reports of Council's Boards & Commissions

The Director provided an overview of the upcoming applications to be considered by City Council, and the Downtown Design Review Committee. She also informed the Commission of the City Council's denial of the request submitted by the Hopewell Redevelopment and Housing Authority to rezone proper located off of Winston Churchill Drive at their December 11, 2018 meeting.

Closing Comments Board Members

Commissioner Vanderkeift asked if Commissioners planned to attend the Virginia Association of Counties (VACO) reception. She would like to register for the reception. Staff will also renew her membership to the American Planning Association.

Chairman Eliades asked about the final report for a proposed ferry to take visitors from City Pont or the city marina to sites along the James River such as the plantations in Charles City.

Commissioner Neal asked that Staff review Air B-n-B's in Henrico, Virginia and inform the Commission on how this county deals with this issue.

Vice Chairman Butterworth added that the meadery downtown looks very nice. He believes the business is doing fine based on what has observed. They have entertainment and games also.

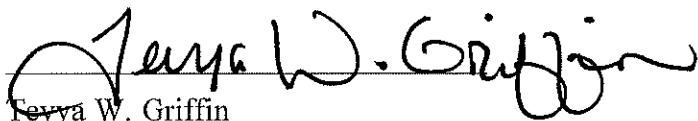
Adjourn

The meeting was adjourned.

Adjourn

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,



A handwritten signature in black ink that reads "Tanya W. Griffin". The signature is written in a cursive style and is positioned above a horizontal line.

Tanya W. Griffin

Director



A handwritten signature in black ink that reads "Elliot Eliades". The signature is written in a cursive style and is positioned above a horizontal line.

Elliot Eliades
Chairman

**MINUTES OF THE MARCH 7, 2019 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, March 7, 2018 at 6:00 p.m. in City Council Chambers/City Council Board Room located at 300 North Main Street, Hopewell, Virginia.

Planning Commission Members present:
Todd Butterworth, Vice Chairman
Chris Neal
Cassandra Vandergrift

Staff Members present:
Tevya W. Griffin, Director

Vice-Chairman Butterworth opened the meeting at 6:00 pm.

By roll call, Chairman Eliades was not present. The prayer was led by Vice-Chairman Butterworth.

Administrative Matters

1. A motion was made by Commissioner Vanderkeift to approve the minutes from the January 10, 2019 meeting with the corrections. The motion was seconded by Commissioner Neal. The motion passed with a vote 3-0.

Public Hearings

None

Citizen Comments

There were no citizens present to comment.

Unfinished Business

1. Comprehensive Plan – Capital Improvement Plan

Mrs. Griffin explained the proposed capital improvement projects documents provided in the packet. Mrs. Griffin reviewed her conversation with Mr. Altman, City Manager, regarding the importance of the Comprehensive Plan in formulating a list of public facilities projects that comprise the Capital Improvements Plan (CIP). Mrs. Griffin has reviewed the Comprehensive Plan and listed the capital improvements and provided it to the Commissioners in their packet. She added that the Department of Development and the Engineering Division of the Public Works Department have collaborated to determine if any projects listed in the Comprehensive Plan have been added to their recommendation of capital projects to the Manager. It was concluded that the Ashland Street Connector project, the East Broadway alley, and street improvements generally mentioned as a part of improvements needed in the City Point Historic District are included in the proposed list of capital projects from the Engineering Division.

There were 21 capital projects provided to the Commission from the Comprehensive Plan. Mrs. Griffin explained each proposed project to the Commissioners and they were asked to rate the projects 1-10. These 10 projects would be provided to the City Manager as recommendations from the Planning Commission. After much discussion, the Commission proposed the following projects.

1	Parking Garage Improved Parking Downtown
2	Truck Bypass Improvement Strategy- 6th Avenue Infrastructure Enhancement
3	Route 10 Corridor Enhancement Program- Complete Streets
4	Route 10 Gateway Improvements
5	Riverside Drive Realignment
6	Weston Lane/The Bluffs Connector
7	Way Finding System City Wide
8	Cavalier Square Commercial Access Improvements
9	Winston Churchill/ Carter G. Woodson Middle School Access Improvements
10	Oaklawn/ South 15th Avenue Improvements

2. Official Zoning Map Revisions

Mrs. Griffin is requesting the Commission set dates to hold work sessions to discuss zoning map revisions.

3. Housing Summit 2019 – This has been postponed until later this year.

4. A request from Enox Jaya Gonzalez to rezone 100 South 8th Avenue, also identified as Sub-Parcel #046-0285, from Limited Commercial District (B-2), to R-4, Residential Apartment District in order to use a single family detached home as a residence. – February 20, 2019 BZA Meeting

New Business

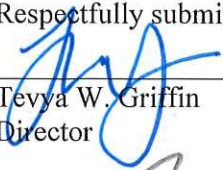
The Director provided an overview of the upcoming Hopewell Opportunity Zone and Enterprise Zone Open House for Developers, Investors, and Bankers to be held on March 28, 2019.

Reports of Council’s Boards & Commissions


The Director provided an overview of the upcoming applications to be considered by City Council, and the Board of Zoning Appeals.

There were no reports from the Director or the Planning Commission members. The motion to adjourn was made by Commissioner Vanderkeift and seconded by Commissioner Neal. The meeting was adjourned at 7:37 p.m.

Respectfully submitted,



Tevya W. Griffin
Director



Todd Butterworth, Vice Chairman

**MINUTES OF THE APRIL 8, 2019 MEETING
OF THE BOARD OF ZONING APPEALS
CITY OF HOPEWELL, VA**

A meeting of the Board of Zoning Appeals (BZA) for the City of Hopewell was held on Monday, April 8, 2019 at 6:03 p.m. in City Council Chambers, located at 300 North Main Street, Hopewell, Virginia.

Board of Zoning Appeals Members present:

Patricia Dostie, Chairman
Ashley Epps
Cassandra Vanderkeift

Staff Members present:

Tevya W. Griffin, Director of Development

Chairman Dostie called the meeting to order at 6:00 p.m. The roll call was conducted by Mrs. Griffin. All members were present.

ADMINISTRATIVE MATTERS

Minutes

Minutes from February 20, 2019 were not provided for review.

Withdrawal/Deferral to agenda

There were no requests for withdrawals/deferrals of the agenda.

There were no citizen comments.

UNFINISHED BUSINESS

Mrs. Griffin provided an overview of the case to date. Mrs. Griffin explained that the initial requests was to appeal the decision of the Zoning Administrator to deny a request to operate as an arcade and storage for games. After the first meeting, the applicant filed for a business license to operate a retail store but has never opened.

The business tenant has provided a letter to the owner that explained that he has taken ill and has not been able to open the retail store. It appears that the store is still being used for storage. The

owner, Mr. Riley Ingram, spoke to the Board and gave further explanation of the tenant's circumstances.

Mrs. Griffin explained that the public hearing was not closed but continued. Chairman Dostie opened the public hearing at 6:04 p.m. Seeing no one present to comment on the appeal, the Chairman closed the public hearing at 6:06 p.m.

Ms. Vanderkeift made a motion to deny the request to operate an arcade/storage business in the B-1 Zoning District and thereby uphold the decision of the Zoning Administrator. This motion was seconded by Vice Chairman Epps. The motion was approved with a vote of 2-0, as the Chairman abstained from the vote and the conversation since she is a realtor at Ingram and Associates.

PUBLIC HEARINGS

1. A request from Enox Gonzalez Joya for a special use permit to use a non-conforming use at 100 South 8th Avenue as a single family detached home.

Mrs. Griffin gave an overview of the case. The Board was briefed on this case at their previous meeting.

The public hearing was opened. The owner, Mr. Joya and his daughter explained their desire to use the building as a home. His daughter acted as translator. Ms. Flowers later explained that she wishes to move in and bring some of her family members with her to reside there also.

The public hearing was opened by the Chairman. Seeing and hearing no one to speak in regards to this case. The public hearing was closed at 6:14 p.m.

Ms. Vanderkeift asked the owner how many bedrooms were in the house. The owner stated three bedrooms.

Mrs. Epps made a motion to approve the special use permit. The motion was seconded by Ms. Vanderkeift. The motion was approved 3-0.

Mr. Joya and Ms. Flowers thanked the Board for their time.

REPORTS

Report of Director of Development – Mrs. Griffin stated that there would not be a meeting in May.

ADJOURN

A motion to adjourn the meeting was made at 6:20 p.m. by Ms. Vanderkeift. The motion was seconded by Mrs. Epps. The motion passed with a vote of 3 to 0.

Submitted by,



Patricia Dostie, Chairman



Tevya W. Griffin, AICP
Director of Development



NOTICE OF SPECIAL MEETING

March 6, 2019

Hopewell Electoral Board

The Hopewell Electoral Board will hold an emergency meeting on Wednesday, March 6, 2019, at 3:00 p.m. at the Appomattox Regional Library, which is located at 209 East Cawson Street, Hopewell, VA 23860.

Please contact Yolanda Stokes, the General Registrar at (804) 541-2232 if there are any questions.



CITY OF HOPEWELL ELECTORAL BOARD

AGENDA

Date: March 6, 2018
Location: Appomattox Regional
Library
209 East Cawson Street
Hopewell, Virginia 23860
Time: 3:00pm

- I. **Call To Order:**
 - a. **Pledge of Allegiance**
 - b. **Invocation**
 - c. **Roll Call**
 - d. **Announcement of Quorum**
 - e. **Approval of Agenda**

- II. **Closed Session – Personnel**

- III. **ADJOURNMENT**

**March 6, 2019 3:00pm
Appomattox Regional Library
209 East Cawson Street
Hopewell, VA. 23860**

Members Present: George Uzzle, Chair
Sheila Mickelson, Vice Chair
William Anderson, Secretary

Others Present: General Registrar Yolanda Stokes, Democratic Committee Chair Betty Washington, Honorable Council Member Janice Denton, Valerie Strickland, Shamika Lewis, and Patrick Plourde,

Call to Order: - George Uzzle, Chair called the meeting to order at 3:02pm.

Pledge of Allegiance: - Sheila Mickelson, Vice Chair lead the Pledge of Allegiance.

Invocation: William Anderson, Secretary administered the Invocation.

Roll Call and Announcement of Quorum - William Anderson, Secretary conducted the roll call and with all board members present announced a quorum.

Approval of Agenda: A motion by Chair, George Uzzle, to accept the agenda was seconded by Sheila Mickelson and passed unanimously.

Closed Session - On a motion by Chair George Uzzle, seconded by Vice Chair Sheila Mickelson the board voted unanimously to go into closed session pursuant to Virginia Code Section 2.2-3711 (A) (1) to discuss personnel matters concerning the office of the Registrar and other personnel matters.

Vice Chair Sheila Mickelson	Yes
Secretary William Anderson	Yes
Chair George Uzzle	Yes

The board reconvened into open meeting, and certified as follows that only public business matters lawfully exempted from open meeting requirements and identified in the closed meeting motion were discussed. .

Vice Chair Sheila Mickelson Yes
Secretary William Anderson Yes
Chair George Uzzle Yes

A motion was made for the removal of the Registrar pursuant to Virginia Code section 24.2-109 (*Appointment and removal of general registrar*) and was seconded, with the following vote resulting after reconvening in open meeting.

Vice Chair Sheila Mickelson Yes
Secretary William Anderson Yes
Chair George Uzzle Yes

Chair George Uzzle announced it was unanimous for the removal of the Registrar effective today.

With no further business a motion by Chair George Uzzle to adjourn was seconded by Secretary William Anderson, voted on and passed unanimously.

Adjournment 4:25pm

Respectfully submitted by:

George Uzzle, Chair



**Hopewell Electoral Board Meeting Minutes
February 21, 2019 7:00pm
Hopewell Municipal Building
2nd Floor Conference Room
300 Main Street
Hopewell, VA. 23860**

Members Present: George Uzzle, Chair
Sheila Mickelson, Vice Chair
William Anderson, Secretary

Others Present: General Registrar Yolanda Stokes, Deputy Registrar Darleen White, Assistant Registrar Dasheen Jennings, Honorable Council Member Brenda Pelham, Republican Committee Chair, Brandon Howard, and Shamika Lewis

Call to Order: - Chair called the meeting to order at 7:05pm.


Pledge of Allegiance: - Vice Chair led the Pledge of Allegiance.

Invocation: Assistant Registrar Dasheen Jennings administered the Invocation.

Roll Call and Announcement of Quorum – Chair conducted the roll call and with all board members present announced a quorum.

Consideration of Approval of Minutes January 29, 2019. Upon review and following discussion of the minutes, Vice Chair motioned that the minutes be amended to reflect that she motioned for the Board to accept the rendered, relocation drawings for the Registrar office and she made the motion to enter into closed session . Following further discussion, Vice Chair motioned to accept the minutes as per her amendments and Secretary seconded the motion. Motion passed unanimously.

Adjournment – Meeting was adjourned at 8:45pm



George Uzzle, Chair



NOTICE OF SPECIAL MEETING

May 6, 2019

Hopewell Electoral Board

The Hopewell Electoral Board will hold a special meeting on Monday, May 6, 2019, at 4:00 p.m. in the Conference Room of the Registrar's Office, located at 245 East Broadway, Suite 4, Hopewell, Virginia 23860.

Please contact Sheila Mickelson at 541-2232 if there are any questions.



CITY OF HOPEWELL ELECTORAL BOARD

SPECIAL MEETING AGENDA

Date: May 6, 2019

Place: Voter Registration Office

245 E. Broadway, Suite 4

Hopewell, Va. 23860

Time: 4:00 pm

I. Call to Order

- a. Roll Call
- b. Announcement of Quorum
- c. Approval of Agenda
- d. Pledge of Allegiance
- e. Invocation

- II. Closed Meeting –** **Motion: *To go into closed meeting for consultation with legal counsel employed or retained by the electoral board regarding specific legal matters (registrar) requiring the provision of legal advice by such counsel, pursuant to Virginia Code § 2.2-3711 (A)(8).***

Roll Call

Reconvene Open Meeting – Certification by Electoral Board Members 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

- III. Approval of Minutes**
- IV. Acting Registrar Report**
- V. Old Business**



CITY OF HOPEWELL ELECTORAL BOARD

- VI. New Business – Update Officer of Election meeting and training.**
- VII. Other Business**
- VIII. Adjournment**

May 6, 2019
Hopewell Electoral Board Minutes
Voter Registration Office
245 East Broadway, Suite 4
Hopewell, Va. 23860
Time: 4:00pm

Members Present: George Uzzle, Chair
Sheila Mickelson, Vice Chair

Members Absent: William Anderson, Secretary

Others Present: Darlene White, Acting Registrar and Assistant Registrar Dasheen Jennings

Call to Order and Announcement of Quorum: - Chair Uzzle called the meeting to order at 4:00pm and conducted the roll call. With Chair and Vice Chair present, Chair Uzzle announced a quorum.

Approval of Agenda – Chair Uzzle motioned to approve the agenda. Motion seconded by Vice Chair Mickelson. Motion to approve the agenda passed.

Pledge of Allegiance- Pledge of Allegiance was lead by Chair Uzzle.

Invocation- Invocation was given by Assistant Registrar Dasheen Jennings.

Closed Meeting – Chair Uzzle motioned to go into closed meeting for consultation with legal counsel employed and retained by electoral board regarding specific legal matters (registrar) requiring the provision of legal advice by such counsel, pursuant to Virginia Code 2-2-3711 (A) (8).

Motion was seconded by Vice Chair Mickelson.

Roll Call

Vice Chair Sheila Mickelson – Yes

Chair George Uzzle - Yes

Meeting was reconvened by Chair Uzzle. Certification by Electoral Board members pursuant to Virginia Code 2.2-3712 (D): "Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in closed-meeting motion discussed in closed meeting?"

Roll Call

Vice Chair Sheila Mickelson - Yes

Chair George Uzzle - Yes

Approval of Minutes – Motion was made by Chair Uzzle to approve minutes for April 10th board meeting. Motion seconded by Vice Chair Mickelson. Motion passed and minutes were approved.

Acting Registrar Report – Ms. White reported that she was "right on schedule" for the June primary. Ballots were approved, ordered and received. Currently in process of counting ballots. Absentee voting has begun and (2) voters have voted on machines. Office is in the process of preparing precinct boxes.

Ms. White concluded her report by informing the board that she has been in contact with Mike Brown from Demtech and he will be coming to the office to personally train she and Ms. Jennings on setting up electronic pollbooks.

Old Business- Vice Chair Mickelson indicated that she needs to do site review for relocation of registrar office. Chair Uzzle requested she provide him with a date that she is available and he will contact Assistant City Manager Dane to schedule review.

New Business – Assistant Registrar Jennings reported that the power point was in the final stages for completion for officer of election training and provided Chair Uzzle with a sample of the handout that will be given to Chiefs, assistant chiefs and officers of election. She further reported that there are 43 poll workers and as of board meeting date 27 had confirmed mandatory training attendance.

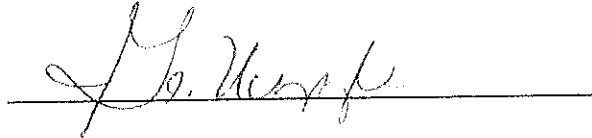
Vice Chair Mickelson reported that library had been secured for the training and all equipment, tables, chairs, etc. will be provide. Access to the library for set-up may commence on May 29th at around 4:00pm and on the day of the meeting, May 30th, at 9:00am.

Chair Uzzle went over with Ms. Jennings timeline for his portion of the training and Gary Fox, Regional Account Manager, Printelect. Vice Chair requested that there be a program created for handing out to Officers of Election at the training.

Ms. Jennings concluded her report by informing the board that lunch will be provided to the Officers of Election as had been provided to them during the previous election training and provided a modest cost break-down.

With no other business, Chair Uzzle moved that meeting be adjourned. Motion seconded by Vice Chair Mickelson.

Adjournment 6:25pm

A handwritten signature in cursive script, appearing to read "G. Uzzle", is written over a horizontal line.

George Uzzle, Chair



NOTICE OF SPECIAL MEETING

April 10, 2019

Hopewell Electoral Board

The Hopewell Electoral Board will hold a special meeting on Wednesday, April 10, 2019, at 4:00 p.m. in the Conference Room of the Registrar's Office, which is located at 245 East Broadway, Hopewell, VA 23860.

Please contact William (Bill) Anderson, the Electoral Board Secretary at (804) 541-2232 if there are any questions.



CITY OF HOPEWELL ELECTORAL BOARD

AGENDA

*Date: April 10, 2019
Voter Registration Office
245 East Boardway Suite 4
Hopewell, VA 23860
Time: 4:00 p.m.*

- I. **Call To Order:**
 - a. **Pledge of Allegiance**
 - b. **Invocation**
 - c. **Roll Call**
 - d. **Announcement of Quorum**
 - e. **Approval of Agenda**

- II. **Approval of Minutes**

- III. **Assistant Registrar Report**

- IV. **Old Business – L & A Testing 4/15/19 9:00am**
Update candidate and party chair invites to L & A Testing

- V. **New Business – Update Officer of Election equipment training 5/30/19**
Schedule training for Election Chiefs, Co-Chiefs and Officers of Elections

- VI. **Other Business and Public Comment**

- VII. **CLOSED SESSION –Litigation, board appointees and registrar employment**

- VIII. **RECONVENE OPEN MEETING**

- IX. **ADJOURNMENT**

April 10, 2019
Hopewell Electoral Board Minutes
Voter Registration Office
245 East Broadway, Suite 4
Hopewell, Va. 23860

Members Present: George Uzzle, Chair
Sheila Mickelson, Vice Chair

Members Absent: William Anderson, Secretary

Others Present: Valerie Strickland, Acting Registrar Darlene White, Assistant Registrar Dasheen Jennings, and Keith Balmer, ELECT Registrar Liaison

Call to Order and Announcement of Quorum: - Chair Uzzle called the meeting to order at 4:12pm and conducted the roll call. With all board members present with the exception of Secretary Anderson, the Chair announced a quorum.

Pledge of Allegiance- Pledge of Allegiance was lead by Vice Chair Mickelson.

Invocation- Invocation was given by Ms. Strickland.

Approval of Agenda – Chair Uzzle motioned to approve the agenda. Motion seconded by Vice Chair Mickelson. Motion to approve the agenda passed.

Approval of Minutes: Vice Chair reported that there were no minutes to approve and minutes for February 25th, March 21st, and April 1st and 2nd remain to be submitted for approval. Chair Uzzle moved to table the minutes until the next meeting. Motion seconded by Vice Chair Mickelson.

Assistant Registrar Report – Assistant Registrar Dasheen Jennings reported to the board:

1. 43 Officers of Elections and all have been placed.
2. Date for Officer of Election training to be announced.
3. Sample letter to Officers of Election announcing training date, time and location was submitted to the board for review and approval. (Let the minutes reflect that the letter was edited by Chair Uzzle and Vice Chair Mickelson and will be re-submitted for approval with all pertinent information included. Furthermore letter will be tailored according to training provided.)
4. L & A training conducted Monday, April 15th. Mr. Balmer and Ms. Jennings are working on power point presentation outline and handouts for “mandatory” Officer of Elections training. Chair Uzzle requested official Hopewell seal be included on the training handout and power point.
5. Updated June 2019 Primary Officer of Elections list provided and broken out for each ward.

With no additional election information to report, Assistant Registrar Jennings concluded her report.

Old Business – L & A Testing conducted Monday, April 15, 2019 with Vice Chair in attendance on behalf of the Board. Vice Chair Mickelson informed Chair Uzzle that invites to Democratic Committee Chair Bettie Washington, Senate and Delegate candidates were e-mailed on April 9th with the exception of Senate candidate Joseph Morrissey for witnessing L & A testing. Candidate Morrissey’s invite was mailed to him due to lack of e-mail address.

New Business – **Update Officer of Election Equipment Training.** Chair Uzzle indicated training would be held of May 30, 2019 with location and time to be determined. Discussion ensued as to trainers and was determined that either ELECT Liaison Balmer or Chair Uzzle would provide “mandatory” training for Officer of Elections. Equipment training will be provided by Printelect Representative Gary Fox. Assistant Registrar White

informed the board that previous training had taken place at Guncotton from 10:00am to 2:00pm with a half hour break for lunch. Vice Chair Mickelson recommended that the training be held at the Appomattox Library and she would contact the library to determine availability.

Chair Uzzle indicated that training timeframe would need to be centered around Mr. Fox's availability and that he would contact Mr. Fox to determine and report back.

Closed Session - Litigation, board appointees and Registrar employment. Motioned by Chair Uzzle, seconded by Vice Chair Mickelson the board voted to enter into closed session meeting for (1) discussion of prospective candidates for employment, (2) discussion of specific appointees, and (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the electoral board, involving the registrar, and (4) consultation with legal counsel employed or retained by the electoral board related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Virginia Code § 2.2-3711 (A) (1) [two items], (7), and (8), respectively.

On a motion by Chair George Uzzle, seconded by Vice Chair Mickelson the board voted unanimously to reconvene into open session. Chair Uzzle motioned to certify, by recorded vote, that only public business matters lawfully exempted from open meeting requirements and that only public business matters identified in closed session motion were discussed.

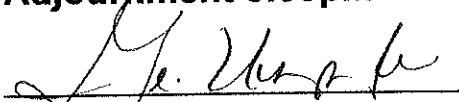
Roll Call

Vice Chair Sheila Mickelson	Yes
Chair George Uzzle	Yes

Prior to adjourning the meeting Chair Uzzle asked if there was any further information to be provided by any of the attendees. Acting Registrar White informed the board that the Hopewell June primary ballots had been approved and ordered.

With no further business, Chair Uzzle moved to adjourn the meeting.
Motion seconded by Vice Chair Mickelson.

Adjournment 5:53pm


George Uzzle, Chair



CITY OF HOPEWELL ELECTORAL BOARD

Meeting Agenda
March 21, 2019
Municipal Building
2nd Floor Conference Room

1. Call to Order
 - Roll Call
 - Announcement of Quorum
2. Approval of Agenda
3. Approval of the minutes
4. Registrars Report
 - Acting General Registrar Darlene White
 - Assistant Registrar DaSheen Jennings
5. Old Business
 - Relocation of Registrars office
 -
6. New Business
 - L & A Testing to be conducted on April 15, 2019
 - Invite party chairs/candidates to L & A testing
 - Officer of Election training on voting equipment
 - Operations/Administration training
 - Election Day Support
 - Review June 2019 Primary Ballot layout
 - Campaign Finance report reminders
7. Closed Session Personnel
 - Hiring Process for Director of Elections/General Registrar
 - Officer of Elections
8. Return to Open Session and Closed Session Certification
9. Other Business
10. Adjournment

March 21, 2019
Hopewell Electoral Board Minutes
Municipal Building
2nd Floor Conference Room
300 N. Main Street
Hopewell, VA. 23860

Members Present: George Uzzle, Chair
Sheila Mickelson, Vice Chair
William Anderson, Secretary

Others Present:

Call to Order and Announcement of Quorum - Chair Uzzle called the meeting to order at 7:09pm and conducted the roll call. With all board members present, the Chair announced a quorum.

Approval of Agenda – Chair Uzzle motioned to approve the agenda. Motion was seconded by Secretary Anderson . Motion to approve the agenda passed unanimously.

Approval of Minutes: March 6, 2019

Registrar Report – Chair Uzzle announced that Darlene P. White, Acting Registrar was ill and unable to attend the meeting. He informed the board that Ms. White's report would be given by Assistant Registrar Dasheen Jennings.

Redistricting - Assistant Registrar Jennings reported that redistricting had been completed and voter notices to all voters in precincts 7, 6, and 2 were in the process of being sent out letting them know that their House district had been changed for the 63rd district to the 62nd district with a total of 5,468 voters in all.

Polling Locations- Assistant Registrar Jennings reported to the board that all polling locations remain the same and that locations have been contacted to let them know about the upcoming election on June 11, 2019

and that someone will need to be in attendance at 5:00am on Election Day to open up. Also an order had been placed with Public Works to deliver voting machines on June 10, 2019 around 10:00am.

June 11, 2019 Primary Advertisement – Advertisements for the June 11th primary election were posted on the City of Hopewell website, The Progress Index and the Hopewell Harold newspaper.

Ballot Layout Information and Tabulator Programming Specifications for City of Hopewell form was reviewed by Assistant Registrar Jennings with the Board for the creation of the June ballot.

NVRA Purge – The board was informed by Assistant Registrar Jennings that there were 488 NVRA purges – voters that hadn't voted in two federal elections – and the State had removed them from the voter registration roster.

With no further business to report, Assistant Registrar Jennings concluded her report.

Old Business:

Relocations of Registrar Office - Chair Uzzle announced that he met with Assistant City Manager Dane on March 20th with regard to relocation of the registrar office and that no location had been considered except the Cavalier Square space. Should this location be chosen, the space would be centrally located and readily identifiable. Contains 3,000 square feet and the walk through date was to be determined.

New Business: (Who ran this part of the meeting?)

L & A Testing to be conducted on April 15, 2019. Secretary Anderson to send out invites to party chairs/candidates to witness testing.

Officer of Election training on voting equipment – Chair Uzzle motioned that the training be conducted on May 30th for 2 hours. Time and location to be announced and that he would contact Gary Fox to set up training. Motion was seconded by Secretary Anderson and passed unanimously.

Operations/Administration Training – (Note to the minutes, this training is not for Officers of Election) Chair Uzzle called for a motion to approve ES&S quote for Equipment Operations/Administration Training in the amount of \$1,700.00 and Election Day Support for \$4,675.00. Date and location to be determined. Motion was seconded by Vice Chair Mickelson. With no discussion, motion passed unanimously. Chair Uzzle committed to send executed quotes and to arrange training with Gary Fox, ES&S/Printelects representative.

Review June 2019 Primary Ballot Layout – Vice Chair Mickelson additionally went over the Ballot Layout Information Tabulator Programming Specifications form for the City of Hopewell with the board with specifications pertaining to various aspects of the form including but not limited to:

Election type, DS200 Voting equipment, Ballot Layout Information, UOCAVA Ballot, Candidate Name Pronouncements, Tabulator Programming Specifications, etc. Most important as to her review was that she informed the Board that the ballot complies with new election law and all precincts have the same ballot.


Closed Session Personnel- On a motion by Chair George Uzzle, seconded by Vice Chair Mickelson the board voted unanimously to go into closed session pursuant to Virginia Code Section 2.2-3711 (A) (1) to discuss personnel matters concerning the hiring process for Director of Elections/General Registrar and Officer of Elections.

Vice Chair Sheila Mickelson Yes
Secretary William Anderson Yes
Chair George Uzzle Yes

On a motion by Chair, George Uzzle, seconded by Vice Chair Mickelson the board voted unanimously to reconvene into open session. The Chair moved to certify, by recorded vote, that only public business matters lawfully exempted from open meeting requirements and that only public business matters identified in closed session motion were discussed.

Vice Chair Sheila Mickelson	Yes
Secretary William Anderson	Yes
Chair George Uzzle	Yes

With no other business a motion was made by Chair Uzzle and seconded by Secretary Anderson to adjourn the meeting. Motion passed unanimously.



George Uzzle, Chair



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:

Presentation by Friends of the Lower Appomattox River

ISSUE: The Friends of the Lower Appomattox River (FOLAR) is a non-profit river advocacy group that works to conserve and protect the river for all to enjoy. FOLAR has been instrumental in several projects along the river. FOLAR will present information on projects to date, initiatives, goals for the future, and the positive impact on the City of Hopewell.

RECOMMENDATION: City staff recommends that City Council receive the information presented by FOLAR.

TIMING: The presentation will be given at the June 11, 2019 meeting of City Council.

BACKGROUND: FOLAR has been instrumental in projects like the Hopewell Riverwalk and the Appomattox River Trail signage master plan. They are requesting resolutions of support for their work in each of the six jurisdictions that surround the lower Appomattox River.

ENCLOSED DOCUMENTS:

- FOLAR Presentation

STAFF:

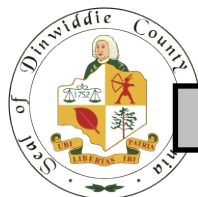
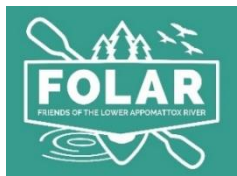
Aaron Reidmiller, Director of Recreation and Parks

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			



Collaborative Partnerships to CREATE A WORLD-CLASS TRAIL SYSTEM ALONG THE APPOMATTOX RIVER



129



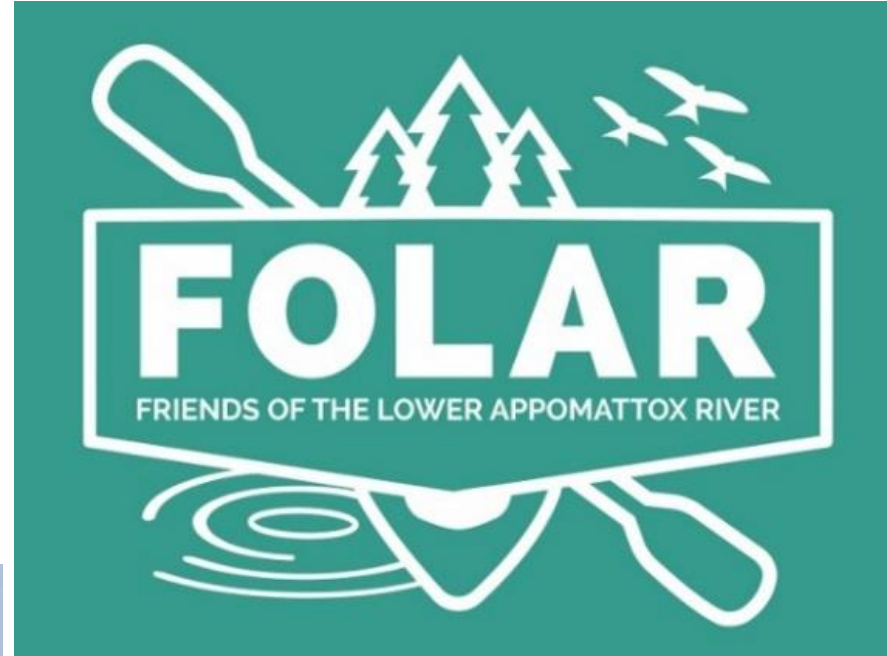
Environmental Stewardship



Infrastructure Improvements

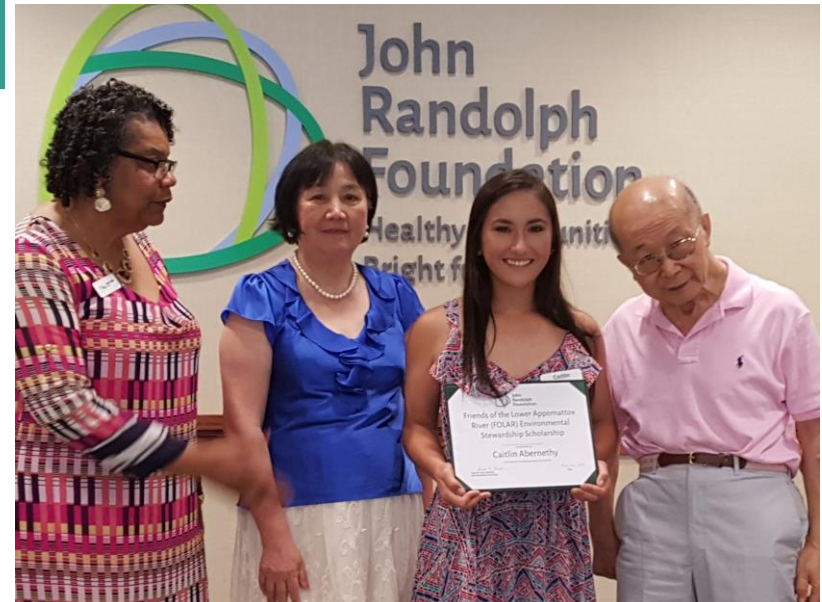


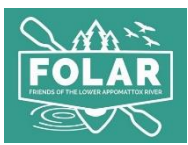
Outdoor Education



FOLAR works in partnership with communities to conserve and protect the Appomattox River for all to enjoy.

Community Support

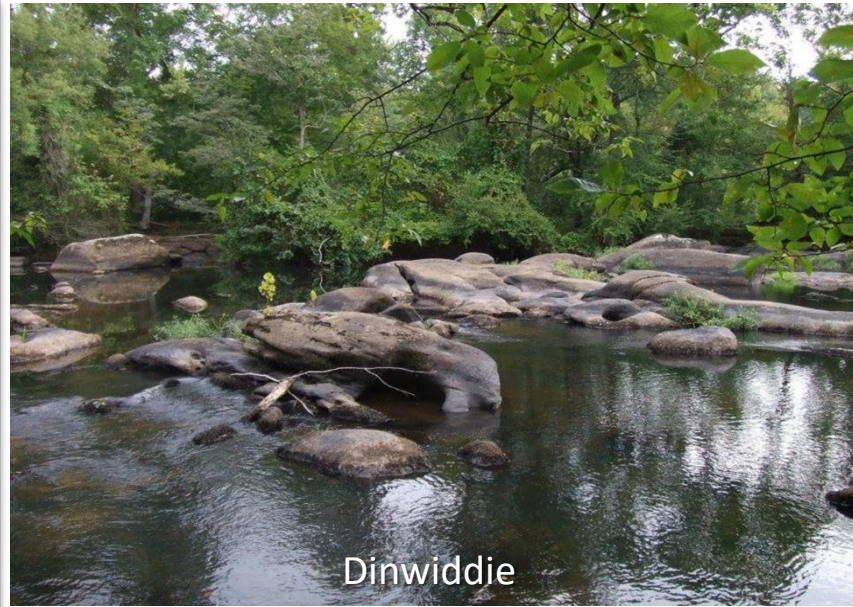




A River Connects Us – The Scenic Appomattox



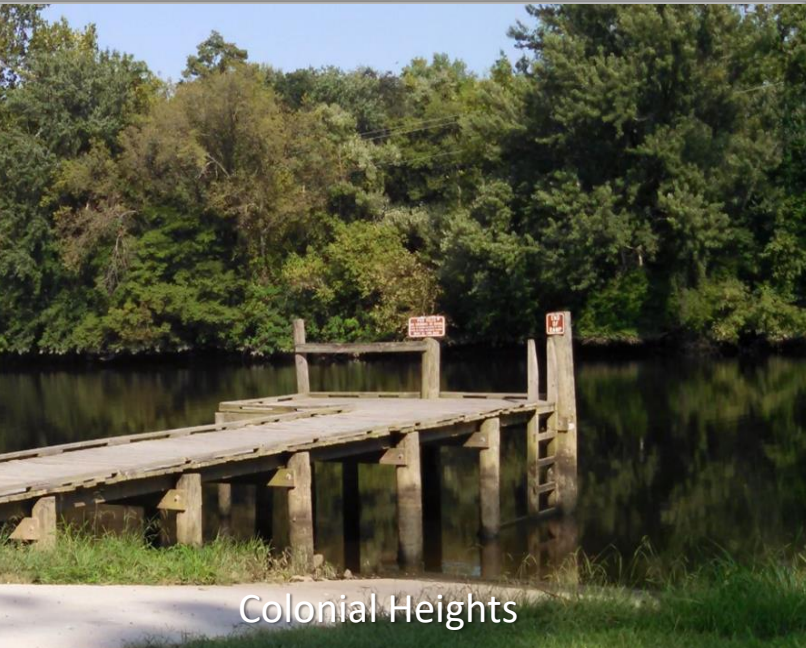
Chesterfield



Dinwiddie



Petersburg



Colonial Heights



131
Prince George



Hopewell



Appomattox River Trail Master Plan

A coordinated guide to locating and prioritizing 20+ miles of shared-use trails with a coordinated signage system through six municipalities



132

**Funded through a \$100,000 grant from
The Cameron Foundation**





Community Benefits



Riverside Stormwater Greenway – a section of the Appomattox River Trail

Conservation
Health & Wellness
Economic Growth
Social Equity



Conservation

Trails and green space are beneficial to the environment

- Preservation of land and historic structures
- Pollution abatement by reducing vehicle trips
- Prevention/reduction of soil erosion and filter road and agricultural runoff
- Serve as natural floodplain
- Provides hands-on environmental classroom



Appomattox River Trail



Health and Wellness

Time visiting green space is beneficial to your health

- **Heart-Healthy.** Just 30 minutes in a park each week helps control high blood pressure.
- **Promotes cancer-fighting cells.** Living in areas with a lot of green space lowers risk of death as compared to with people in least green places.
- **Helps ADHD symptoms and short-term memory.** Children with ADHD symptoms improved attention after 20 minute park walks. Short term memory improved after a nature walk but no improvement after city street walk.
- **Helps with depression and anxiety.** Walking 90 minutes in natural surroundings showed lower activity in the area of the brain linked to depression.



Virginia Creeper
Trail

--*The Healing Power of Nature.* Time July 25, 2016



Economic Growth

Trails stimulate tourism and recreation spending and catalyze revitalization

VA Outdoors – Powerful Economic Engine

\$21.9 BILLION In Consumer Spending

197,000 Direct Jobs

\$6.5 BILLION In Wages and Salaries

\$1.2 BILLION In State And Local Tax Revenue

\$13.61 Generated for every \$1 of tax revenue to VA State Parks in 2016

2017 Outdoor Industry Association

Increases Regional Trail Assets – Capital Regional Collaborative, *Regional Rivers Plan*: A Top Five Priority; East Coast Greenway; Blue Ridge to Beaches Trail; VA Capital Trail; and local trail arteries



Virginia Capital Trail



Social Equity Quality of Life for All

Access to the benefits of trails and green space *for all...*

- Proximity to exercise and recreational opportunities is linked to community health Healthy Communities by Design
- Cultivates community ties by connecting people more deeply to the fabric of the community – National Rec & Parks Assoc.
- Safer neighborhoods and public spaces through social interaction, cohesion and sense of place Healthy Communities by Design





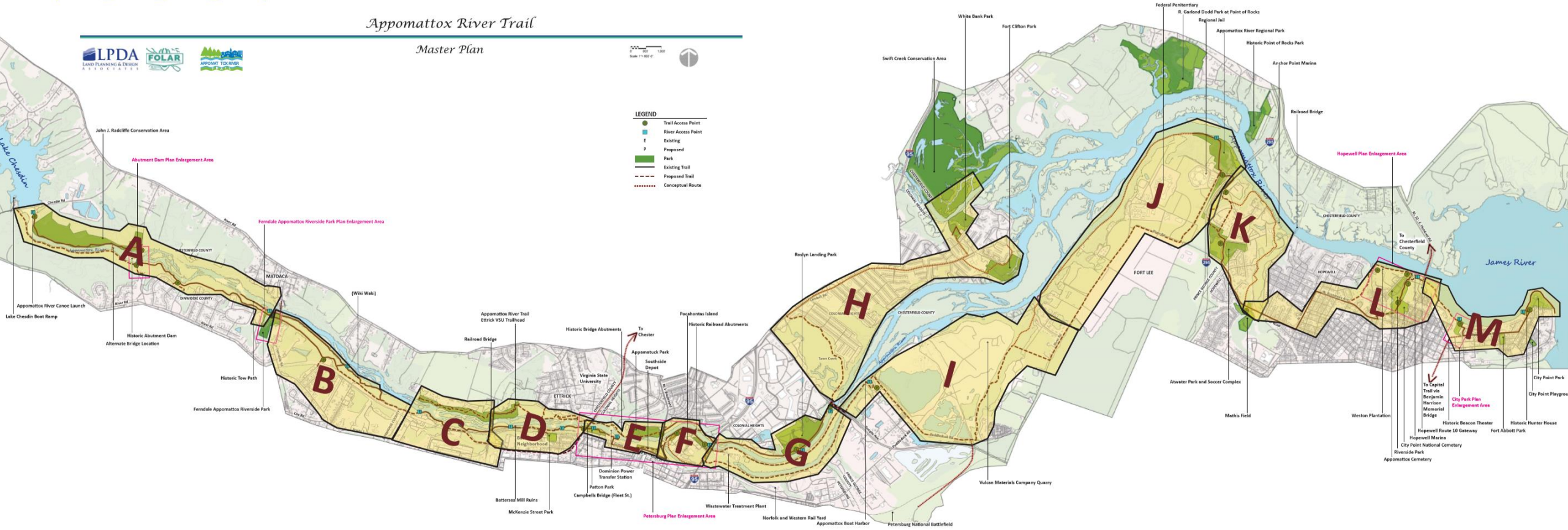
Trail Master Plan

Appomattox River Trail

Master Plan



- LEGEND**
- Trail Access Point
 - River Access Point
 - E Existing
 - P Proposed
 - Park
 - Existing Trail
 - - - Proposed Trail
 - Conceptual Route





Trail Recommendations

Shared Use Path



Existing shoulder along I-295

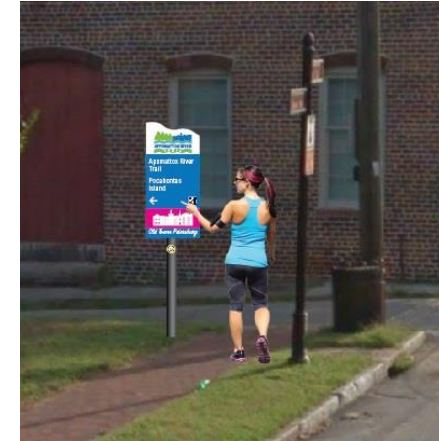
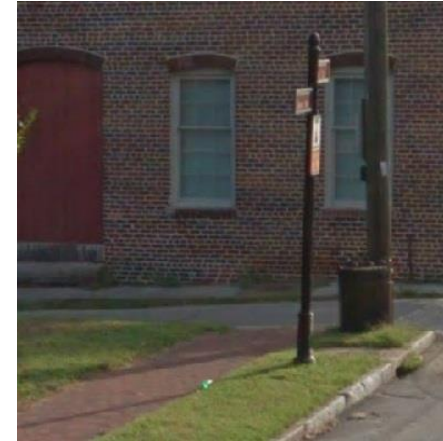


Rendering showing potential shared-use path along road

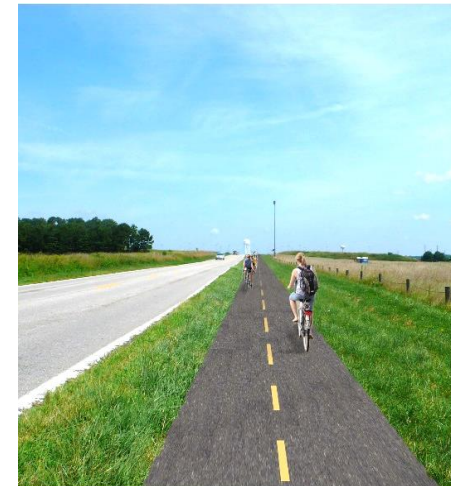


Patton Park East

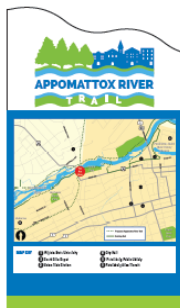
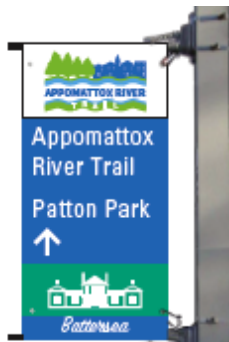
Historic Petersburg



River Road – Dedicated Path



Creating Identity & Sense-of-Place



Signtype P.1
Pedestrian Directional

Signtype
Banner

Signtype
Informational Kiosk

140

Signtype K.1
Informational Kiosk

Signtype P.2
Pedestrian Informational

Section K - Hopewell





River Rd – bike lanes and sidewalks

142



Section L - Hopewell





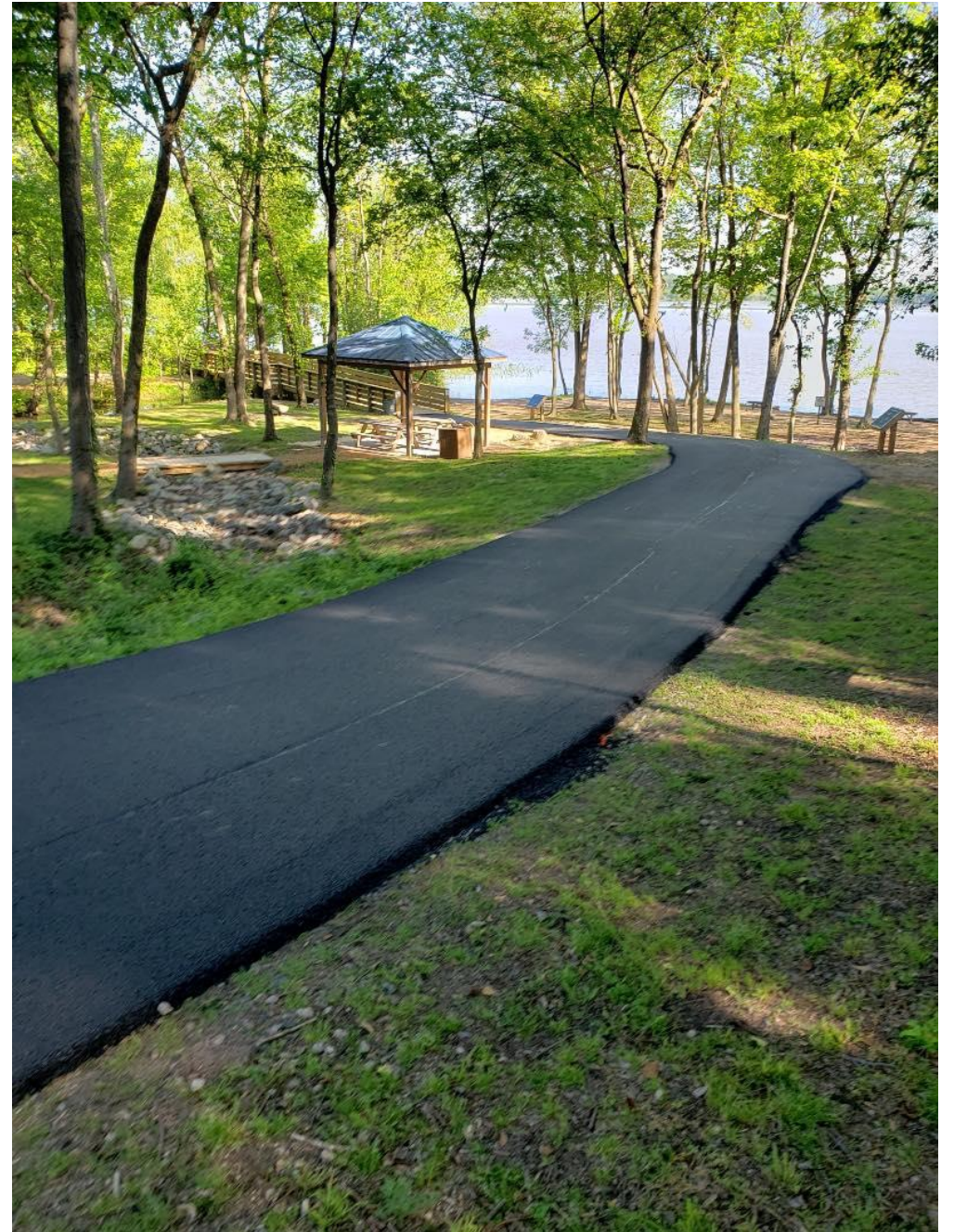
Riverside Stormwater Greenway



Section M - Hopewell

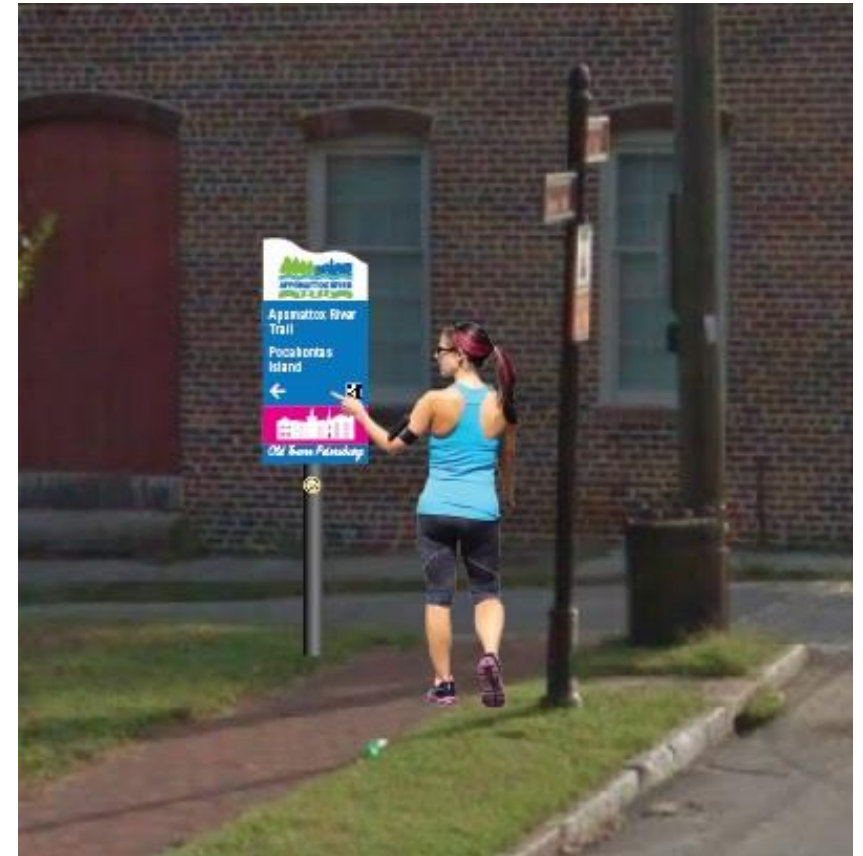


Ribbon Cutting Photo?





Signage



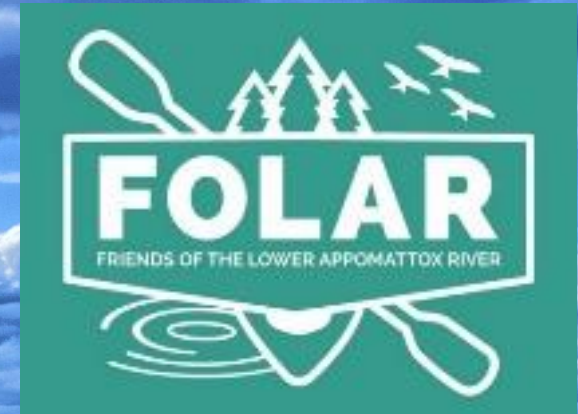


Other Projects



- **Petersburg**
 - Gateway Project
 - 2 miles of trail design
- **Virginia State University**
 - Appomattox Overlook
- **Colonial Heights**
 - Phase 4 & 5 designed & funded
- **Cross Sector Partnerships**
 - Crater Health District
- **Regional Studies**
 - Connection to Virginia Capital Trail





Wendy Austin
Executive Director
(804) 543-0325

WAustin@folar-va.org

FOLAR-VA.org

Heather Barrar
Regional Trails Program Director
(804) 512-4486

HBarrar@folar-va.org

Resolution



OF CITY COUNCIL OF HOPEWELL, VIRGINIA

WHEREAS, the Appomattox River was designated a State Scenic River in 1977 and the designation was extended in 1998 and 2011 to include 19.2 miles of river from 100 feet below the Brasfield Dam to the confluence with the James River to recognize the natural beauty and the historical significance of the river; and

WHEREAS, the Appomattox River comprises nearly four miles of the northern border of the City of Hopewell; and

WHEREAS, the Friends of the Lower Appomattox River (FOLAR) was established in 2000 in partnership with the Crater Planning District Commission and all 6 jurisdictions of the Lower Appomattox River with the mission of working in partnership with communities to conserve and protect the Appomattox River for all to enjoy; and

WHEREAS, the Appomattox River Master Plan and Signage Plan that was adopted by FOLAR and the Crater Planning District Commission in 2017 to serve as the regional guide to create a 22-mile shared use path serving walkers, bicyclists, the physically challenged, and other non-motorized users; and

WHEREAS the Appomattox River Trail system will also provide river access for paddle craft, swimming and wading as well as places for fishing, picnicking, and other passive recreation pursuits; and

WHEREAS the history and habitat of the Appomattox River will be preserved and interpreted serving as an outdoor classroom for students of all ages; and

WHEREAS, when completed, the Appomattox River Trail will link the 6 jurisdictions along the river and increase transportation options while improving air quality, reducing roadway congestion, offering boating and fishing access, and encouraging ecotourism; and

WHEREAS, bicycle and pedestrian facilities can help curb a national epidemic of chronic obesity and weight related diseases by providing a safe alternative than travel by car; and

WHEREAS, bicycle, pedestrian and water activities cultivate economic development and create jobs, attract events and visitors to our region, connect communities, and encourage a better and more enjoyable and equitable quality of life for all citizens; and

WHEREAS, the Appomattox River Trail will run through the City of Hopewell and serve as the eastern trail head for the trail system and existing City assets such as the Riverside Park Stormwater Greenway, Hopewell City Marina, Hopewell Riverwalk, City Park, and the Petersburg National Battlefield at City Point will all be a part of this greater regional system; and

NOW, THEREFORE, BE IT RESOLVED that the Hopewell City Council, this 11th day of June, 2019, hereby supports the Appomattox River Trail Master Plan and Signage Plan and commends the visionary approach of past planning efforts and is committed to working with FOLAR and the localities of the Crater Planning District Commission and participating with national organizations to create a connected regional asset thus setting an example for other counties/cities. Furthermore, the City of Hopewell is committed to working with our state and congressional representatives to support legislation promoting open space protection and active, human powered transportation facilities for the betterment of our county/city, region, state and country.

PUBLIC HEARINGS

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

School Board Appointment

ISSUE: Pursuant to Va. Code § 22.1-29.1, a public hearing is required to receive public comments regarding the nominees for appointment to the School Board prior to Council making the appointment. There are two positions which will expire June 30, 2019, and which will need to be filled.

RECOMMENDATION:

TIMING: The two positions end June 30, 2019

BACKGROUND:**ENCLOSED DOCUMENTS:**

-

STAFF:

Ronniece Arrington, City Clerk

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			

CITY OF HOPEWELL

NOTICE OF PUBLIC HEARING

Hopewell City Council will hold a public hearing, pursuant to Virginia Code § 22-29.1 (*Public hearing before appointment of school board members*), Tuesday, June 11, 2019 at 7:30 PM, in City Council Chambers, 300 N. Main Street, Hopewell, Virginia, to receive public comments regarding nominees or applicants to the Hopewell School Board to fill one term, commencing on July 1, 2019 and ending June 30, 2022.

Contact the City Clerk at 804-541-2249 with questions.

Code of Virginia

Title 22.1. Education

Chapter 5. School Boards; Selection, Qualification and Salaries of Members

§ 22.1-29.1. Public hearing before appointment of school board members.

At least seven days prior to the appointment of any school board member pursuant to the provisions of this chapter, of §§ [15.2-410](#), [15.2-531](#), [15.2-627](#) or § [15.2-837](#), or of any municipal charter, the appointing authority shall hold one or more public hearings to receive the views of citizens within the school division. The appointing authority shall cause public notice to be given at least ten days prior to any hearing by publication in a newspaper having a general circulation within the school division. No nominee or applicant whose name has not been considered at a public hearing shall be appointed as a school board member.

1985, c. 423; 1987, c. 430.

Code of Virginia

Title 22.1. Education

Chapter 5. School Boards; Selection, Qualification and Salaries of Members

§ 22.1-29. Qualifications of members.

Each person appointed or elected to a school board shall, at the time of his appointment or election, be a qualified voter and a bona fide resident of the district from which he is selected if appointment or election is by district or of the school division if appointment or election is at large; and if he shall cease to be a resident of such district or school division, his position on the school board shall be deemed vacant.

Code 1950, §§ 22-68, 22-90; 1959, Ex. Sess., c. 78; 1969, Ex. Sess., c. 25; 1980, c. 559; 1997, c. 727.

REGULAR BUSINESS

R-1



**U.S. Department of Housing and Urban Development
Virginia Office of Community Planning and Development**

600 E Broad Street, Suite 300
Richmond, VA 23219-1800
(800) 842-2610

NOV - 2 2018

Mrs. Tevya W. Griffin
Director
Department of Development
City of Hopewell
300 N. Main Street, Room 321
Hopewell, VA 23860

Dear Mrs. Griffin:

SUBJECT: City of Hopewell's FY 2018 Monitoring Letter Response
Community Development Block Grant (CDBG) Program

This letter serves as a follow-up to HUD's FY 2018 Monitoring Report issued to the City of Hopewell dated September 28, 2018, regarding HUD's monitoring results. The City was to address the *Recommended Corrective Action* within 30-days from the issuance of the subject report. Presently, the City has not formally resolved the monitoring *findings*.

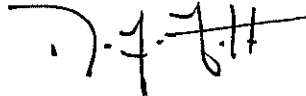
Within the *Recommended Corrective Action* identified in the three (3) monitoring *findings*, HUD was anticipating the following support documentation and action to be taken by the City:

- *Finding #1* – To provide HUD with support documentation that could substantiate that *CDBG Matrix Code 19C* was warranted for *IDIS Activity 308, Smart Beginnings and IDIS Activity #315, Reading Is Fun*, in accordance to regulatory requirement 24 CFR 570.201(p) and 24 CFR 570.506(a);
- *Finding #2* – Revise the *CDBG Matrix Code 5A* in IDIS in accordance to regulatory requirement 24 CFR.570.201(e); and
- *Finding #3* – To provide HUD with monitoring reports for the subrecipients who administered the CDBG-funded activities (*IDIS Activities #308, #312, #314, and #315*) in accordance to regulatory requirement 24 CFR 570.501(b).

If City is experiencing obstacles in rectifying the subject *findings*, please formally inform HUD of this matter expeditiously, so we can determine the next step in addressing this matter.

If further guidance is needed by my staff or me regarding this matter, please feel free to reach out to me at 804-822-4831. Staff requiring technical assistance should contact Ms. Pearl C. Peebles, CPD Representative, at 804-822-4834 or email at pearl.c.peebles@hud.gov.

Sincerely,



Ronnie J. Legette, Sr.
CPD Director

cc: Bill Dore ✓
Grant Administrator
City of Hopewell



City of Hopewell
Department of Development

300 North Main Street
Hopewell, VA 23860

November 13, 2018

Mr. Ronnie J. Legette, Sr.
Director
Community Planning and Development
Department of Housing and Urban Development
Richmond Field Office
600 E. Broad Street, Suite 300
Richmond, VA 23229

RE: 2017-2018 Monitoring Report

Dear Mr. Legette:

Attached is our response to the monitoring report completed by your office during May 6 through 10, 2018.

This transmittal includes as **Executive Summary** that provides several general comments about the process and the report. Following this General Section, is a Review of Activity Discussion, and a Summary

We appreciate the opportunity to respond to this report and the guidance and assistance your office has provided us during these past several years.

Sincerely,

Tevya W. Griffin, AICP
Director
Department of Development

Attachments: Executive Summary
Exhibits

CC: Pearl Peebles, Field Representative, HUD-Richmond (via email)
Carmen Bucci, Program Manager, HUD-Richmond (via email)
John M. Altman, Jr., City Manager
Bill Doré, Grants Manager, Department of Development

EXECUTIVE SUMMARY
RESPONSE TO THE MONITORING REPORT
SEPTEMBER 28, 2018
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
RICHMOND FIELD OFFICE

General Summary

The following items are related to the process and written report we received. There were several inconsistencies in both the process and the reporting that concern the City.

The report cover sheet says that this monitoring is for FY 2018 (July 1, 2018 through June 30, 2019). This is not correct, each of the activities that were listed in the monitoring report were projects from program years that were not in FY 2017. A list is provided below. The IDIS reports to substantiate this information are in Exhibit A.

- Activity 308 – Actual Program Year – 2016, Project Number 23
- Activity 312 -- Actual Program Year --2014, Project Number 15
- Activity 314 – Actual Program Year – 2016, Project Number 15
- Activity 315 – Actual Program Year – 2016, Project Number 22

More importantly, we don't recall any discussion regarding the Capacity Building activities during the monitoring visit. Instead I received a phone call from Ms. Peebles, at the request of Mr. Bucci, to hold a conference call to discuss the linkage between Smart Beginnings and Reading is Fundamental and how these activities are related to economic development. I read the project description placed in IDIS by the City. I was told we would be asked to provide documentation in the monitoring letter. I also asked how both projects were approved in three previous years under the same national objective and what this would mean for the previous years. I was advised that this was not the question on hand but to be ready to provide the proper documentation. I feel strongly that if HUD now identifies the national objective as a mistake, the City must not be penalized but instead asked to change this objective going forward. Surely, a review of the Action Plan each year should have identified the incorrect objective. Of course, the City would utilize the same objective approved in previous years. It is the City's opinion that this issue should not be considered a finding.

There was also no mention of the Hopewell Food Pantry Matrix during the monitoring review. More importantly, the use of the Matrix Code 05 is not a violation. Instead there are numerous codes that could be used. In fact Code 05 states that it can be used for food distribution or food pantries. Code issue. The City chose this code because it was our opinion that it was the most accurate code to use. Because the use of several codes are applicable, the City should not receive a finding. The City therefore request this finding be removed and be considered a concern.

REVIEW OF ACTIVITY DISCUSSION

Activity 308 and 315: Main issue is matrix code 19C, the code for Capacity Building

(p) *Technical assistance.* Provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities. (The recipient must determine, prior to the provision of the assistance, that the activity for which it is attempting to build capacity would be eligible for assistance under this subpart C, and that the national objective claimed by the grantee for this assistance can reasonably be expected to be met once the entity has received the technical assistance and undertakes the activity.) Capacity building for private or public entities (including grantees) for other purposes may be eligible under §570.205.

First, these activities meet the criteria for Low Moderate Clientele.

Second, HUD-RICHMOND has approved our use of the Capacity Building activity at least five times previously. The first time was in our Five-Year Comprehensive and Strategic Plan, then the first year Annual Action Plan and each subsequent year including the fourth year, FY 2018. These citations are in Exhibit B.

These activities support our second highest goal and one of the most significant issues that faces the citizens of Hopewell. REDUCE POVERTY. The Housing Rehabilitation activities invest in fixing deteriorating housing but according to a fact sheet on Neighborhood Revitalization (a word search on the HUD website came up negative on the term neighborhood revitalization as used in the regulation. Neighborhood Revitalization as a program was used in the literature only as a separate program.)

SMARTBEGINNINGS SOUTHEAST achieves their mission by:

- building systems for early childcare and educations in their supported communities (including Hopewell)
- they administer the VA quality of early childhood improvement systems
- they assist in providing regional kindergarten registration
- they provide early childhood workforce training in all their service communities
- they promote social and emotional development of young children through AI's Pals curriculum
- they promote early detection of development delays through developmental screening training for early childhood workforce
- they provide professional development certification through the Child Development Associate credentialing program

There were three components to the Choice Neighborhood Revitalization program. Housing, People and Economic Development. A copy of this program description is in Exhibit C.

“Careful academic research demonstrates that tax dollars spent on early childhood development provide extraordinary returns compared with investments in the public, and even private sectors.

The potential return from a focused, high-quality early childhood development program is as high as 16 percent per year.”

-- Arthur J. Rolnick, Federal Reserve Bank

SMARTBEGINNINGS SOUTHEAST has a cross-walk Memorandum of Understanding with the Community Action Program, Reading is Fun. “Reading is Fun” provides the books for the various centers to give to the students in the program. We have received feedback that in many cases, these are the first books to ever enter the house and the parents are reading them too. We have also received feedback that these programs increase the economic capacity of the parents making them more employable through their efforts to learn to read. Others go back and get their GED certificate after dropping out of school previously.

The poverty rate in Hopewell was approximately twenty-two (22) percent based on the market research we did for our CSP in FY 2015. At that time, the drop out rate for high school students was close to thirty (30) percent. Students that are brought into the program are recipients of federal meal assistance for either breakfast or lunch or both.

The essential principals for investing in early childhood education:

- Focus on disadvantaged families
- Start at birth
- Integrate health
- Develop cognitive and character skills, and
- Encourage local innovation in quality programs from birth to five

--James Heckman, Nobel Laureate in Economics

Neighborhood revitalization is not just about bricks and mortar. It is about people. To revive AND stabilize the economic growth and development in Hopewell, we MUST increase literacy. It is a priority of the City Council in their poverty reduction goal and it is echoed by the School Board. That is why we designated this as CAPACITY BUILDING.

The academic outcomes are measurable and reported to the State as well as the School, the City and CDBG. We record the number of organizations which is the required element in IDIS for organizations, but we record the individual demographics on the children and their families that receive books and split the results between the two organizations.

In our opinion, our rationale for designating this as a CAPACITY BUILDING meets the criteria of the regulation and is acceptable, reasonable and defensible as we have done here.

If HUD had a problem with our designation, we should have been contacted following the receipt of the 5-year plan so that we could have worked out a solution. We used the technical assistance element because it most closely identifies with our program and the intent of the regulation. Therefore, these funds should not be classified as public service funds.

We will continue to use these funds for this activity since we feel it is as important as the Housing Rehabilitation.

Activity 314, Yellow Card Program, Matrix Code 05

(e) *Public services.* Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under §570.207(b)(4)), homebuyer down payment assistance, or recreational needs. If housing counseling, as defined in 24 CFR 5.100, is provided, it must be carried out in accordance with 24 CFR 5.111. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is located) in the 12 calendar months before the submission of the action plan. (An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the unit of general local government.) The amount of CDBG funds used for public services shall not exceed paragraphs (e) (1) or (2) of this section, as applicable:

The criteria for the regulatory requirement cited (24 CFR 570.201(e)) has nothing to do with the use of improper matrix codes. It only declares what activities are eligible and declared for use with Public Service funds.

We conducted a word search on ECFR 24 CFR 570 for a regulatory citation of “matrix codes”; there were none. Our search results are in Exhibit D.

In Appendices A, B and C in the IDIS Manual, there are multiple choices for many activities, especially in Public Service codes, including 03T besides the codes under 05.

A difference of opinion on the use of a matrix code **does not constitute a finding.**

Neither does it constitute a lack of knowledge on the part of the grantee staff, but it may constitute a difference of opinion between the HUD staff and the grantee staff. The field representative, in the course of reviewing our project and activity files in IDIS should have communicated their thoughts to us, at the beginning of the program year.

We felt that we could have used 05, 05A, 05W and 03T depending on HUD’s definition of Food Bank. While many of the recipients of this program are elderly and disabled, there are many that are also homeless as per the definition of Homeless per HUD regulation. It is contained in Exhibit E.

We believe that a “disputed” matrix code is not grounds for a finding in accordance with 24 CFR 570.201(e).

Further, this activity, described in the General Section, was not a project or activity in the time frame of the announced monitoring letter.

We feel as a staff that we have a pretty fair knowledge of the matrix codes, where we can find them and there explanations for our purview. More importantly, we understand the bigger picture and do our best to get the most accurate code to ensure that they are contained in the HUD – Headquarters Cost Benefit Analysis programs for funds usage as well as the results that are shared with Congress during the budget process. We support the most accurate use of Matrix Codes we can do in our “quest” for excellence in reporting, but this does not meet any criteria for a finding.

Housing Rehabilitation

Lead Hazard/Environmental Requirements

No Comments.

Subrecipient Management

In our General Section above, we commented on the use of compliance and incompliance. On page 8 of 12, the second paragraph from the top uses the word incompliance when the context of the remaining paragraphs and the citations suggest that we were compliant.

Subrecipient Monitoring

§570.501 Responsibility for grant administration.

(a) One or more public agencies, including existing local public agencies, may be designated by the chief executive officer of the recipient to undertake activities assisted by this part. A public agency so designated shall be subject to the same requirements as are applicable to subrecipients.

(b) The recipient is responsible for ensuring that CDBG funds are used in accordance with all program requirements. The use of designated public agencies, subrecipients, or contractors does not relieve the recipient of this responsibility. The recipient is also responsible for determining the adequacy of performance under subrecipient agreements and procurement contracts, and for taking appropriate action when performance problems arise, such as the actions described in §570.910. Where a unit of general local government is participating with, or as part of, an urban county, or as part of a metropolitan city, the recipient is responsible for applying to the unit of general local government the same requirements as are applicable to subrecipients, except that the five-year period identified under §570.503(b)(8)(i) shall begin with the date that the unit of general local government is no longer considered by HUD to be a part of the metropolitan city or urban county, as applicable, instead of the date that the subrecipient agreement expires.

There is no place in this citation that describes the frequency or requirements of how we ensure that the written agreements are complied with.

While we did say that we had not conducted on site monitoring since FY 2014-2015, this does not constitute a finding in the cited regulation. HUD-RICHMOND often monitors grantees in a field visit once every five years based upon their risk analysis.

Monitoring is much than conducting inspections and technical assistance in the offices of the sub-grantees. There are at least three HUD handbooks that provided checklists to conduct desk monitoring based on information provided to the grantee. Applications, written agreements, signed appendices to the written agreements, request for reimbursement and supporting documents, filing of reports in a timely manner are all methods of monitoring. These are conducted on an annual basis. Phone calls, emails and sub-grantee meetings are ways of continuing monitoring activities as well as keeping the sub-grantees abreast of any changes in the regulations, such as the shift from Part 84 and Part 85 to 2 CFR 200.

We have a group of sub-grantees that have been part of the CDBG program with Hopewell and other cities in the greater Richmond area for a number of years. Most of them receive less than \$5,000 in public service funds based on the size of the Hopewell allocation. These amounts are not very risk averse. Both Capacity Building sub-grantees are only blocks away from the city office building and we are in constant contact concerning their program. The Housing Rehabilitation sub-grantees have the most difficult projects to manage but they are both experienced organizations and have experienced leaders throughout. They also work in the cities around the Richmond area. We work with the sub-grantees on utilizing forms that allow them to only have one set of documents, as appropriate.

We reiterate that there is no requirement for an annual monitoring field visit to our sub-grantees in the regulations. It says that we must monitor annually but as described above, monitoring constitutes much more than spending a day or two in their offices.

However, we will be conducting field monitoring visits during 2019 since no monitoring for five (5) years would place an organization in an at-risk position per risk analysis protocols in HUD. We are developing a monitoring handbook using the sub-grantee section as our guideline. There will be a training session in early December and all monitoring on location will take place between March and the end of the physical year. We will provide our HUD field representative with a copy of our monitoring procedures when it is complete, as well as a summary of results at the end of the fiscal year.

We disagree with this finding for the reasons we have cited.

Recordkeeping

§570.506 Records to be maintained.

Each recipient shall establish and maintain sufficient records to enable the Secretary to determine whether the recipient has met the requirements of this part. At a minimum, the following records are needed:

(a) Records providing a full description of each activity assisted (or being assisted) with CDBG funds, including its location (if the activity has a geographical locus), the amount of CDBG funds budgeted, obligated and expended for the activity, and the provision in subpart C under which it is eligible.

Again, we think this is a stretch for a finding. The completed application and our written agreements contain a full description of each project and activity (different housing addresses for housing rehabilitation does not constitute separate activities). Housing Rehabilitation is the activity. Locations are subordinate to the activity or HUD would not have added a section in IDIS to put multiple addresses when 14A is placed in the matrix code description. No one knows what houses are going to be rehabilitated at the time of application or even at the time of the written agreement. That is why they are communicated to HUD in the IDIS entries.

Funds budgeted are placed in the Project section of IDIS. Funds obligated are put in the Activity section after the activity has been cleared to commit funds following the setup of the activity. Funds expended for the activity are done in the funding section based on the funds allocated for the activity and a voucher is created to get reimbursed through LOCCS to complete the cycle for a timely process. Each step of the process has a paper trail to support the transaction, including the reimbursement of the funds by the City to the sub-grantee.

We strongly disagree with the statement the City should maintain separate and duplicate support documentation in our possession. This is part of the monitoring process and I offered to take the monitor to their offices to review the files. We get certain critical information when the rehabilitation gets accepted and when funds are requested.

This is a redundant, not required, action that further causes **MORE RED TAPE** for both the grantee and the sub-grantee.

SUMMARY REVIEW

In summary, we feel that we have provided regulatory advice on **EACH** of the findings and the concern that refute the facts presented by the monitor.

If you combine that with the fact that the projects and activities were in years different from the stated program year to be monitored, it makes our argument more appropriate.

Further, only the monitoring finding was discussed at the out briefing or during our private discussions.

The capacity building issues has been approved five separate times in the Consolidated Plan and the Annual Action Plans as well as the annual requirements of IDIS.

We thank you for your assistance and look forward to your response.



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: Re-appropriation of \$62,970 from the Planning Code Capital Account to the Community Development Block Grant Program (CDBG)

ISSUE: The United States Department of Housing and Community Development (HUD) Richmond Field Office has concluded that funding for two capacity building activities are ineligible and that repayment is required.

RECOMMENDATION: Approve re-appropriation of \$62,970 from the Planning Code Capital Account to the CDBG account.

TIMING: Action is requested on Tuesday, June 11, 2019.

BACKGROUND: The Richmond HUD Field Office has concluded that two activities funded using CDBG capacity building funds should have been categorized for public service. Although the two activities have been approved by HUD for four years under the same category, funds must be repaid to HUD and reallocated into the City's FY20 CDBG budget.

ENCLOSED DOCUMENTS:

- Letter from HUD
- Documentation regarding funded activities

STAFF: Tevya Williams Griffin, Director, Department of Development

SUMMARY:

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

Community Development Block Grant Request for Re-appropriation of Funds

Mission of HUD

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

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

- Rehabilitation of Housing
- Family Services including elderly and disabled
- Education, primarily adult and pre-school literacy
- Public Safety

CDBG BUDGET

- Total APPROPRIATION = **\$195,798.83 for FY 2018-2019**
 - Re-appropriation of \$13,210.00 from past infrastructure projects.
 - Re-appropriation of \$4,740.80 from Rebuilding Together Richmond (formerly Re-building Together Tri-Cities) 2017-18 project.
 - Total amount of re-appropriation into the CDBG 2018-19 budget was \$17,950.83

CDBG Funding Categories

HUD Funding Category	Allowable Allocation	Allowable Activities
Public Service	15%	Homeless services, elderly initiatives, youth initiatives, food insecurity – at least 51% of participants must be considered low to moderate income
Administrative Planning	20%	Salary, office supplies, training, advertisements, fair housing impediment study
Community Redevelopment	65%	Neighborhood redevelopment, capacity building, infrastructure improvements, housing rehabilitation, emergency housing repair -at least 51% of participants must be considered low to moderate income

HUD Monitoring

- ▶ HUD monitors Grantees every 4- 5 years
- ▶ May 7 & 9, 2018 – HUD Monitoring of City’s CDBG Program
- ▶ November 2, 2018 – Date of letter regarding three findings
 - ▶ Matrix Code 19 C for Smart Beginnings and Reading is Fun;
 - ▶ Matrix Code 5A should have been Code 5 for Hopewell Food Pantry;
 - ▶ Provide schedule for monitoring of sub-recipients.
- ▶ HUD removed finding for Matrix Code 5A/5
- ▶ The City has provided a schedule for sub-recipient monitoring's.
- ▶ Staff met with Director of HUD Richmond Field Office late February 2019 to dispute repayment.

Repayment

- ▶ The City has funded both Smart Beginnings and Reading is Fundamental with CDBG funding for several years
- ▶ HUD has approved the matrix code and funding for both projects for all years. This information is included in the Consolidated Plan (5 year Plan), the Annual Plan (yearly plan that meets goal of Consolidated Plan), and the CAPER (Consolidated Annual Performance Evaluation Report). However, according to HUD, this approval is not guaranteed, and a “more detailed review” may determine inconsistencies in “eligibility, beneficiaries and expenditures”.
 - Smart Beginnings - \$30,000 (2016 and 2017)
 - Reading is Fundamental - \$24, 000 (2016 and 2017)
 - Smart Beginnings - \$8,970 (2018)
- ▶ Once paid, HUD will return the \$62,9700 to the City’s CDBG line of credit to be used in the FY20 CDBG Budget
- ▶ City set repayment date by June 30, 2019.
- ▶ Recommending repayment from Development Code Capital Account also identified as the Demolition account. Current balance is approximately \$103,000.

Questions?

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
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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:

FY 2019-2020 City Budget Resolution Amendment

ISSUE: City Council requested amended language to the budget resolution

RECOMMENDATION: Approve the revised budget resolution

TIMING: Approval is requested on June 11, 2019

BACKGROUND: At the May 28, 2019 City Council meeting, Council requested changes to Section 8, adding the word “capital,” Section 14, replacing the “Director of Finance” with “City Manager,” and Section 24, adding language requiring the City Manager to City Council approval to transfer funds between fund accounts. The attached revised FY20 Budget Resolution addresses the request of City Council.

ENCLOSED DOCUMENTS:

- Revised FY20 Budget Resolution

STAFF:

John M. Altman, Jr., City Manager

Michael Terry, Director of Finance

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			

**BUDGET RESOLUTION
FISCAL YEAR 2019-20**

WHEREAS, at the meeting of the City Council of the City of Hopewell held on May 28, 2019, a budget of the estimated revenues and expenditures for the fiscal year beginning July 1, 2019, and ending June 30, 2020, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form; of which \$137,691,433 is estimated to be received from sources other than property tax levies, leaving a balance to be raised by levies on property segregated to the City for local taxes of \$33,688,989 and,

WHEREAS, a tax rate sufficient to raise the last mentioned sum has been levied by ordinance of the City Council of the City of Hopewell; and,

WHEREAS, in this budget approved by City Council there are estimates of revenues used for appropriated expenditures to pay for said city services, and when said estimated revenues are projected by the City Manager to be less than the amount of appropriated expenditures, the City Manager shall initiate action to adjust appropriated expenditures to agree with revised estimated revenues. The City Manager is directed to advise City Council, at the next scheduled meeting, of the adjustments made and City Council may amend said adjustments or offer alternatives as the appropriating body; and,

BE IT, HEREBY, RESOLVED by the City Council of the City of Hopewell:

Sec. 1 The following funds and accounts shall be appropriated from the designated revenues to operate City services and to provide a capital improvement program for the City:

General Fund-011:

Estimated Revenues:

From Local Sources

General Property Taxes.....	\$33,688,989
Other Local Taxes.....	6,100,000
Licenses, Permits, Fees.....	881,000
Fines & Forfeitures.....	1,630,000
Use of Money/Property.....	55,000
In-Lieu of Taxes.....	930,000
Other Local Revenues.....	330,500

From Other Agencies

State Sources.....	7,000,000
Federal Sources.....	200,000

Cost Recovery & Reserves	
Cost Recovery from Social Services-012	507,000
Cost Recovery from Solid Waste-030	598,040
Cost Recovery from Sewer Services-031	382,500
Use of Reserve Funds	<u>0</u>
Total Revenues.....	\$52,303,029

Appropriations:

General Government:

City Council	282,689
City Clerk.....	165,947
City Attorney	352,287
City Manager	1,087,760
Information Technology	1,218,513
Human Resources	428,109
Finance Department	1,548,991
Development Department	1,021,392
Non-Departmental.....	541,500

Courts:

Circuit Court	111,116
General District Court.....	138,666
Court Services	7,000
VJCCCA Grant	157,515
Crater Detention Facility.....	363,000
Regional Jail.....	2,278,840

Constitutional Offices:

Clerk of Circuit Court	461,150
Commonwealth Attorney.....	630,745
Commissioner of Revenue.....	483,618
Sheriff	1,569,410
Treasurer	549,344
Voter Registrar.....	230,269
Police Department.....	7,949,752
Fire Department	4,973,939
Public Works Department.....	5,160,034
Health Department	229,183
Outside Agencies	1,712,375
Operating Transfers	18,238,991
Contingency/Litigation	<u>410,894</u>
Total General Fund	\$52,303,029

Social Services Fund-012:

Estimated Revenues:	
From State Sources	\$2,276,430
From Federal Sources	3,066,620
Transfer from General Fund-011	<u>982,243</u>
Total Revenues	\$6,325,293

Appropriations:	
Administration	1,244,815
Eligibility	<u>5,080,478</u>
Total Social Services Fund	\$6,325,293

Children's Services Act Fund-015:

Estimated Revenues:	
From State Sources	\$2,500,913
Transfer from General Fund-011	<u>608,227</u>
Total Revenues	\$3,109,140

Appropriations:	
Administration	157,121
Direct Services	<u>2,952,019</u>
Total Children's Services Act Fund.....	\$3,109,140

Recreation Fund-035:

Estimated Revenues:	
Fees & Charges	\$173,050
Transfer from General Fund-011	<u>1,715,560</u>
Total Revenues.....	\$1,888,610

Appropriations:	
Recreation Center Div.....	642,295
Community Div	158,353
Athletics Div	137,733
Seniors Div.....	147,079
Pool Div	229,525
Parks Div.....	553,203
Grants	<u>20,422</u>
Total Recreation Fund.....	\$1,888,610

Marina Fund-038:

Estimated Revenues:	
Rentals.....	<u>\$25,000</u>
Total Revenues.....	\$25,000

Appropriations:	
Insurance	3,250
Operating Expenses	<u>21,750</u>
Total Marina Fund	\$25,000

Self-Insurance Fund-076:

Estimated Revenues:	
Transfer from General Fund-011	<u>\$500,000</u>
Total Revenues.....	\$500,000

Appropriations:	
Property/Liability Insurance Premiums	<u>500,000</u>
Total Self Insurance Fund.....	\$500,000

Anti-Litter Fund-053:

Estimated Revenues:	
From State Sources	<u>\$6,063</u>
Total Revenues.....	\$6,063

Appropriations:	
Operating Expenses	<u>6,063</u>
Total Anti-Litter Fund.....	\$6,063

Cemetery Fund-003:

Estimated Revenues:	
Interest Income.....	\$8,000
Grave Site Sales	<u>39,000</u>
Total Revenues.....	\$47,000

Appropriations:	
Repairs	14,000
Grass Cutting	27,000
Miscellaneous	<u>6,000</u>
Total Cemetery Fund	\$47,000

School Operating Fund-014:

Estimated Revenues:	
From State Sources	33,713,123
From Federal Sources	5,006,149
Other Revenues.....	502,953

Transfer from General Fund-011	12,242,921
Total Revenues.....	\$51,465,146
Appropriations:	
Non-Categorical.....	51,465,146
Total School Operating Fund.....	\$51,465,146
<u>School Textbook Fund-056:</u>	
Estimated Revenues:	
From State Sources	\$500,000
Total Revenues.....	\$500,000
Appropriations:	
Textbook Purchases	500,000
Total School Textbook Fund	\$500,000
<u>School Cafeteria Fund-057:</u>	
Estimated Revenues:	
From State Sources	\$62,007
From Federal Sources	2,350,000
Other Revenues	1,219,844
Total Revenues.....	\$3,631,851
Appropriations:	
Operating Expenses	3,631,851
Total School Cafeteria Fund	\$3,631,851
<u>School Bldg/Bus Replacement Fund-063:</u>	
Estimated Revenues:	
Transfer from School Operating Fund-014.....	
Total Revenues.....	
Appropriations:	
Appropriations	
Total School Bldg/Bus Replacement Fund.....	
<u>Solid Waste Fund-030:</u>	
Estimated Revenues:	
Fees & Charges	\$2,593,598
Total Revenues.....	\$2,593,598
Appropriations:	
Curb-Side Pickup	2,409,521

Convenience Center	<u>184,077</u>
Total Solid Waste Fund	\$2,593,598
 <u>Sewer Operations Fund-040:</u>	
Estimated Revenues:	
Charges for Services	\$9,828,340
Total Revenues.....	\$9,828,340
 Appropriations:	
Transfer to Sewer Maintenance Fund-041	8,191,969
Transfer to Sewer Bond Fund-043.....	<u>1,636,371</u>
Total Sewer Operations Fund	\$9,828,340
 <u>Sewer Maintenance Fund-041:</u>	
Estimated Revenues:	
Transfer from Sewer Operations Fund-040	\$8,191,969
Interest Income.....	<u>225,000</u>
Total Revenues.....	\$8,416,969
 Appropriations:	
Maintenance & Inspections.....	1,503,233
City Pump Stations	4,883,736
Capital	<u>2,030,000</u>
Total Sewer Maintenance Fund	\$8,416,969
 <u>Sewer Bond Fund-043:</u>	
Estimated Revenues:	
Transfer from Sewer Operations Fund-040	<u>\$1,636,371</u>
Total Revenues.....	\$1,636,371
 Appropriations:	
Bond Principal	550,000
Bond Interest.....	<u>1,086,371</u>
Total Sewer Bond Fund	\$1,636,371
 <u>Storm Water Fund #1-048:</u>	
Estimated Revenues:	
Storm Water Fees.....	\$856,500
From State Sources	<u>462,400</u>
Total Revenues.....	\$1,318,900

Appropriations:	
Operating Expenses	<u>1,318,900</u>
Total Storm Water Fund #1	\$1,318,900

Storm Water Fund #2-049:

Estimated Revenues:	
Storm Water Fees.....	<u>\$10,000</u>
Total Revenues.....	\$10,000

Appropriations:	
Operating Expenses	<u>10,000</u>
Total Storm Water Fund #2	\$10,000

Hopewell Water Renewal Fund-032:

Estimated Revenues:	
Industrial User Charges.....	<u>\$19,868,767</u>
Total Revenues.....	\$19,868,767

Appropriations:	
Operating Expenses	<u>19,868,767</u>
Total Hopewell Water Renewal Fund.....	\$19,868,767

Debt Service Fund-070:

Estimated Revenues:	
Food Tax	\$2,300,000
Lodging Tax.....	900,000
Fund 070 Revenue	1,283,806
Transfer from General Fund-011	<u>751,758</u>
Total Revenues.....	\$5,235,564

Appropriations:	
Debt Service.....	<u>5,235,564</u>
Total Debt Service Fund	\$5,235,564

Capital Projects Fund-071:

Estimated Revenues:	
From State Sources	\$1,000,000
Grant Fund	100,000
Transfer from General Fund-011	248,242
Transfer from General Fund I-295.....	<u>996,758</u>
Total Revenues.....	\$2,345,000

Appropriations:	
Capital Projects	
IT-Fiber Connections-2 nd Payment	\$165,000
Sheriff-2 Vehicles	60,452
Engineering-VDOT Projects.....	2,014,548
Public Works-Americans with Disabilities Masterplan.....	25,000
Marina-Riverwalk Phase II Construction	<u>80,000</u>
Total Capital Projects Fund	\$2,345,000

Economic Development Fund-075:

Estimated Revenues:	
Transfer from General Fund-011	<u>\$38,440</u>
Total Revenues.....	\$38,440

Appropriations:	
Operating Expenses	<u>38,440</u>
Total Economic Development Fund	\$38,440

Healthy Families Fund-090:

Estimated Revenues:	
Donations	\$157,500
Transfer from General Fund-011	<u>129,841</u>
Total Revenues.....	\$287,341

Appropriations:	
Operating Expenses	<u>287,341</u>
Total Healthy Families Fund	\$287,341

Sec. 2 Constitutional Officers and respective Constitutional Office employees shall receive the position salary approved by the Virginia Compensation Board or granted by the Virginia General Assembly. No Constitutional Officer shall be compensated for any vacation, sick, holiday, jury service, military leave, funeral leave or other paid time-off granted to city employees.

Sec. 3 Appropriations in addition to those contained in the general appropriation resolution may be made by the City Council only if there is available in the fund an unencumbered and unappropriated sum sufficient to meet such appropriation.

Sec. 4 Except as set forth in Sections 7, 14, 16, 17, 18, and 19 the City Manager may, as provided herein, authorize the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within the same department or appropriation function/category. The City Manager may transfer up to \$25,000 from the unencumbered balance of the appropriation of one appropriation

function/category to another appropriation function/category. No more than one transfer may be made for the same item causing the need for a transfer.

Sec. 5 The City Manager may increase appropriations for the following items of non-budgetary revenue that may occur during the fiscal year:

- a. Insurance recoveries received for damage to City vehicles or other property for which City funds have been expended to make repairs.
- b. Refunds or reimbursements made to the City for which the City has expended funds directly related to that refund or reimbursement.
- c. Any revenue source not to exceed \$25,000.

Sec. 6 All outstanding encumbrances, both operating and capital, at June 30, 2019 shall be re-appropriated to the 2019-20 fiscal year to the same department and account for which they are encumbered in the previous year.

Sec. 7 At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than Capital Projects, reserves, grants, and donations restricted to specific purposes.

Sec. 8 Appropriations for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the projects or until the City Council, by appropriate ordinance or resolution, changes or eliminates the appropriation. The City Manager may approve necessary accounting transfers between capital funds to enable the capital projects to be accounted for in the correct manner. Upon completion of a capital project, staff is authorized to close out the projects and transfer to the funding source any remaining balances. This section applies to all existing appropriations for Capital Projects at June 30, 2019 and appropriations in the 2019-20 budget year. The City Manager may approve construction change orders to contracts up to an increase of \$25,000 and approve all change orders for reductions to contracts.

Sec. 9 The City Manager may authorize the transfer of Sewer Services Capital Projects funds that are 20% or up to \$100,000 of the original project cost, whichever is less, from any Sewer Services Capital Project to any other Sewer Services Capital Project or to the original funding source. Should the actual contract price for a project be significantly (over \$100,000) less than the appropriation, the City Manager may approve transfer of excess funds to the funding source prior to completion of the project.

Sec. 10 The City Manager is hereby authorized and directed to apply for and accept all city eligible grants which require no local match money to receive without further City Council action.

City Manager is further authorized to apply for and accept eligible grants of \$50,000 or less and with up to fifty (50) percent or less of the total dollar grant amount match

requirement. City Manager is authorized to use current budget appropriated funds towards any local match required. Any grant application/award greater than \$50,000 must be approved by Council prior to the city administration making application.

The City Manager is hereby authorized to sign and execute all necessary documents for the acceptance of any city grant approved by Council.

Sec. 11 City Council approval of any grant of funds to the City constitutes the appropriation of both the revenue to be received from the grant and the city's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year, but shall remain appropriated until completion of the project or until Council, by appropriate resolution, changes or eliminates the appropriation.

The City Manager may reduce any grant appropriation to the level approved by the granting agency during the fiscal year. The City Manager may approve necessary accounting transfers between accounts to enable the grant to be accounted for in the correct manner. Upon completion of a grant project, staff is authorized to close out the grant and transfer back to the funding source any unspent remaining balances. This applies to appropriations for grants outstanding at June 30, 2019 and appropriations in the 2019-20s budget year.

Sec. 12 The City Manager may appropriate both revenue and expenditure for donations made by citizens or citizen groups in support of city programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be re-appropriated into the subsequent fiscal year for the same purpose.

Sec. 13 The City Manager may reduce revenue and expenditure appropriations related to programs funded all or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency.

Sec. 14 The ~~Director of Finance~~ City Manager is authorized to make transfers to the various funds for which there are transfers budgeted. The ~~Director of Finance~~ City Manager shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfers are to be made.

Sec. 15 The City Treasurer may advance monies to and from the various funds of the City to allow maximum cash flow efficiency. The advances must not violate city bond covenants or other legal restrictions that would prohibit an advance.

Sec. 16 The City Manager is authorized to make expenditures from Trust & Agency Funds for the specified reasons for which the funds were established. In no case shall the expenditure exceed the available balance in the fund.

Sec. 17 The City Manager may appropriate revenues and increase expenditures for funds received by the City from asset forfeitures for operating expenditures directly related

to drug enforcement. This applies to funds currently on-hand at June 30, 2019, and all funds received in the 2019-20 budget year, shall not lapse but be carried forward into the next fiscal year.

Sec. 18 After completion of all necessary audit transactions for the General Fund, the City Manager may increase appropriations or authorize transfers of existing appropriation at June 30 as follows:

- a. Subsequent to all audit adjustments and the ending general fund balance is maintained at maximum of 10% of general fund expenditures, transfer all available current year operation funds to the unassigned fund balance of the Capital Projects Fund for future capital projects.
- b. At year-end, any budgeted Fire Department appropriations in excess of actual expenditures for the year shall be transferred to a reserve account for future fire equipment purchases. This applies to funds on-hand at June 30, 2019, and all funds received in the 2019-20 budget year.

Sec. 19 The City Manager is authorized to reallocate funding sources for Capital Projects, arbitrage rebates/penalties, and debt services payments and to appropriate bond interest earning to minimize arbitrage rebates/penalties. This authority would include the appropriation of transfers among funds to accomplish such reallocation. Budgets for specific Capital Projects will not be increased beyond the level authorized by sections 4 and 5. This applies to funds currently on-hand in at June 30, 2019 and all funds received in the FY 2019-20 budget year.

Sec. 20 The City Manager is authorized to transfer among appropriation categories any amount of funds associated with implementation of the VJCCA Grant to record transactions.

Sec. 21 The City Manager is authorized to transfer among appropriation categories any amount of monies associated with implementation of the Children's Services Act for at-risk youth and families, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to Council for appropriation.

Sec. 22 The City Manager is authorized to disburse state Four-For-Life Program funding to the Hopewell Emergency Crew for authorized expenditures or to disburse funds between the Hopewell Emergency Crew and the Hopewell Bureau of Fire, all in the best interest of providing emergency services to Hopewell. Amount of funds authorized to be disbursed shall not exceed the state funding award.

Sec. 23 The City Manager is authorized, upon approval of Council, to transfer among appropriation categories any amount of monies associated with implementation of the Department of Social Services budget for services, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to city council for appropriation.

Sec. 24 Effective upon adoption of this resolution, the City Manager is authorized to approve transfers within operating funds as long as total net spending is not exceeded, and all transfer activity is to be reported to Council on a monthly basis.

The City Manager is authorized, only upon the approval of Council, to transfer between funds should fiscal conditions or circumstances prescribe that the transfer is required. The transfer amount must not result in a deficit balance in the Fund that the transfer is being made from.

Sec. 25 The City Manager is hereby authorized, upon approval of Council, to reassign or reallocate any full-time authorized position within the authorized fund complement of positions to a lower or higher grade after the City Classification and Compensation Study Committee has approved the job evaluation and made its recommendation to the City Manager. This authority is not to be construed as giving the City Manager authority to create or increase the authorized full-time City work force. Council reserves to itself the authority to increase or decrease the authorized full-time employee positions.

Sec. 26 Effective July 1, 2019, the following will be the City share of health care cost from The Local Choice (Anthem):

Active Employee Health Insurance (TLC) Rates for 19-20

High Deductible Health Plan (HDHP) with HSA*	Employee Share (per pay)	Employee Share (per month)	City Share (per month)	Total Premium (per month)
Employee Only	\$35.63	\$71.27	\$391.73	\$463.00
Employee + Spouse	\$100.95	\$201.89	\$655.11	\$857.00
Employee + Child	\$83.40	\$166.80	\$690.20	\$857.00
Employee + Children	\$83.46	\$166.93	\$1,083.07	\$1,250.00
Employee + Family	\$166.80	\$333.59	\$916.41	\$1,250.00
Key Advantage 250	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$50.50	\$101.00	\$533.00	\$634.00
Employee + Spouse	\$151.31	\$302.62	\$870.38	\$1,173.00
Employee + Child	\$121.04	\$242.08	\$930.92	\$1,173.00
Employee + Children	\$120.98	\$241.95	\$1,470.05	\$1,712.00
Employee + Family	\$256.11	\$512.22	\$1,199.78	\$1,712.00
Key Advantage Expanded	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$78.70	\$157.40	\$527.60	\$685.00
Employee + Spouse	\$204.31	\$408.62	\$858.38	\$1,267.00
Employee + Child	\$174.04	\$348.08	\$918.92	\$1,267.00
Employee + Children	\$197.98	\$395.95	\$1,454.05	\$1,850.00

Employee + Family	\$333.11	\$666.22	\$1,183.78	\$1,850.00
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Retirees:

Non-Medicare/Early Retiree Health Insurance (TLC) Rates for 19-20

20+ Years of Service (City Pays 30% of the total premium)			
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage Expanded	\$479.50	\$205.50	\$685.00
TLC Key Advantage 250	\$443.80	\$190.20	\$634.00
TLC HDHP	\$324.10	\$138.90	\$463.00

15-19 Years of Service (City Pays 20% of the total premium)			
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage Expanded	\$548.00	\$137.00	\$685.00
TLC Key Advantage 250	\$507.20	\$126.80	\$634.00
TLC HDHP	\$370.40	\$92.60	\$463.00

Retirees hired before 7/1/03 retiring after 1/1/04:

Council authorizes and directs a policy change, effective July 1, 2017, that the City will continue to pay health insurance for the three spouses currently under the age of 65 until those spouses turn 65. The City will then cease payment of their health insurance. Also effective July 1, 2017, the City will continue to pay for the health care for the spouses of retirees until July 2018. Effective July 1, 2018, the City will pay 50% of the spousal coverage until June 30, 2019. Council authorizes and directs that effective July 1, 2019; the City will no longer pay any portion of health insurance costs for the spouses of any retirees.

Any city retiree eligible for Virginia Retirement System health insurance credit shall have the city health insurance contribution reduced by a dollar amount equal to the VRS eligible health insurance credit amount. The VRS health insurance credit shall be calculated by an amount equal to \$1.50, or current rate approved by VRS, times the years of service with a maximum reduction amount of \$45.00 dollars, or the maximum amount authorized by VRS.

City Manager is authorized and directed to terminate the health insurance coverage for any retiree who fails to pay the city their respective share of the health insurance premium and who is sixty (60) days delinquent on premium payments. Any retiree who has their insurance coverage terminated for failure to pay their respective share of premium shall not be eligible for re-enrollment until the delinquent premiums are paid to the city and only at the next open enrollment period.

Sec. 27 Council authorizes and directs that the City shall only pay such amount equal to the City contribution share of the premium cost as authorized in Sec. 26, above, and any additional insurance coverage costs selected by employee shall be paid by employee by payroll deduction in the month prior to the premium due date.

For any employee electing to enroll in the HSA plan of record, the city shall contribute the sum of \$1,400.00 for single coverage and \$2,700.00 for family coverage, to be paid monthly into employee HSA account; to include employee and child or employee and spouse, paid the second pay period of each month on the basis of 24 pays per year. If employee is hired before 15th of month credit for that month is given, after 15th of month credit and contribution payments shall begin the following month, to the employee HSA established at the city bank of record for HSA accounts.

Sec. 28 City Council authorizes and directs the employee contribution share (5%) of VRS pension contribution rate to be paid by all employees as of July 1, 2019 Employee share of VRS pension contribution shall be deducted on a bi-weekly basis on the assumption of 24 pays per year. Contribution will be effective for the month in which it is deducted. Prior to the 15th of the month, credit shall be given for the month and the monthly employee contribution shall be deducted. After the 15th of the month VRS deduction and credit shall begin 1st day the following month. Elected Constitutional Officers shall pay the VRS 5% employee contribution on the same basis as city employee.

Sec. 29 City Council authorizes the VRS retirement multiplier for Hopewell Public Safety positions to change from 1.7% to 1.85%.

--oo0oo--

I, Ronnieye L Arrington, City Clerk of the City of Hopewell, Virginia, do certify that the foregoing is a true and correct copy of a resolution of the City of Hopewell duly adopted on the 28th day of May, 2019.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia, this 7th day of June, 2019.

/s/ Ronnieye L Arrington

Ronnieye L Arrington
City Clerk

S E A L

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request to Appropriate Capital Improvement Funds and Receipt of Grant for King’s Court Park

ISSUE: The Hopewell Recreation and Parks Department was notified on Monday, June 3, 2019, that it had received a \$30,000 grant in support of the King’s Court Park renovation project. The grant is being provided by the National Recreation and Park Association and Disney in an effort to create or improve play spaces across the country which provides opportunities for increased physical activity for kids and families. The department requested \$80,000 in capital improvement funds to complete the project in fiscal year 2020. The project is unfunded at this time. At minimum, the grant requires a 1:1 ratio in matching funds. To complete the renovation project as designed, \$50,000 is required in capital funding.

RECOMMENDATION: City staff recommends the appropriation of \$50,000 in capital improvement funds to meet the matching requirements and to complete the project as designed for King’s Court Park.

TIMING: Action is requested at the June 11, 2019, meeting of Hopewell City Council.

BACKGROUND: King’s Court Park was established over 30 years ago and features aging playground equipment that does not meet current safety standards. The project will include a complete replacement of the playground equipment in addition to new picnic pavilions, drainage improvements, landscaping, signage, and improvements to accessibility via paved walking trails and handicap parking.

ENCLOSED DOCUMENTS:

- Grant Offer Letter

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			

STAFF:

Aaron Reidmiller, Director of Recreation and Parks

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

From: PlayspacesRFA <PlayspacesRFA@nrpa.org>
Date: June 3, 2019 at 3:20:19 PM EDT
To: "tgates@hopewellva.gov" <tgates@hopewellva.gov>
Subject: NRPA and Disney Play Spaces Grant Notice
Dear Thomas -

Congratulations! Thank you for applying for a 2019 Play Spaces grant from the National Recreation and Park Association (NRPA) in partnership with The Walt Disney Company. I am pleased to inform you that your agency has been selected to receive grant funding in support of your efforts to provide innovative and inclusive projects that increase physical activity for children and their families. We are excited to work with you this year as you implement your project.

Next Steps:

- * Confirm acceptance of grant via email by Wednesday, June 5, 2019.
- * Read through, sign and return the attached Memorandum of Understanding containing your specific grant information.
- * Upload a copy of your W9 to <https://nrpa.leapfile.net> .
- * We have a press release and marketing tool kit that will be sent shortly. Please do not make a public announcement about this grant award until you have received the toolkit and the national press release has been issued. This will allow confirmation of all notifications to take place before announcing the grantees.
- * Please let us know if there are additional organization contacts that should be added to our distribution list for future communications.

Grantee Kick-Off:

- * Mark your calendar for a mandatory welcome call on Wednesday, June 19, from 3 p.m. – 4 p.m. EST. All agencies are required to have at least one representative on this call as important grant information will be shared. (Call-in information to be sent).

If you have any questions about these immediate action items, please reach out. Again, as soon as we have a signed copy of your MOU and W-9 we can process your grant payment.

We are looking forward to working with you!

Take care,
Jennifer

Jennifer Stromberg
Program Manager

R-4



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

1200 New Jersey Ave, SE
Washington, DC 20590

April 4, 2019

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

SUBJECT: Tri-Cities Multimodal Passenger Station Study

Dear Chairman Webb:

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

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

Sincerely,

Marlys Osterhues
Chief, Environment and Corridor Planning
Federal Railroad Administration

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

CRATER PLANNING DISTRICT COMMISSION

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

To: Tri-Cities Metropolitan Planning Organization Policy Committee

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

Date: April 29, 2019

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

The MPO's Charge to the Technical Advisory Committee

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

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

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

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

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

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

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

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

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

CRATER PLANNING DISTRICT COMMISSION

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PHONE: (804) 861-1666 • FAX: 804-732-8972 • E-MAIL: info@craterpdc.org • WEBSITE: www.craterpdc.org
Dennis K. Morris, Executive Director

April 18, 2019

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

SUBJECT: Tri-Cities Multimodal Passenger Station Study

Dear Ms. Osterhues,

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

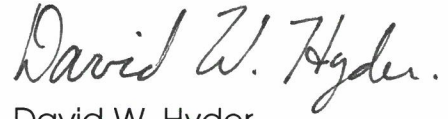
1. Is FRA deferring the decision with the intent to re-open the study later or must the MPO take an action to re-open the study; and
2. If FRA wants the MPO to take an action does this include a site location recommendation or decision?

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

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

You may reach me at dhyder@craterpdc.org .

Respectfully,

A handwritten signature in black ink that reads "David W. Hyder." The signature is written in a cursive style with a large initial 'D'.

David W. Hyder
Secretary - Tri-Cities MPO

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

REPORTS OF THE CITY COUNCIL

- **COMMITTEES**
- **INDIVIDUAL REQUEST**
- **ANY OTHER COUNCILOR**

IR-1

IR-2

ADJOURN