

AGENDA



CITY OF HOPEWELL
Hopewell, Virginia 23860

CITY COUNCIL

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

AGENDA

(804) 541-2408

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

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

February 8, 2022

REGULAR MEETING

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

OPEN MEETING

6:00 p.m. Call to order, roll call, and welcome to visitors

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section §2.2-3711 (A)(1) for discussion of personnel matters pertaining to specific council appointee terms of employment and to interview prospective candidates for employment to the School Board; and pursuant to Va. Code Section §2.2-3711(A)(6) for the purpose of discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the city would be adversely affected.

CLOSED MEETING

RECONVENE OPEN MEETING

Roll Call

CERTIFICATION

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

Roll Call

WORK SESSION

WS-1 – Conditional Use Permit 214 South 16th Avenue

WS-2 – Conditional Use Permit 1404 Roanoke Avenue

WS-3 – Conditional Use Permit Maryland Avenue

WS-4 – Conditional Use Permit Sub-Parcel #024-0305

REGULAR MEETING

Call to order, roll call, and welcome to visitors

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

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: Special City Council Meeting – December 16, 2021

C-2 Pending List:

C-3 Information for Council Review: EDA Meeting Minutes – October 4, 2022

C-4 Personnel Change Report: Personnel Change Report – January 2022

C-5 Public Hearing Announcements: FY22 School Board Budget Amendment – February 22, 2022

C-6 Routine Approval of Work Sessions: City Marina – February 22, 2022; American Rescue Plan Act – March 8, 2022

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

C-9 Resolutions, Proclamations:

SUGGESTED MOTION: To amend/adopt consent agenda

Roll Call

INFORMATION/PRESENTATIONS

Financial Report – Michael Terry

PUBLIC HEARING

UNFINISHED BUSINESS

COMMUNICATIONS FROM CITIZENS

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

Reports of Boards and Commissions:

HWR Commission – Vice Mayor Partin

REGULAR BUSINESS

Reports of City Manager:

R-1 – Downtown Facade Grant Program – Tevya Griffin

R-2 – 2023 Citywide Real Estate Assessment

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees

COUNCILORS REQUEST

CR-1 –

MOTION:

Roll Call

Presentations from Boards and Commissions

Other Council Communications

Adjournment

CLOSED
MEETING

CONSENT AGENDA

MINUTES

**December 16, 2021
Special Meeting
DRAFT**

MINUTES OF THE CITY COUNCIL MEETING

A Regular Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, October 12, 2021, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Patience Bennett, Mayor
 Johnny Partin, Vice Mayor
 Deborah Randolph, Councilor
 Jasmine Gore, Councilor
 Janice B. Denton, Councilor
 Brenda S. Pelham, Councilor (arrived at 6:05 pm)

ABSENT: Arlene Holloway, Councilor

 John M Altman, City Manager
 Peter Eliades, Acting City Attorney
 Mollie P. Bess, City Clerk

ROLL CALL

Mayor Bennett opened the meeting at 6:30 p.m. Roll call was taken as follows:

Mayor Bennett	-	present
Vice Mayor Partin	-	absent
Councilor Randolph	-	present
Councilor Holloway	-	absent
Councilor Gore	-	present (arrived at 6:40 p.m.)
Councilor Denton	-	present
Councilor Pelham	-	present

Moved to go into Closed Session by Councilor Randolph and seconded by Councilor Pelham pursuant to Va. Code Section 2.2-3711 (A)(6) for the purpose of discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected and Va Code 2.2-3711(a)(1) discussion of performance of specific public officers appointees, or employees of any public body.

Roll Call:	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes
	Councilor Randolph	-	yes

Motion Passes: 4 – Ayes
 0 – No

Mayor Bennett wanted it noted for the record that Councilor Holloway has been excused from the meeting this evening and Vice Mayor Partin is trying to make it in.

CLOSED SESSION

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Motion to come out of closed by Vice Mayor Parton and seconded by Councilor Pelham

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

Motion Passes: 6– Ayes
0 – No

CERTIFICATION

Certification pursuant to Virginia Code 2.2-3712(D) were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting?

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

Motion Passes: 6– Ayes
0 – No

SPECIAL MEETING

SB-1 – Sheriff’s Office Salary Increase Request

Meeting was turned over to Sheriff Kephart for his presentation on the Salary Increase requested for the Sheriff’s Office. He stated that the Sheriff’s office as the police and fire, have retention issues also. In the last two years the Sheriff’s office has lost deputies to other jurisdictions, and it is almost always due to pay. Two deputies on staff, one 18 and one 19 years consecutively. After that, there is one deputy at five years and after him, nobody gets to the five year mark. Governor Northam put forth a 20% increase and that increase is for base line entry level deputy sheriffs’. The compression angle to that plan is \$100 for every year of service. He stated he is seven com board positions, (that 20% will not go to any city funded full time or part time positions) out of those seven one is the sheriff, one the deputy and one the administrative assistant, so now we are down to four. So only four people that affects, their starting pay at that 20% will go to \$42,000. There is one deputy under that at 39,900, so the only increase is for that one deputy, the other are already above that. Suggest taking part time deputies putting them at a full time equivalent and they work by the hour, they do not get benefits. Councilor Gore asked to see the comparable to other jurisdictions. Would ask that this take affect January 1, 2022. Council would like the documentation about the potential 20% from the Governor. Numbers are on full staffing per Kephart, even though he does not have full staffing. Part time dispatchers are included in the \$30,000. City

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Special Meeting
DRAFT**

Manager Altman stated that if there is no language in the Governor's budget that prohibits what we can do, we can certainly look at using the money that came in to offset some of this cost. In recent years when the Governor has provided a pay increase they will have language that says the state offices will get a 5% increase however the local government has to have money in the budget for the raise also, so we end up footing a portion of that bill. Need to look at the language and the offset to see. Councilor Gore asked for explanation for public, how does the pay for this office typically work? City Manager explained that the 7 comp board positions are fully funded by the Virginia compensation board, those dollars are sent down to the city and we don't pay anything for those unless we supplement those positions. The other FTE's and part time's in that office, the City fully funds those. Assuming the 20% is going to flow through the comp board, then that 20% will only apply to those entry level comp board position in the Sheriff's office. Everything else is on the City's dollar, we cannot recapture all of that money based on the number of comp board positions that we have. We are just going to have to look at the language to be sure how to proceed. The 162,000 is the baseline and build in 2.5% every year. We would have to go to the unassigned fund balance, that number was 7,203,072, police and fire was \$619,328 which leaves available \$6,583,744. The rainy day fund is a different pot of money. Annual increase with the 2.5 would be \$14,000.

Motion made by Vice Mayor Partin and seconded by Councilor Pelham that we approve the pay request for the Sheriff's Department as presented with the exceptions of removing the Sheriff, the Chief Deputy, and the dispatchers and beginning on January 1, 2022. (Friendly amendment by Councilor Denton to remove the part timer's, Vice Mayor Partin and Councilor agreed to the friendly amendment.)

Substitute motion to put off vote for 3 months to see if the Governor will follow through and if he does not then revote – Substitute motion failed for lack of second.

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

Motion Passes: 6– Ayes
0 – No

SB-2 – Public Works Salary Proposal

Meeting was turned over to Mr. Watson for presentation and discussion of the Public Works Salary Proposal. Mr. Watson stated that he had reached out to 6 other localities for his salary study and that they all responded. Most are in line, not a lot of variation, so jobs had to be matched, what we did have is most of our guys especially our senior guys are 10 to 20% below their peers and that is because of salary compression. We have 7 out of 9 supervisors working at entry level, they have on average 9 years of experience average and they are at entry level. So to hire someone new, they can't be brought in any higher than entry level, so the whole department is at entry level, can't hire someone at more than the supervisor. We do have a deficiency issue in pay. There are challenges to retain our employees due to everyone being entry level, 60% of his staff are entry level. COLA's have not kept up. Would like to look at each position, see how long they have been here and give them a 2.5% increase for each year that

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Special Meeting
DRAFT

they have been here. Most staff are at 9 years so that might end of being a 10% or 15% raise, it would be very individual. He has a five person management team, three people on the team are entry level, it is really difficult to inspire them to stay as they get better and better at their jobs. Vacancy rate will go down if we pay them more than entry level.

Motion made by Councilor Gore and seconded by Vice Mayor Partin to endorse the Public Works Salary proposal plan to be effective January, 2022 and to support the proposal for FY22-23 to be in your proposed budget for Council in the next budget cycle.

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

Motion Passes: 6– Ayes
0 – No

Vice Mayor Partin was excused to leave the meeting per Mayor Bennett.

SB-3 – Financial Report

Mr. Michael Terry, Finance Director proceeded to the podium to present the financial report. In going back to the November 9 meeting and had gotten through section 1. In your report you will see the updates in red that have been made after the November 9 meeting. Payroll entry was discussed in detail by Council. PTO is broken into two buckets, you get one bucket July 1 and the next bucket January 1. If you spend it all you are out until your next bucket. If you leave, it is pro-rated out based on what you have earned. Councilor Gore requested all DEQ information be brought forward and discussed at a future meeting. Are we compliant? Councilor Randolph - Have talked for 3 years about changing our billing system to go from third party to be taken in house (Wastewater), when will that happen? CM wants to get with Attorney to get in place doing the storm water fee bill on the real estate tax bill, that would take one of those out. Councilor Randolph would like to see from CM a written plan for Council to view.

Motion made by Councilor Denton and seconded by Council Gore to adjourn.

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

Motion Passes: 6– Ayes
0 – No

**December 16, 2021
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Meeting Adjourned

Patience Bennett, Mayor

Mollie Bess, City Clerk

INFORMATION
FOR
COUNCIL REVIEW

EDA Meeting – October 04, 2021 @ 4:30 pm

Present: Shanna Story, Tom Wagstaff, Bob Moore, Elliot Eliades, Joan Gosier, Rita Joyner and Lynda Frink

Absent: none

Staff Present: Faith McClintic

Others Present: none

Called to order: Shanna Story, Chairperson called the meeting to order at 4:36 pm in Council Chambers Conference Room.

Approval of Agenda: Agenda was approved and distributed.

Minutes:

- The minutes of the September 13, 2021, meeting were reviewed. A motion was made by T. Wagstaff and 2nd by E. Eliades to approve the September 13, 2021 minutes. Motion carried.
- The minutes of the September 20, 2021, meeting were reviewed. A motion was made by T. Wagstaff and 2nd by E. Eliades to approve the September 20, 2021 minutes. Motion carried.

Treasurer's Report: T. Wagstaff gave the Treasurer's Report and reviewed the August 2021 Balance Sheet and P&L statements. He gave an update concerning the EDA audit. After Discussion, a motion was made by R. Joyner and 2nd by J. Gosier to approve the Treasurer's report. Motion carried.

Chairperson Report: none

Unfinished Business: none

Closed Session: none

New Business: none

Upcoming Events: Upcoming events and happenings were shared by the members.

Next meeting: November 01, 2021

Adjourn: Motion by T. Wagstaff to adjourn, 2nd by E. Eliades; adjourned at 5:10pm.

Minutes taken by Lynda K. Frink, Secretary

PERSONNEL REPORT

DATE: TO: February 02, 2022
FROM: The Honorable City Council
SUBJECT: Yaosca Smith, HR Administrator
 Personnel Change Report

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
TRAVIS STANLEY	SHERIFF	CITY SHERIFF	01/01/2022
ROSE CAMACHO	SHERIFF	PT SHERIFF DEPUTY	01/01/2022
MARK LILLY	SHERIFF	CHIEF DEPUTY SHERIFF	01/01/2022
JANCE VAZQUEZ	COMMONWEALTH ATTORNEY	ADMINISTRATIVE ASSISTANT	01/03/2022
JOHN SCHMIDT	SW MS4 COORDINATOR	PUBLIC WORKS	01/12/2022
DYLAN JOHNSTON	WATER RENEWAL	MAINTENANCE MECHANIC	01/12/2022
JAMES JONES	PUBLIC WORKS	FLEET MECHANIC	01/12/2022
AISHA PAGAN-ROMERO	WATER RENEWAL	ACCOUNTING TECHNICIAN	01/12/2022
KRISTINE HEDRICK	RECREATION	RECREATION MAINTENANCE SPECIALIST	01/12/2022
BRYAN THOMAS	FIRE	FIREFIGHTER	01/26/2022
STEVEN CHISHOLM	FIRE	FIREFIGHTER	01/26/2022
ROGER PARKER	PUBLIC WORKS	PW MAINTENANCE SPECIALIST	01/26/2022

SUSPENSIONS: 0

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
JOHNNIE BUTLER	PWS ENGINEERING	CITY ENGINEER	01/01/2022
RICHARD MOORE	PWS ENGINEERING	ENGINEER TECH	01/01/2022
JASON BURDETTE	PUBLIC WORKS	FLEET MECHANIC	01/14/2022
DEVRON REID	POLICE	EXECUTIVE ASSISTANT	01/17/2022
JENNIFER SEARS	HUMAN RESOURCES	HR DIRECTOR	01/18/2022
HERBERT SHARPE	WATER RENEWAL	WWT OPERATOR II	01/18/2022
JORDAN HEATH	PUBLIC WORKS	PW MAINTENANCE SPECIALIST	01/21/2022
SAMMY PHIPPS	PUBLIC WORKS	PW SUPERVISOR	01/24/2022
CATHERINE MITCHELL	RECREATION	PT ATHLETIC SITE ASST	01/27/2022

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

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

INFORMATION/ PRESENTATION

FINANCIAL REPORT

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.01.2021 to 01.31.22

Implementation Plan

- **External Reporting**
 - **Closing, Reporting and Audit Workflow**
 - **AFR (FY16, FY17, FY18, FY19)**
 - **APA (FY16, FY17, FY18, FY19)**
 - **Single Audit (FY16, FY17, FY18, FY19)**
 - **Other (FY16, FY17, FY18, FY19, FY20, FY21, FY22)**
 - **APA, DEQ, Single Audit, FAC (FY15)**
 - **Significant Issues Impacting Completion - AFR FY18**
 - **Report Issued Under Separate Cover 06.26.20**

- **Budget Development FY20 Close-out**
- **Budget Development FY21 Close-out**
- **Budget Development FY22 Close-out**
- **Budget Development FY23**

- **Internal Reporting**
 - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
 - **Reporting for the period of 12.31.2018 – 01.31.2022 will be limited in scope due to priority action given to External Reporting, Budget Development FY21 Close-out, Implementation Plan Close-out and Budget Development FY23 Implementation Plan**

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.01.2021 to 01.31.2022**

Implementation Plan

- **External Reporting**
 - **Closing, Reporting and Audit Workflow**
 - **AFR (FY16, FY17, FY18, FY19)**
 - **APA (FY16, FY17, FY18, FY19)**
 - **Single Audit (FY16, FY17, FY18, FY19)**
 - **Other (FY16, FY17, FY18, FY19, FY20, FY21, FY22)**

City of Hopewell, Virginia Closing, Reporting and Audit Workflow (CRAW)				
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning	12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2016	01.03.18	04.30.18	100%	Overall estimated % of completion as of 09.30.18
Phase:				
Annual Comprehensive Financial Report (ACFR)				
Cash reconciliations			100%	Task completed
Beginning general ledger balance reconciliation			100%	Task completed
Year end closing process			100%	Task completed
Fund Balance classifications			100%	Task completed
Pension (GASB 68)			100%	Task completed
Other postemployment benefits (GASB 45)			100%	Task completed
Government Wide Reconciliations			100%	Task completed
Financial Statement Preparation			100%	Task completed
Auditor of Public Accounts (APA) Report			100%	Actual Completion date 10.30.18
Single Audit Report			100%	Task Completed 01.12.21
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning	12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2017	05.01.18	08.31.18	100%	Overall estimated % of completion as of 03.29.19
Phase:				
Annual Comprehensive Financial Report (ACFR)				
Cash reconciliations			100%	Task Completed
Beginning general ledger balance reconciliation			100%	Task Completed
Year end closing process			100%	Task Completed
Fund Balance classifications			100%	Task Completed
Pension (GASB 68)			100%	Task Completed
Other postemployment benefits (GASB 45)			100%	Task Completed
Government Wide Reconciliations			100%	Task Completed
Financial Statement Preparation			100%	Task Completed
Auditor of Public Accounts (APA) Report			100%	Task Completed 6.28.19
Single Audit Report			100%	Task Completed 8.16.21
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning	12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2018	05.01.18	08.31.18	100%	Overall estimated % of completion as of 11.30.20
Phase:				
Annual Comprehensive Financial Report (ACFR)				
Cash reconciliations			100%	Task Completed
Beginning general ledger balance reconciliation			100%	Task Completed
Year end closing process			100%	Task Completed
Fund Balance classifications			100%	Task Completed
Pension (GASB 68)			100%	Task Completed
Other postemployment benefits (GASB 45)			100%	Task Completed
Government Wide Reconciliations			100%	Task Completed
Financial Statement Preparation			100%	Task Completed
				ACFR FY18 Significant Issues Impacting Completion - Issued Under Separate Cover 6.26.20
Auditor of Public Accounts (APA) Report			100%	Task Completed 10.22.21
Single Audit Report			100%	Task Completed 2.2.22
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning - Addendum				
Fiscal Year Ended June 30, 2019	04.01.20	09.30.20	27%	Overall estimated % of completion as of 01.31.22
Phase:				
Annual Comprehensive Financial Report (ACFR)				
Cash reconciliations			25%	
Beginning general ledger balance reconciliation			75%	Task work in process 01.31.22
Year end closing process			48%	Task work in process 01.31.22
Fund Balance classifications			0%	
Pension (GASB 68)			40%	Task work in process 01.31.22
Other postemployment benefits (GASB 45)			40%	Task work in process 01.31.22
Government Wide Reconciliations			0%	
Financial Statement Preparation			15%	Task work in process 01.31.22
Auditor of Public Accounts (APA) Report			0%	
Single Audit Report			0%	
				ACFR FY19 Updated Summary Status Statement Attached

City of Hopewell, VA
Closing, Reporting, and Audit Workflow (CRAW)
Attachment
Summary Status Statement

ACFR 2019:

- **City issued a Request for Proposal (RFP) for Financial Audit Services to be provided to the City by an audit firm for FY2019, FY2020, FY2021 and FY2022. Robinson, Farmer, Cox Associates is the firm selected by Staff to provide audit services to the City:**
 - **Staff has requested City Council to approve the selection of Robinson, Farmer, Cox Associates and authorize the City Manager to move forward with creating a contract for Council review and approval.**
 - **While awaiting the selection and hiring of an audit firm to perform the aforementioned audits, staff (City and Schools) is proceeding to execute the known and expected client tasks in preparation for the FY2019 audit.**

City of Hopewell, VA
Closing, Reporting, and Audit Workflow (CRAW)
Attachment
Summary Status Statement
(continued)

- **Cash Reconciliation (City and Schools)**
 - **Treasurer (including reconciliation Staff), Schools Staff and Finance Director met:**
 - **to evaluate the outcome of the 2018 audited cash reconciliation.**
 - **to realign communications, workflow, documentation and relative information that will result in a correct beginning balance (July 1, 2018) posting in Munis, as well as, enable the cash reconciliation for fiscal year ending 2019 to receive good audit results.**

City of Hopewell, VA				
July 01, 2021 to January 31, 2022				
Other				
FY16, FY17, FY18, FY19, FY20, FY21, FY22				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for 2018:	12.01.18	12.31.18	100%	Actual completion date 12.31.18
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2018:	01.01.19	02.15.19	100%	Actual completion date 01.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Perform Assessment & Planning Requirements for 2019:	12.01.19	12.31.19	100%	Actual completion date 12.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2019:	01.01.20	02.15.20	100%	Actual completion date 01.31.20
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Perform Assessment & Planning Requirements for 2020:	12.01.20	12.31.20	100%	Actual completion date 12.31.20
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2020:	01.01.21	02.15.21	100%	Actual completion date 01.31.21
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Perform Assessment & Planning Requirements for 2021:	12.01.21	12.31.21	100%	Actual completion date 12.31.21
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2021:	01.01.22	02.15.22	100%	Actual completion date 01.31.22
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Notification & Requests for Reporting				
State Compensation Board Reimbursement -- SCB (July 2021 - January 2022)	07.01.21	06.30.22	100%	Task completed
Department of Criminal Justice System -- DCJS (FY 2020-2021 Quarterly Reporting)	07.01.20	06.30.21	100%	Task completed
Department of Criminal Justice System -- DCJS Victim Witness Program Review	10.23.20	12.10.20		
Virtual Enhanced Program & Financial Desk Review			100%	Task completed 01.20.21
Closeout Letter Issued by DCJS confirming the City's successful document submission related to the December 10, 2020 site visit.			100%	Task completed 11.23.21
Coronavirus Relief Fund (CRF) Va. Department of Accounts Report				
Submission Compliance (Locally CRF Reporting):				
*1st Round (March 1 - June 30, 2020)	8.31.20	9.8.20	100%	Task completed - 9.8.20
*2nd Round (July 1 - September 30, 2020)	9.17.20	10.5.20	100%	Task completed - 10.5.20
*Subrecipient Monitoring CRF Survey Compliance	10.29.20	11.9.20	100%	Task completed - 11.5.20
*3rd Round (October 1 - December 30, 2020)	10.01.20	1.5.21	100%	Task completed - 1.5.21
Final Reporting Compliance as of December 31, 2021	12.31.21	1.5.22	100%	Task completed - 01.5.22
Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)				
Finance Staff (Finance Director, Financial & Budget Reporting Analyst, General Ledger Accountant) performed or participated in the following:				
Receiving and recalculation of recipient (City) funding allocation	6.1.21	7.31.21	100%	Task completed - 7.31.21
Virtual Training Governmental Fiscal Officer (GFOA):				
CSLFRF Compliance & Reporting Guidance Part 1	8.9.21	8.9.21	100%	Task completed - 8.9.21
CSLFRF Compliance & Reporting Guidance Part 2	8.10.21	8.10.21	100%	Task completed - 8.10.21
US Treasury Evidence and Evaluation Webinar	8.11.21	8.11.21	100%	Task completed - 8.11.21
Introduction to ARPA for Water Bill Assistance & Projects	8.12.21	8.12.21	100%	Task completed - 8.12.21
Qualifying & obtaining US Treasury Portal security access required for "Interim Reporting August 31, 2021 Mandate"	8.16.21	8.30.21	100%	Task completed - 8.30.21
Submission of Mandated August 31, 2021 Interim Report	8.18.21	8.31.21	100%	Task completed - 8.31.21
Continued Next Page				

City of Hopewell, VA					
July 01, 2021 to January 31, 2022					
Olthar					
FY16, FY17, FY18, FY19, FY20, FY21, FY22					
Continued From Previous Page					
	Date Start	Date Due	% Completion Status	Comment(s)	
Federal Automated System Implementations:					
1. Justice Grant System (JustGrants)	7.30.20	10.15.20	100%	Task completed - 10.15.20	
2. Department of Treasury's Automated Standard Application for Payment (ASAP)	7.30.20	10.15.20	100%	Task completed - 11.30.20	
Debt Service Payments:					
Due to December holidays and transition within the Treasurer's Office; Finance in consultation with the City's financial advisors, Davenport LLC and bond counsel determined it would be in the best interest of the City to take all necessary steps to ensure fulfillment of our covenant responsibility regarding timely January 2022 debt service payments.	12.14.21	01.18.22	100%	Task completed - 12.28.21	
Debt service payments were completed by Treasurer as requested by Finance.					
FEMA Grants Outcomes (FEMA Go) System Registration:					
Finance Director provided onboarding and account registration support to the Interim Fire Chief, Coordinator of Emergency Management Hopewell Fire & Rescue, to successfully submit grant application for "Assistance to Firefighters Grants"-Grant Number EMW-2021-FG-11920 and now also the City has a portal accessible for future grant application submission.	12.10.21	01.14.22	100%	Task completed - 01.14.22	
Munis Post Implementation Improvements, General Billing Training, Automated Cash Reconciliation, State and Estimated Income Munis Recordation, Tyler Open Finance Implementation and Deployment:					
Finance Director in conjunction with the City's ERP Administrator (Munis Project Manager) working with Finance Staff, Treasurer & Staff and Hopewell Water Renewal Staff to improve/correct or establish a platform for positive outcomes of accountability and performance	12.10.21	6.30.22	25%	Task work in process 01.31.22	
Arbitrage Rebate Calculation - Compliance Reporting:					
Finance at the recommendation of the City's Financial Advisory (Davenport) and bond counsel to take appropriate measures regarding obtaining an Arbitrage Rebate Calculation. Bingham ARS Inc is a state listed firm providing arbitrage rebate services in the Commonwealth of Virginia.	11.15.21	1.31.22	100%	Task completed - 01.27.22	
Bingham ARS Inc. ascertained "as of December 7, 2021, the second installment evaluation date, an arbitrage rebate or yield reduction payment is not due to the Internal Revenue Service. Since a payment is not due, it is not necessary to send documentation to the IRS" for Hopewell Series 2011A Sewer System Revenue Refunding Bonds.					
VDOT FY19 & FY20 ACFR Subrecipient Review Letter:					
VDOT issued an inquiry regarding funds received for FY19 and FY20 by the City from VDOT for transportation projects. In lieu of the availability of ACFR or SEFA for FY19 and FY20 with the assistance of Staff (Engineering Construction Manager) & City Manager, provided to the Finance Director information/documentation that was necessary to submit an open and full disclosure response to VDOT's inquiry, resulting in the City demonstrating its internal efforts to be accountable and responsive.	12.21.21	1.25.22	100%	Task completed - 01.25.22	
VDOT review results and comment: "Based on the review of just the response form and reconciliation provided by the City of Hopewell for fiscal years 2019 and 2020, no adjustments appear to be needed to VDOT's accounting records."					
MUNIS 2019.1 Upgrade					
Finance Department - Core Tester Participant	4.19.21	5.13.21	100%	Task completed	
Finance Department - Financial New Features Training					
Finance Department - HCM (Human Resources & Payroll) New Features Training					
Rating Agency requests:					
Coordinated with Davenport (City's financial advisor) to provide fiscal/budgetary information	7.15.21	8.31.21	100%	Task completed - 8.31.21	
Electronic Municipal Market Access -- EMMA					
(Escrow Deposit Agreement for 2015 Refunding)			0%	Not applicable year to date	
(Electronic Municipal Market Access (EMMA) Continuing Disclosure (Notice Regarding Late Payment on Bonds)	7.16.19	7.31.19	100%	Actual completion date 07.31.19	
Residential Sewer Rates Cost of Service Study			0%	Task on hold pending ACFR project completion	

City of Hopewell, VA				
External Reporting - APA, DEQ, Single Audit & FAC				
Issuance and/or Completion				
FY 2015				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%	
APA Reports (Comparative Transmittal, Sheriff's Report) DEQ (Landfill Financial Assurance Report) Single Audit Report Federal Audit ClearingHouse (FAC) Reporting Other				
Implementation Plan: Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18		
<u>APA Reports</u>				
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18
FY15 Sheriff Report			NA	The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of 01.31.18 the City had not made such request for FY15 or FY14. The City requested on 02.01.18 CBH and APA to consider the impact on the City's current CAFRs Implementation Plans (FY16, FY17 & FY18) APA advised on 02.05.18 it will not pursue requesting the FY15 Sheriff's internal controls attesting report for FY15.
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	The City requested on 02.01.18 DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17. DEQ advised on 02.02.18 since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis.
	01.25.19	02.25.19	100%	As requested by DEQ the City is implementing measures to reaffirm the standby trust put into place to satisfy DEQ requirements.
Single Audit Report FAC Reporting	01.03.18	01.31.18	100%	CBH provided the City with a draft FY15 report on 03.30.18. Finalization & issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP). CBH Issuance of the FY15 single audit & corresponding FAC Reporting is reset for 07.31.19

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.01.2021 to 01.31.2022**

- **Budget Development FY20 Close-out**
- **Budget Development FY21 Close-out**
- **Budget Development FY22 Close-out**
- **Budget Development FY23**

City of Hopewell, VA				
Budget Development				
FY 2019 - 2020				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2019 - 2020 Budget Development:	12.01.18	12.31.18	100%	
Annual Operating				
Capital Project				
Capital Improvement Plan (CIP)				
Draft Proposed City Budget Calendar for FY 2019 - 2020	01.15.19	01.31.19	100%	Task completion 01.31.19
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	01.31.19	02.22.19	100%	Task completion 02.21.19
Finalize City Budget Calendar for FY 2019 - 2020	02.22.19	02.28.19	100%	Task completion 04.08.19
Implement City Budget Calendar for FY 2019 - 2020	03.01.19	05.31.19	100%	Task completion 06.03.19
Prepare the approved FY20 City Budget for loading to the City's accounting administrative system (MUNIS)	6.17.19	6.28.19	100%	Task completion 06.30.19
Review & verify the loaded approved FY20 City Budget to the City's accounting administrative system (MUNIS)	6.24.19	6.28.19	100%	Task completion 06.30.19
Confirm & verify City departments having access to their loaded approved FY20 City Budget to the City's accounting administrative system (MUNIS)	6.27.19	6.28.19	100%	Task completion 07.01.19
Finance Department preparing DRAFT FY 2019-2020 Financial Plan (i.e. City budgetary document)	7.15.19	8.30.19	100%	Task completion 10.31.19 Finalized City budgetary document posted on City web site.

City of Hopewell, VA				
Budget Development				
FY 2020 - 2021				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2021 - 2021 Budget Development:				
Annual Operating (See attached City Manager's 11.22.19 email)	10.31.19	11.30.19	100%	Task completion 11.21.19
Capital Project	12.16.19	01.31.20		
Capital Improvement Plan (CIP)	12.16.19	01.31.20	100%	Task completion 03.20.20
Draft Proposed City Budget Calendar for FY 2020 - 2021	01.15.20	01.31.20	100%	Task completion 04.01.20
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders;	01.31.20	02.21.20	100%	Task completion 04.01.20
Finalize City Budget Calendar for FY 2020 - 2021	02.24.20	02.28.20	100%	Task completion 04.23.20
Implement City Budget Calendar for FY 2020 - 2021	03.02.20	05.29.20	100%	Task completion 06.25.20
Prepare the approved FY21 City Budget for loading to the City's accounting administrative system (MUNIS)	06.15.20	06.19.20	100%	Task completion 06.30.20
Review & verify the loaded approved FY21 City Budget to the City's accounting administrative system (MUNIS)	06.22.20	06.25.20	100%	Task completion 06.30.20
Confirm & verify City departments having access to their loaded approved FY21 City Budget to the City's accounting administrative system (MUNIS)	06.26.20	06.29.20	100%	Task completion 07.01.20
Finance Department preparing DRAFT FY 2020-2021 Financial Plan (i.e. City budgetary document)	07.15.20	09.30.20	100%	Task completion 10.15.20 Finalized City budgetary document posted on City web site.

City of Hopewell, VA Budget Development FY 2021 - 2022				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2021 - 2022 Budget Development:				
Annual Operating (See attached City Manager's 11.16.20 email)	11.16.20	12.31.20	100%	Task completed 12.31.20
Capital Project	12.16.20	01.29.21	100%	Task completed 1.29.21
Capital Improvement Plan (CIP)	12.16.20	01.29.21	100%	Task completed 1.29.21
Draft Proposed City Budget Calendar for FY 2021 - 2022				
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	01.29.21	02.22.21	100%	Task completed 2.22.21
Finalize City Budget Calendar for FY 2021 - 2022	02.23.21	02.26.21	100%	Task completed 2.26.21
Implement City Budget Calendar for FY 2021 - 2022	03.01.21	05.28.21	100%	Task completed 6.8.21
Prepare the approved FY22 City Budget for loading to the City's accounting administrative system (MUNIS)	05.15.21	06.18.21	100%	Task completed 6.18.21
Review & verify the loaded approved FY22 City Budget to the City's accounting administrative system (MUNIS)	06.21.21	06.25.21	100%	Task completed 6.24.21
Confirm & verify City departments having access to their loaded approved FY22 City Budget to the City's accounting administrative system (MUNIS)	06.28.21	06.30.21	100%	Task completed 6.30.21
Finance Department preparing DRAFT FY 2021-2022 Financial Plan (i.e. City budgetary document)	07.15.21	09.30.21	100%	Task completed 9.30.21

City of Hopewell, VA				
July 01, 2021 to January 31, 2022				
Budget Development				
FY 2022 - 2023				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2022 - 2023 Budget Development:				
Annual Operating (See attached City Manager's 11.30.21 email)	11.30.21	12.31.21	100%	Task completed 12.31.21
Capital Project	01.10.22	02.04.22	90%	Task work in process 01.31.22
Capital Improvement Plan (CIP)	01.10.22	02.04.22	90%	Task work in process 01.31.22
Draft Proposed City Budget Calendar for FY 2022 - 2023				
City Manager	01.17.22	01.31.22	100%	Task completed 01.31.22
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	01.31.22	02.21.22	25%	Task work in process 01.31.22
Finalize City Budget Calendar for FY 2022 - 2023	02.22.22	02.28.22		
Implement City Budget Calendar for FY 2022 - 2023	03.02.22	05.27.22		
Prepare the approved FY23 City Budget for loading to the City's accounting administrative system (MUNIS)	06.15.22	06.17.22		
Review & verify the loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)	06.21.22	06.24.22		
Confirm & verify City departments having access to their loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)	06.24.22	06.29.22		
Finance Department preparing DRAFT FY 2022-2023 Financial Plan (i.e. City budgetary document)	07.15.22	09.30.22		

Michael Terry

From: John M. Altman
Sent: Tuesday, November 30, 2021 10:17 PM
To: City Manager's Staff; CONSTITUT. OFFICERS; Mollie Bess; Benjamin Ruppert
Cc: Debbie Pershing
Subject: FY 2023 Budget Requests
Attachments: FY23 Implementation Plan.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Good evening all,

As you know one of our goals has been to return to our previous practice of initiating the next fiscal year budget process no later than the 2nd quarter of the current budget year. The attached FY 2022-2023 Operating Budget Implementation Plan outlines the City's steps toward the best practice of starting the new budget development process earlier.

You will receive from Ms. Pershing an "Alpha" FY 2023 Budget template and other related information to be completed and returned to the City Manager's Office. You will be required to enter the budget data into MUNIS once we have completed the FY19 ACFR. I apologize for the redundancy, but we need to begin the process of preparing the FY23 Operating Budget. All FY 2023 Budget submissions must be returned to me with a copy to Ms. Pershing no later than the close of business Friday, December 31, 2021.

Your attention and cooperation are appreciated. If you have any questions, please do not hesitate to contact me.

Thank you,



March Altman

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

(804) 541-2243
(804) 541-2248 fax
malman@hopewellva.gov

"Children are the world's most valuable resource and its best hope for the future." – John F. Kennedy

"Times and conditions change so rapidly that we must keep our aim focused constantly on the FUTURE." - Walt Disney

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City Manager's

FY 2022-2023

Operating Budget Implementation Plan

FY 2022-2023 (FY 2023) Operating and Capital Budget Implementation Plan Phases 1

thru 5 are as follows:

1. Alpha FY 2023 Budget
2. Preliminary FY 2023 Budget
3. Draft FY 2023 Budget
4. Proposed FY 2023 Budget
5. Adopted FY 2023 Budget

Phase Description:

Alpha FY 2023 Budget

Constitutional Officers and Department Directors are to provide an initial budget request for FY 2023 based on the baseline budget equal to the amount of the department adopted budget for FY 2022. Expenditures exceeding the baseline require an explanation and justification in the department's submission.

Preliminary FY 2023 Budget

Upon the completion and submission of the Alpha FY 2023 budget by departments, a preliminary budget will be compiled by the Finance Department and forwarded to the City Manager to review and meet with departments for discussion.

Draft FY 2023 Budget

Concluding the preliminary budget meetings and discussions by departments with the City Manager, Constitutional Officers and Department Directors will be asked to submit through Munis a formal budget request for FY 2023 based on the baseline budget equal to the amount of the department adopted budget for FY 2022. Expenditures exceeding the baseline require an explanation and justification in the department's submission.

Proposed FY 2023 Budget

Information submitted by Departments as requested under the Draft FY 2023 Phase will be compiled by the Finance Department and forwarded to the City Manager. The City Manager will review and frame a FY 2023 proposed budget for City Council's consideration.

Adopted FY 2023 Budget

Concluding the City Manager's presentation of the Proposed FY 2023 Budget to City Council, several work sessions will be conducted. At the conclusion of the work session(s) cycle it is anticipated City Council and the City Manager will agree on a FY 2023 Budget. The adoption of the FY 2023 Budget by City Council will be the confirmation of the agreement that the FY 2023 Budget provides adequate funding which will enable the City Departments to fulfill their mission in rendering of service to the citizens of Hopewell, Virginia

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.01.2021 to 01.31.2022

- **Internal Reporting**

- Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
- Reporting for the period of 12.31.2018 – 01.31.2022 will be limited in scope due to priority action given to External Reporting, Budget Development FY21 Close-out, Implementation Plan Close-out and Budget Development FY23 Implementation Plan

City Manager's Report on Transfers 07.01.2021 to 01.31.2022					
Activity	Account	Fund			
Date	Description	Type	From	To	Comment(s)
7/1-31/2021	City Manager Transfers for Reporting Period-None				
8/1-31/2021	City Manager Transfers for Reporting Period-None				
9/1-30/2021	City Manager Transfers for Reporting Period-None				
10/1-31/2021	City Manager Transfers for Reporting Period-None				
11/1-30/2021	City Manager Transfers for Reporting Period-None				
12/1-31/2021	City Manager Transfers for Reporting Period-None				
1/1-31/2022	City Manager Transfers for Reporting Period-None				

COMMUNICATIONS

FROM

CITIZENS

REGULAR
BUSINESS

R-1



CITY OF HOPEWELL
CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Appropriate funds to the Downtown Façade Program

ISSUE: Replenish depleted fund to reimburse developers for work completed in 2020.

RECOMMENDATION: Consider replenishing Downtown Façade Grant Program \$40,000 to reimburse four developers for work completed.

TIMING: Staff will provide a report at the February 8, 2022 City Council meeting.

BACKGROUND: Funded by the City in 2009, this program has contributed approximately \$194,000 in economic development resources into the Downtown. Now with a balance of \$5,877.29, it is requested that this program be replenished to reimburse four developers that completed eligible façade improvement work in 2020.

ENCLOSED DOCUMENTS:

- Power point presentation
Spreadsheet

STAFF:

Chris Ward, Senior Planner
Tevya W. Griffin, Director, Department of Development

FOR IN MEETING USE ONLY

MOTION:

Roll Call

SUMMARY:

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

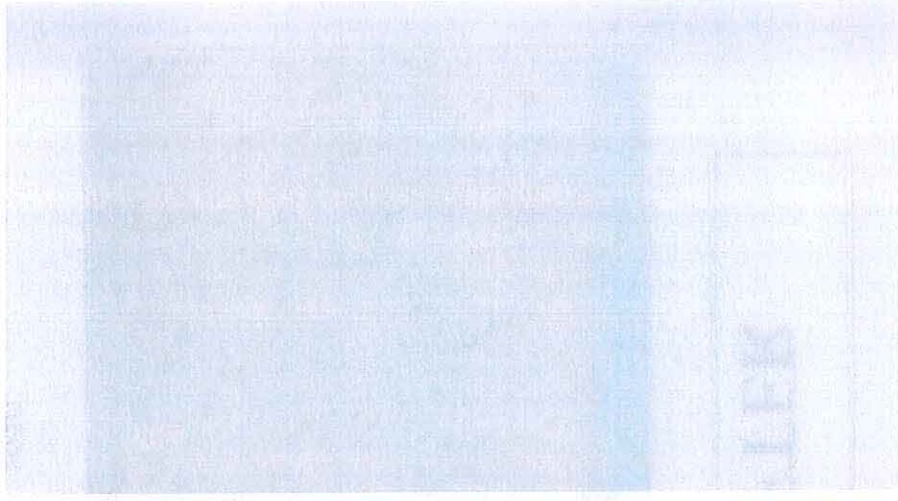
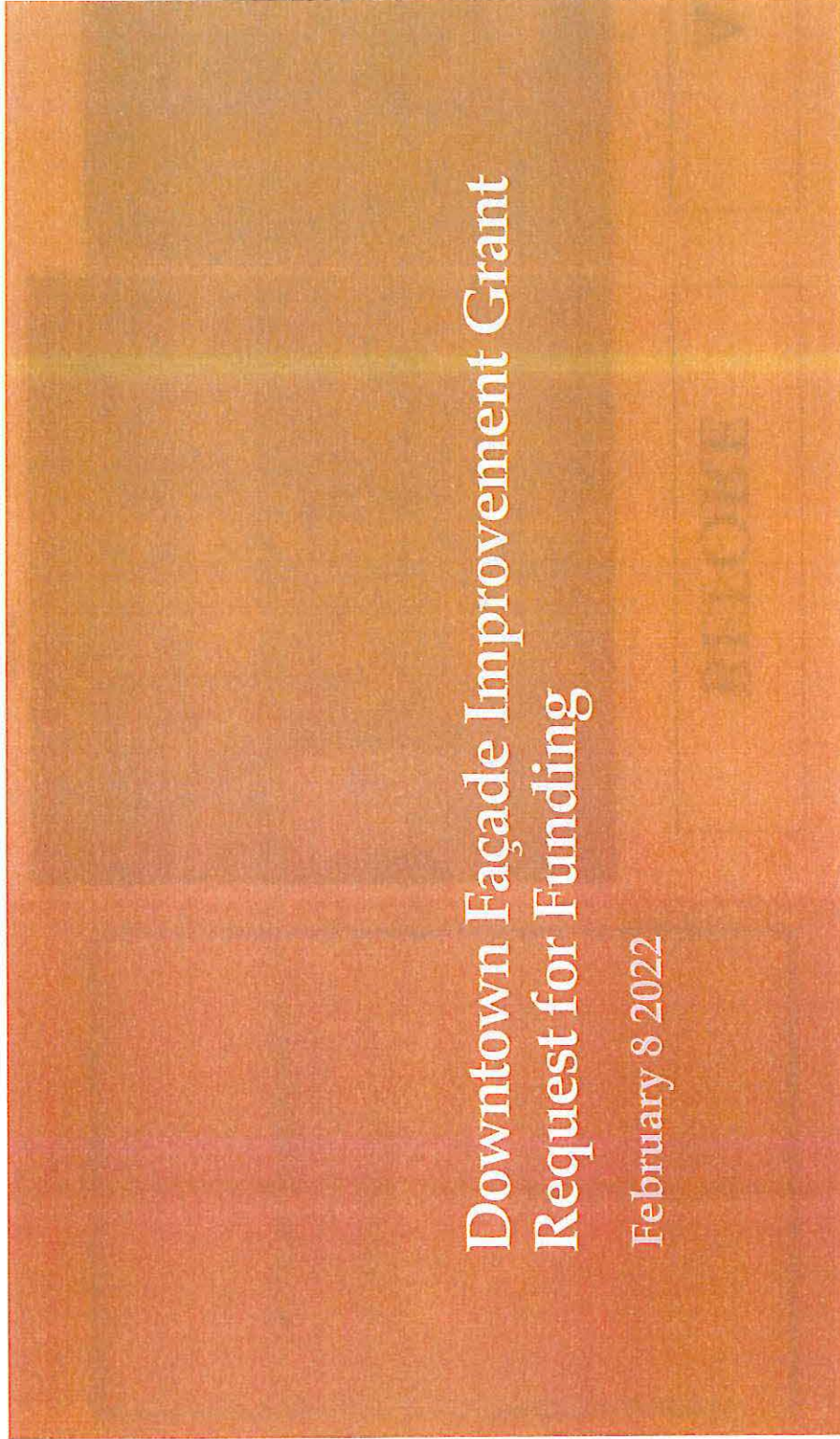
**Downtown Façade Improvement Grant Projects
completed in 2020 without reimbursement**

DATE RCVD	ADDRESS	OWNER	BUSINESS
2/6/2020	256 E. Broadway	Dino Lunsford	SOVA Yoga Studio
2/19/2020	201 E. Broadway	Gerald Bosch	Multiple Offices and the Cloths Rack Store
2/20/2020	222 E. Broadway	Horace (Frank) Hicks	Downtown Pups
12/16/2020	106 N. Main	Mark Mueller	1st Floor Voter Registration, 2nd Floor Apartments

PROPOSED WORK	AMOUNT			
Complete façade improvement	\$10,000			
Complete façade improvement	\$10,000			
Window replacement	\$10,000			
Storefront windows	\$10,000			

Downtown Façade Improvement Grant Request for Funding

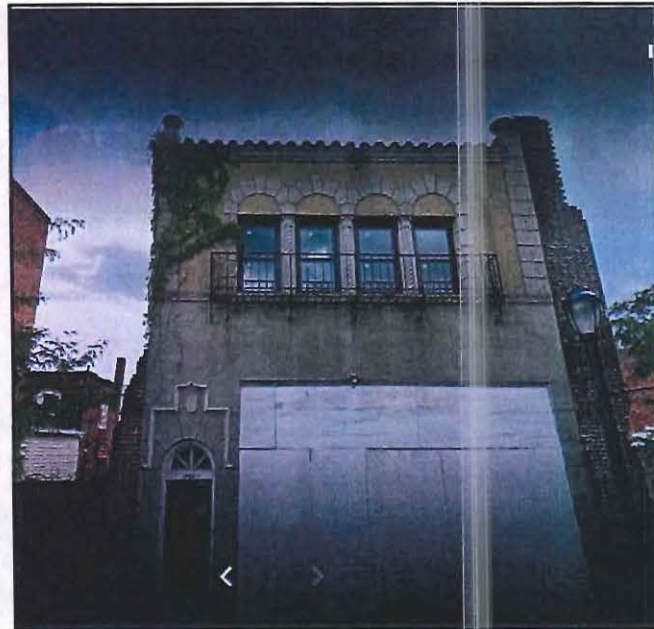
February 8 2022



256 East Broadway

\$75,000+ INVESTMENT

BEFORE



2019

AFTER



2020

201 East Broadway

\$90,000+ INVESTMENT

BEFORE



2012

AFTER



2020

222 East Broadway

\$20,000+ INVESTMENT

BEFORE



2012

AFTER



2020

106 North Main Street

\$130,000+ INVESTMENT

BEFORE



2012

AFTER



2020

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: 2023 Citywide Real Estate Reassessment

ISSUE: The City of Hopewell is required by §58.1-3250 of the Code of Virginia to conduct a general reassessment of real estate every two (2) years.

RECOMMENDATION: Staff requests City Council amend the FY22 budget by budgeting and appropriating \$130,000 from the Unassigned Fund Balance to begin work on the citywide general reassessment, and authorize the City Manager to take the necessary actions to begin the 2023 general reassessment.

TIMING: Action is request at the February 8, 2022 City Council meeting

BACKGROUND: §58.1-3250, General reassessment in cities, of the Code of Virginia requires cities in Virginia conduct a general reassessment of real estate every two (2) years. The Real Estate Assessor’s Office has lost ½ of the staff resources in the office due to a retirement and a resignation, and as a result will not be able to fulfill the statutory requirements of §58.1-3250. The Office is in the process of recruitment to fill the positions but does not anticipate having new staff on board and received the training necessary on ProVal, work permits, sales verifications, state reports, deeds, supplemental billings and abatements to complete a proper residential reassessment.

ENCLOSED DOCUMENTS:

- 2023 Real Estate Assessment Plan Memo

SUMMARY:

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

- FY 22 Budget Amendment Ordinance

STAFF:

John M. Altman, Jr., City Manager
Michael Terry, Director of Finance
Patrizia Waggoner, Real Estate Assessor

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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

**A RESOLUTION
AMENDING THE FISCAL YEAR 2021-2022 OPERATING BUDGET
FOR GENERAL REAL ESTATE ASSESSMENT**

WHEREAS, on June 8, 2021, the City Council of the City of Hopewell adopted the Budget Resolution adopting the City of Hopewell Fiscal Year 2022 budget in the amount of \$183,793,655; and

WHEREAS, Section 15.2-2507 of the Code of Virginia provides that any locality may amend its budget and must first hold a public hearing which is advertised once in a newspaper of general circulation if any such amendment exceeds one (1) percent of the total expenditures of the currently adopted budget; and

WHEREAS, the amendment of the budget in this resolution in the amount of \$130,000 (0.07%) does not exceed one (1) percent of the adopted budget and therefore a public hearing was not required; and

WHEREAS, the source of funding for the \$130,000 budget amendment is the Unassigned Fund Balance; and

WHEREAS, the funding included in this amendment is to provide funding in FY22 to begin the 2023 Citywide General Real Estate Reassessment;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hopewell hereby approves and adopts the Fiscal Year 2022 budget amendment and appropriates all funds as set forth in the amendment below:

GENERAL FUND – FUND 011	Approved Budget	Changes	Amended Budget
Revenues			
Unassigned Fund Balance transfer to General Fund – 011	\$ 54,975,610.47	\$130,000	\$ 55,105,610.47
Total	\$ 54,975,610.47	\$130,000	\$ 55,105,610.47
Appropriations			
Finance/Real Estate – Management Consultant	\$ 50,000.00	\$130,000	\$180,000.00
Total – General Fund (011)	\$ 54,975,610.47	\$130,000	\$ 55,105,610.47
Total Budget	\$ 184,412,983.47	\$130,000	\$ 184,542,983.47

ADOPTED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL ON FEBRUARY 8, 2022.

Witness this signature and seal

Patience A. Bennett, Mayor
City of Hopewell

VOTING AYE:
VOTING NAY:
ABSTAINING:
ABSENT:

ATTEST:

Mollie P. Bess, City Clerk
City of Hopewell

ADJOURNMENT

WORK SESSION

**CITY COUNCIL
WORKSESSION**

JANUARY 25, 2022



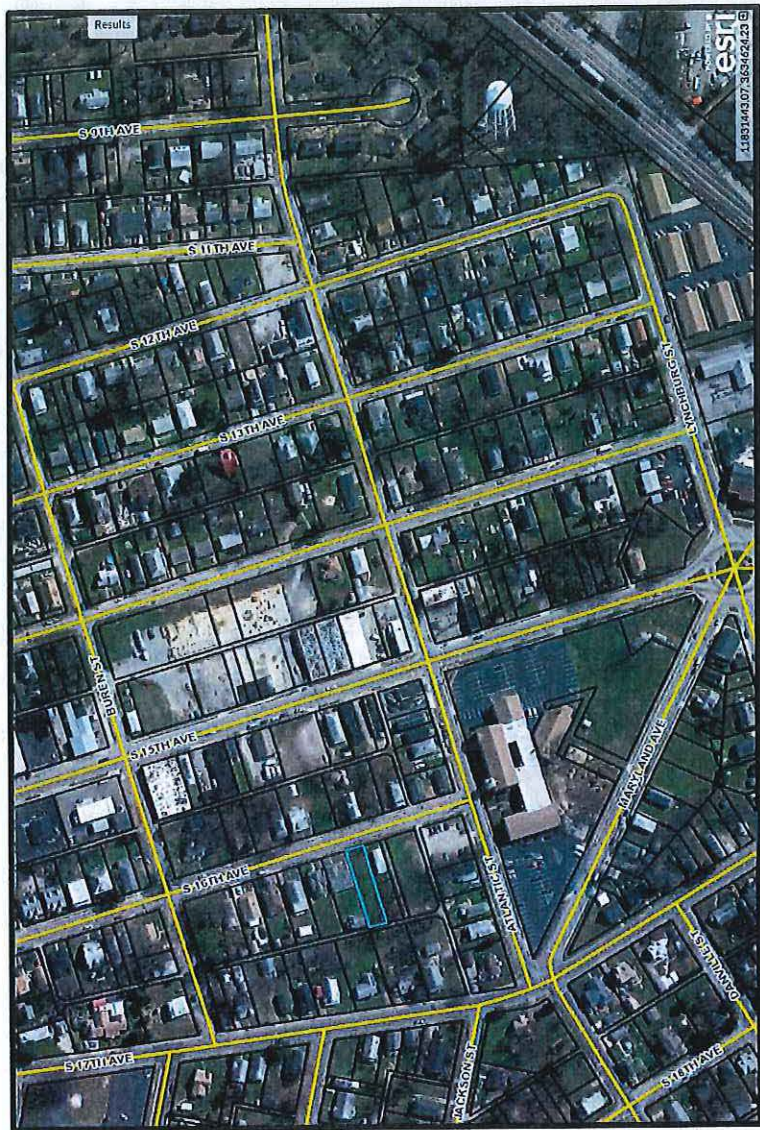


214 S. 16TH AVE.

CONDITIONAL USE PERMIT

C O C O C

214 SOUTH 16TH AVENUE



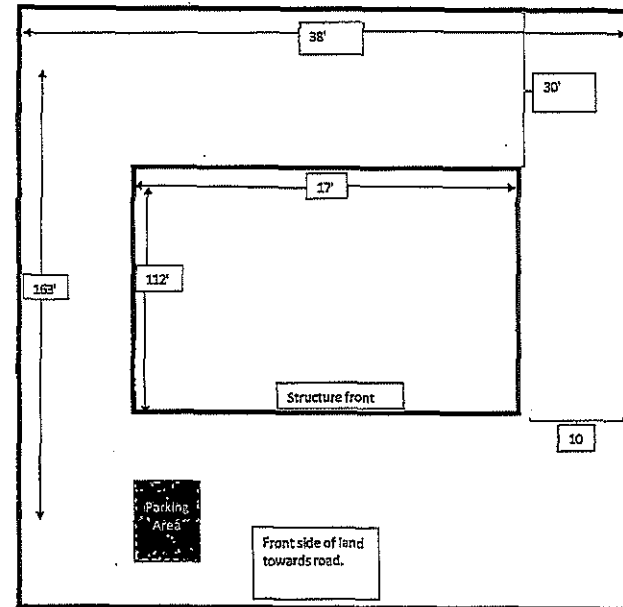


**Conditional
Use Permit**

- REQUEST TO BUILD A SINGLE FAMILY DETACHED HOME ON A NON-CONFORMING PARCEL
- LOCATED IN THE R-2, RESIDENTIAL, MEDIUM DENSITY ZONING DISTRICT

SUBJECT PROPERTY

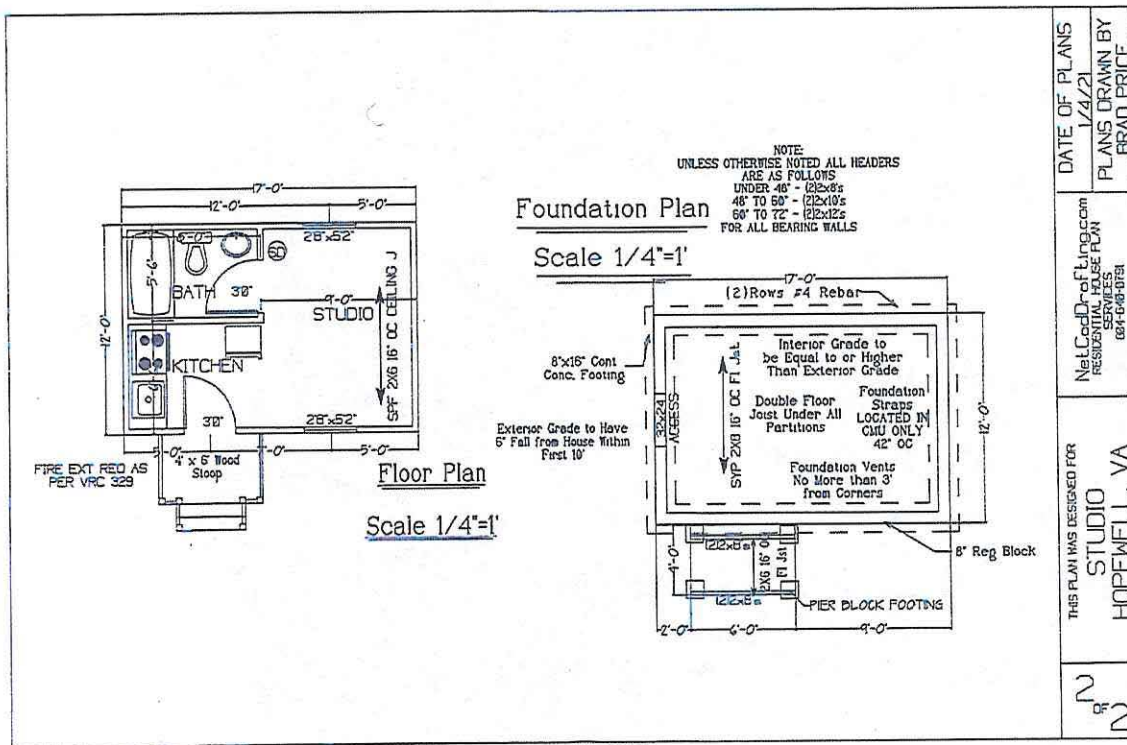
- Lot Size = 6,194 sq. ft.
- 38 ft. of frontage
- Required lot size: 7,500 sq. ft.
- Required frontage: 75 ft.




NEIGHBORHOOD CHARACTERISTICS

- Average home size: 1,423 square feet
- 3 bedrooms
- 1.5 baths
- 1.5 stories
- Architectural style: Bungalow & Cape Cod

PROPOSED HOUSE PLANS



- 207 sq. ft. studio
- Applicant will provide brick porch and foundation



Planning
Commission
Recommendation

The Planning Commission voted 3-0 to recommend denial of the permit because the application did not meet criteria 4 outlined in Article XXI, Section D. *Sub-Section d. Approval Criteria*. Specifically:

- The size of the structure, is not in keeping with the average size of homes present in the neighborhood.
- The architecture of the proposed home



QUESTIONS?

1404 ROANOKE AVE.

CONDITIONAL USE PERMIT

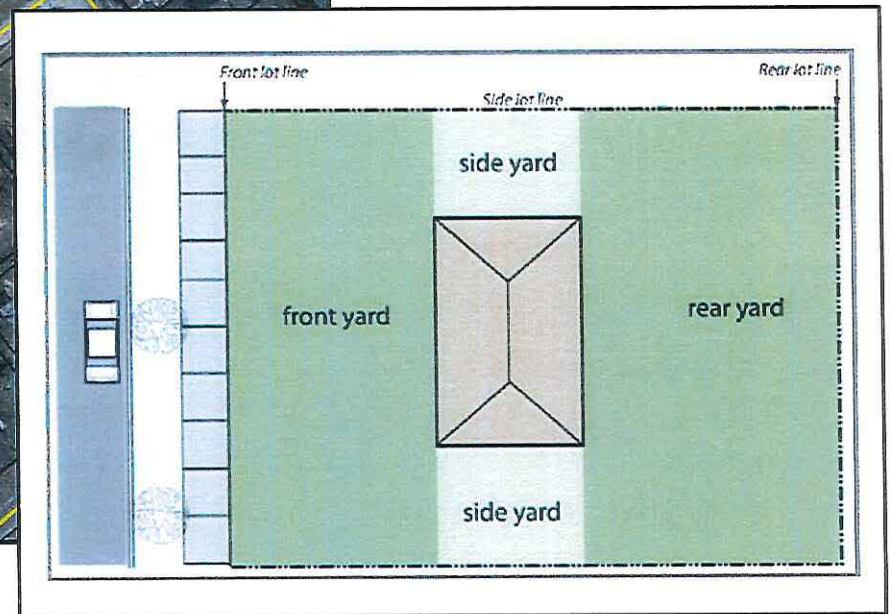


AERIAL MAP OF PROPERTY

1404 Roanoke Avenue



Typical yard setbacks diagram

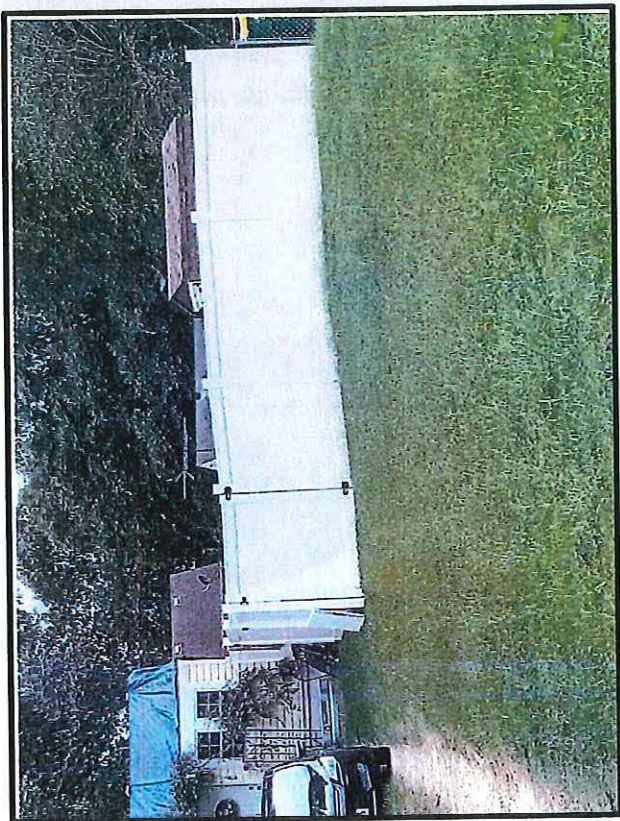
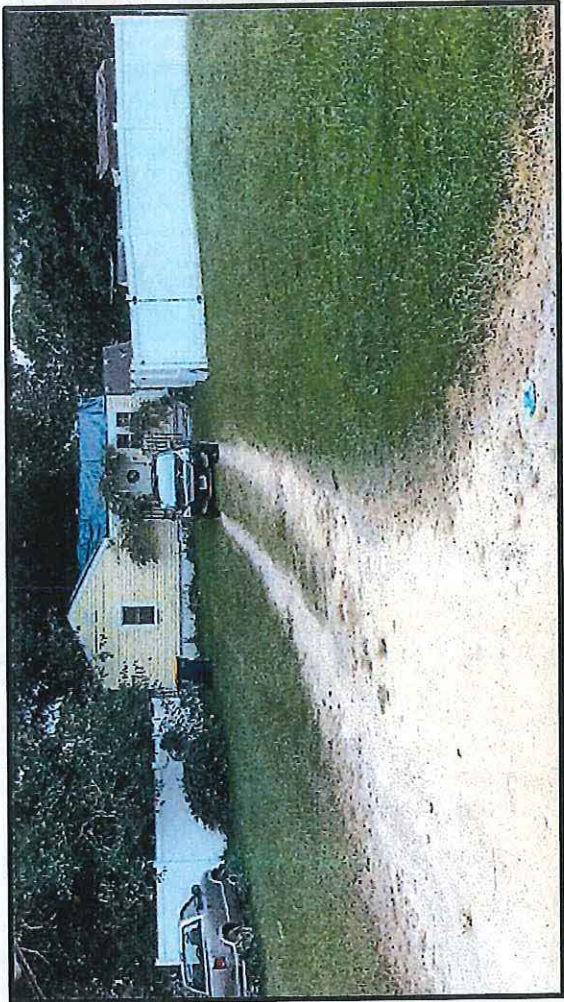




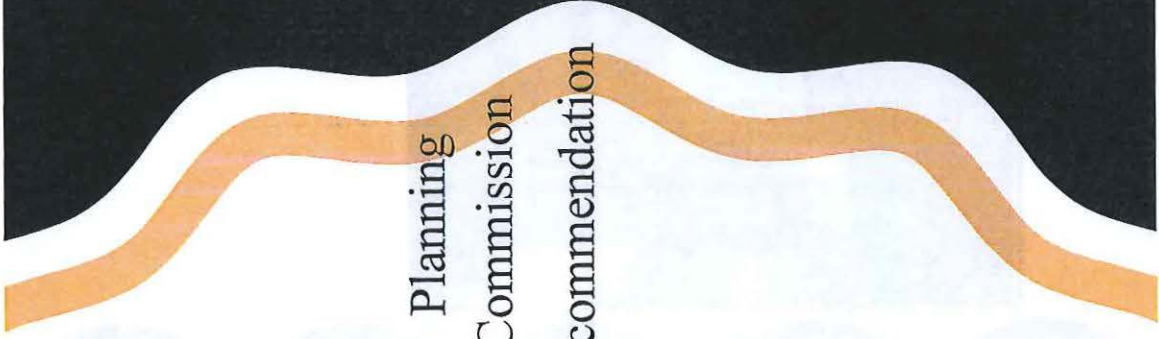
QUESTIONS?



QUESTIONS?



FENCE IN FRONT YARD



Planning Commission

- The Planning Commission voted 3-0 to recommend approval of the permit, with conditions, because the application met the criteria outlined in Article XXI, Section D. Sub-Section d. of the Hopewell Zoning Ordinance. The condition is that the owners must plant shrubbery within 2 years to obscure the bottom 3ft of fence in its entirety.

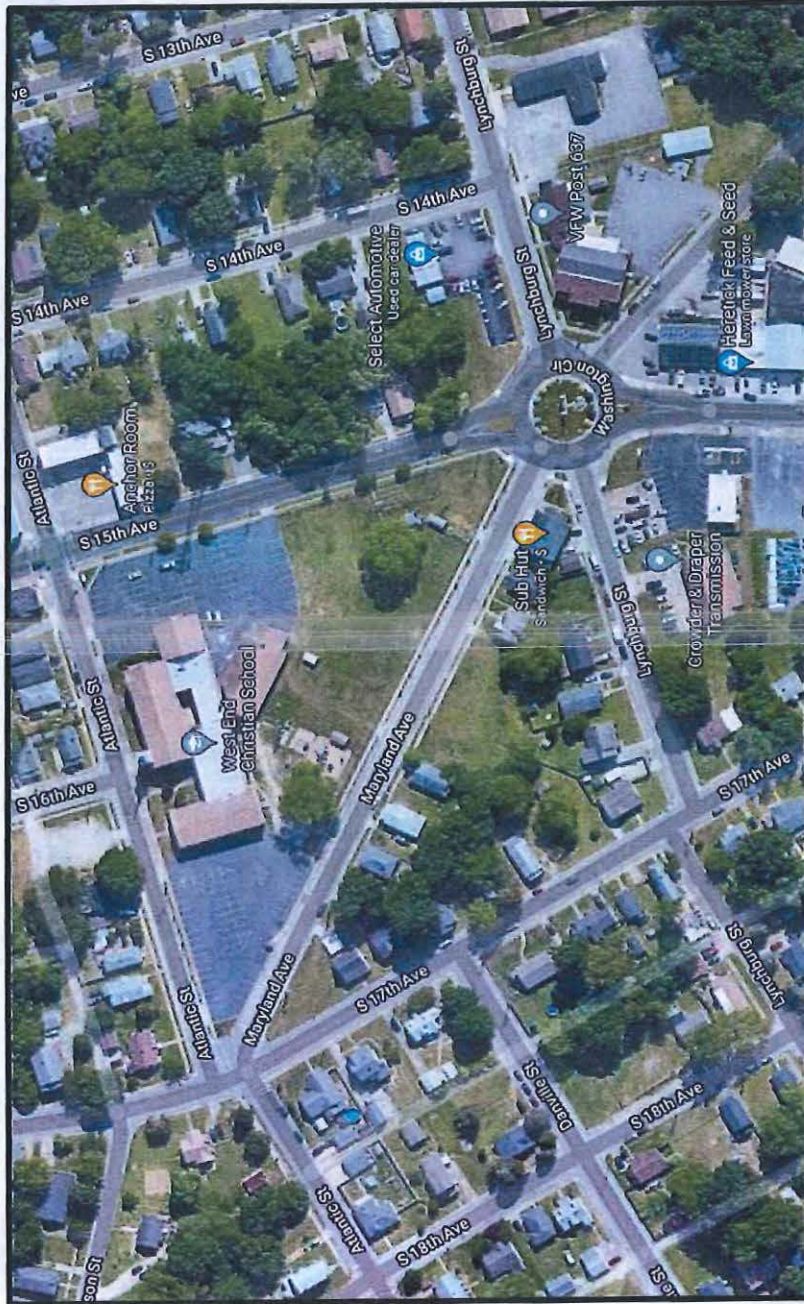
Recommendation

- Additionally, the Fire and Police Department had no objections to the placement of the fence. According to both departments, the presence of functioning gates gave emergency personnel access to the yard and home.

SUB-PARCEL#024-0305

CONDITIONAL USE PERMIT

VICINITY MAP



PROPERTY INFORMATION

- Lots 10-11, Block 4,
Buren Subdivision
- Ward 1
- R-2 Zoning District
- Parcel Size: 7,840 sq. ft.
- Parcel frontage: 61 ft.

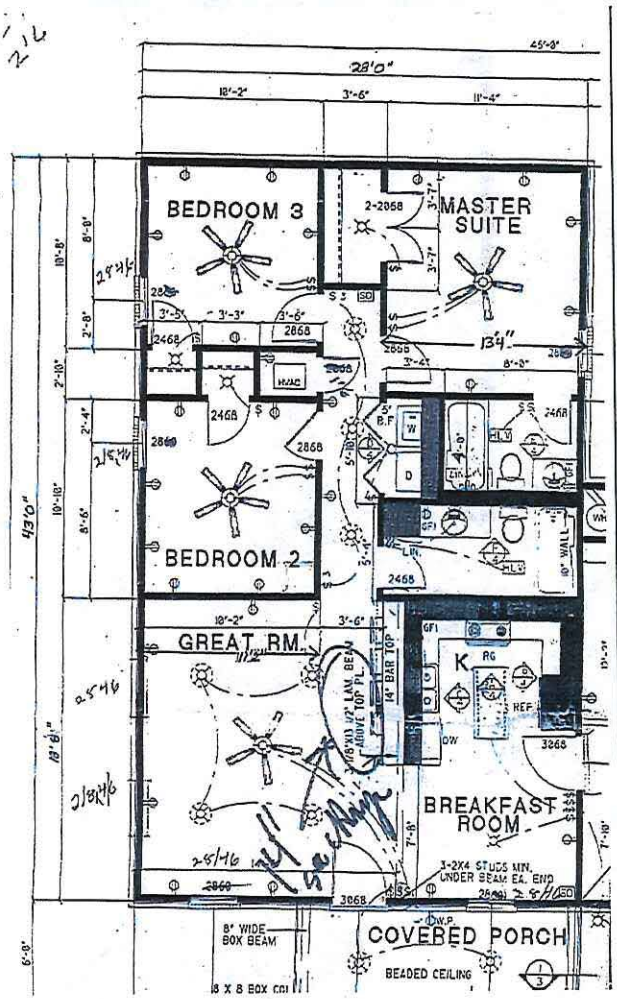


NEIGHBORHOOD INVENTORY

Average Year Built	1932	
# of Bedrooms	3	
# of Stories	1.25	
Exterior Siding	50% vinyl	11% masonite
	23% brick	Other: stucco, asbestos siding, wood, and concrete block
Average Square Feet	1,309	
Average Value of SFD	\$82,776.92	



FLOOR PLAN



PROPOSED CONSTRUCTION





Planning
Commission
Recommendation

- The Planning Commission voted 3-0 to recommend approval of the permit, with conditions, because the application met the criteria outlined in Article XXI, Section D. Sub-Section d. of the Hopewell Zoning Ordinance.
- The condition is that the owner must work with the Department of Development to provide brick front porch and foundation, and to provide a front building façade with varying architectural elements.

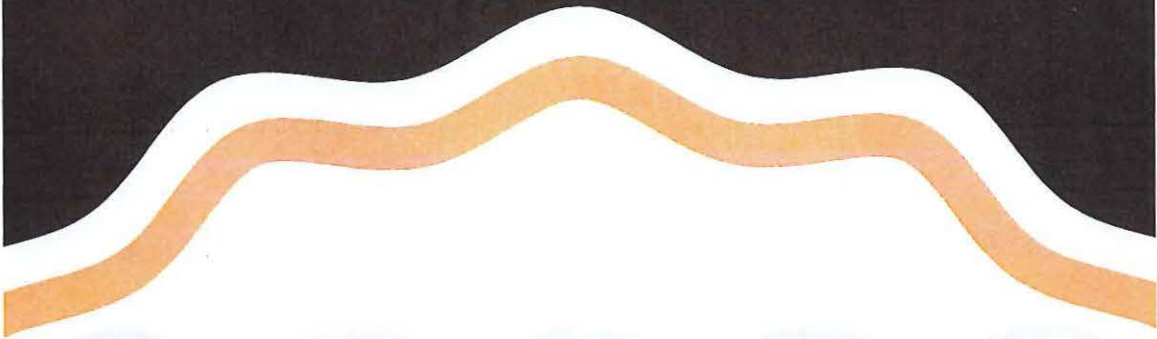


QUESTIONS?

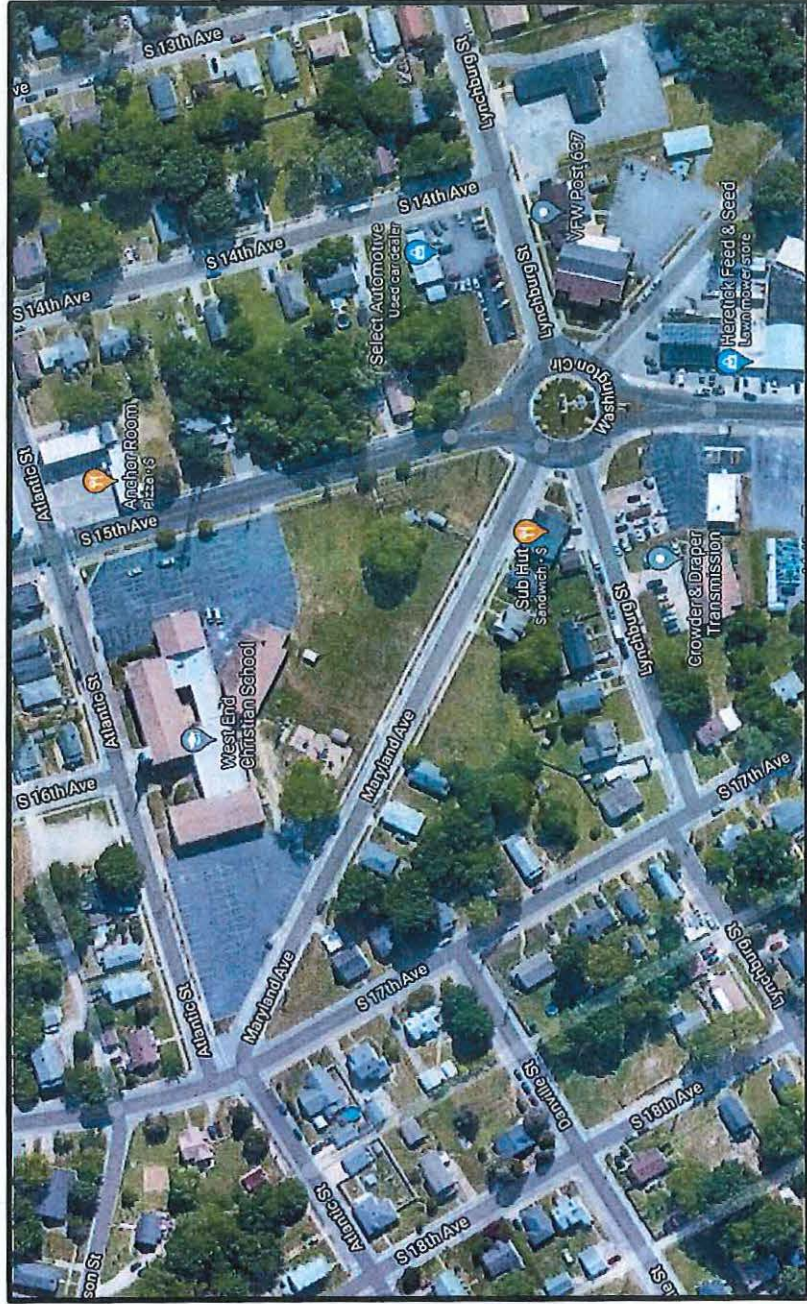


SUB-PARCEL#024-3510

CONDITIONAL USE PERMIT

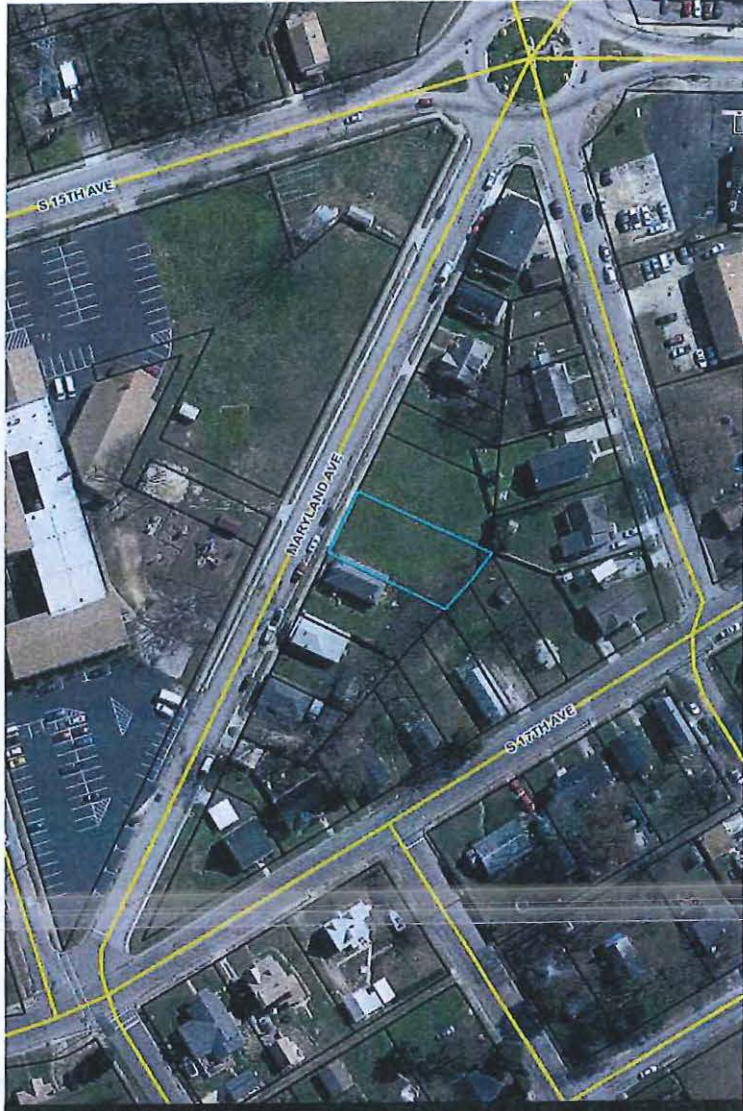


VICINITY MAP



PROPERTY INFORMATION

- Lots 12-13, Block 4, Buren Subdivision
- Ward 1
- R-2 Zoning District
- Parcel Size: 7,200 sq. ft.
- Parcel frontage: 60 ft.



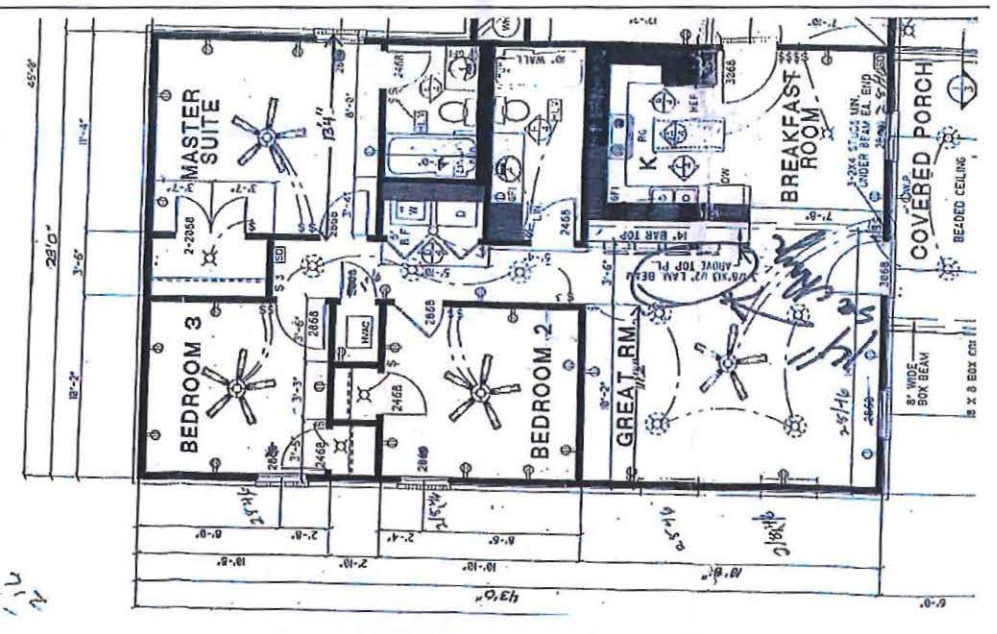
NEIGHBORHOOD INVENTORY

Average Year Built	1932	
# of Bedrooms	3	
# of Stories	1.25	
Exterior Siding	50% vinyl	11% masonite
	23% brick	Other: stucco, asbestos siding, wood, and concrete block
Average Square Feet	1,309	
Average Value of SFD	\$82,776.92	



FLOOR PLAN

PROPOSED CONSTRUCTION





Planning
Commission
Recommendation

- The Planning Commission voted 3-0 to recommend approval of the permit, with conditions, because the application met the criteria outlined in Article XXI, Section D. Sub-Section d. of the Hopewell Zoning Ordinance.
- The condition is that the owner must work with the Department of Development to provide brick front porch and foundation, and to provide a front building façade with varying architectural elements. Additionally, the fence encroachment issue between this property and 1507 Lynchburg Street must be cleared in favor of the applicant.

QUESTIONS?

WS-1



Applicant: Edgardo Ledee

214 South 16th Avenue

Conditional Use Permit

Staff Report prepared for the Planning Commission Regular Meeting

November 16, 2021

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

I. PUBLIC HEARINGS:

Planning Commission November 16, 2021 Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	6,194 square feet
Owner:	Jackie Butterworth
Election Ward:	Ward 1
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 024-0845 Lots 47 & ½ of 48, Block 8, Buren Subdivision
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request Edgardo Ledee for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record in the Medium Density, R-2, 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, Section 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 (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.

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.

V. SUBJECT PROPERTY:

The minimum square footage required to construct a single family detached home in the R-2 Zoning District is 7,500 square feet. The required lot width at the right-of-way line is 75 linear feet. The subject property meets the minimum square footage requirement but only has 38 feet of frontage at the right of way line and is therefore required to obtain a Conditional Use Permit from City Council.

The subject property is a vacant lot located in the Buren Subdivision at 216 South 16th Avenue, also identified as Sub-Parcel #024-0845. The property is located between two single family detached homes. On this portion of 16th Street from Atlantic Street to Buren there are 15 dwellings. West End Presbyterian Church is located at Atlantic and 16th. An unimproved parking lot is located at the western corner of Atlantic and South 16th and is used for overflow parking for West End Presbyterian Church.

VI. ZONING/STAFF ANALYSIS:

As of March 26, 2019, in order to construct a permitted use on a non-conforming lot of record, applicants must receive a Conditional Use Permit regardless of the zoning district.

When considering a conditional use permit, the Planning Commission must consider the seven conditions outlined in Article XXI of the Zoning Ordinance, cited on page 3. The Commission may also impose conditions that are suitable to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be a variance with either the exterior architectural appeal and/or the functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district.

A single family detached home is a suitable use on this property. The required side yard setback in the R-2 District is 10 feet. With a 38 foot wide lot, the maximum width of the home can be 18 feet.

The applicant has proposed to build a 12' x 17' home. The 204 square studio would have a kitchen and bath as shown on the drawing marked, "Floor Plan". The structure will have a crawl space and brick foundation.

The Building Official and Director met with the applicant to discuss the Conditional Use Permit process and the architectural inventory survey requested by City Council. The applicant will provide a rendering of the proposed building façade at the Planning Commission meeting. The rendering provided with the application did not fully depict the architectural details as desired by the applicant.

An inventory of fourteen (14) homes in the immediate vicinity of the lot in question is attached to this report. The average square feet of the homes are 1,423. All homes were built prior to 1951. Most homes are Bungalow style with a few Cape Cod's. The exterior material varies from brick, masonite, vinyl and asbestos.

The applicant advised Staff that he plans to construct additions onto the home as finances permit. This initial build should be considered phase 1. Any addition must be constructed to the rear of the home to not encroach in the side yard setback.

VII. STAFF RECOMMENDATION:

The Staff recommends denial of the request as submitted by Edgardo Ledee for the following reason:

1. The application does not meet standards outlined in *Article XXI, Amendments, Section D, Sub-Section d. Approval Criteria: Condition 4 and 5* (see page3).
 - a. The size of the structure, and average number of bedrooms is not in keeping with the average size of homes present in the neighborhood.
 - b. An architectural style has not been presented.

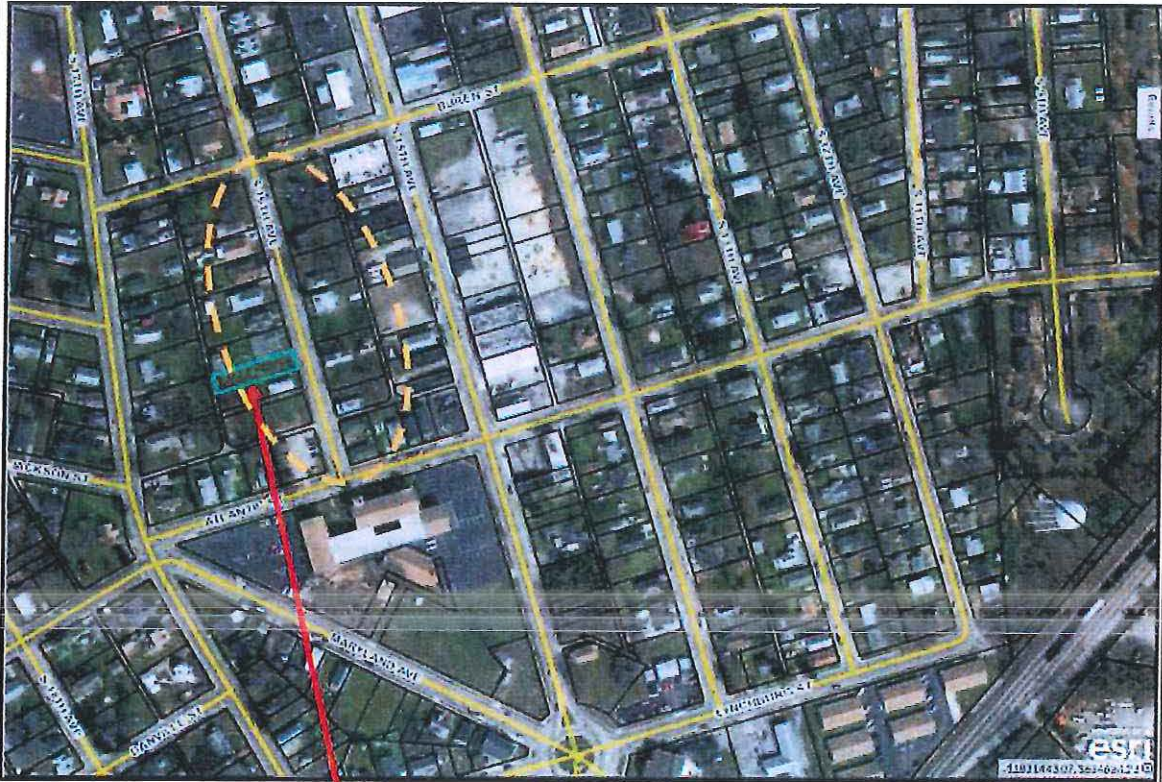
VIII. PLANNING COMMISSION RESOLUTION:

In accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends by a vote of ___ - ___ to (approve) (approve with conditions) (deny) the request submitted by Edgardo Ledee for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record in the Medium Density, R-2, Zoning District.

Attachment(s):

1. Application for Conditional Use Permit
2. Neighborhood housing inventory

Aerial Map



214 South 16th Avenue



Housing Inventory Survey Area



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 #

App # 20210782

APPLICANT: Edgardo Ledee
ADDRESS: 7118 Perrin Dr Prince George, VA 23875
PHONE #: 804-720-5496 FAX #: _____
EMAIL ADDRESS: ledee80@gmail.com

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

OWNER: Jackie Butterworth
ADDRESS: 6802 Paragon Pl Ste 410 Richmond, VA 23230
PHONE #: 804-426-4005 / 804-729-5188 FAX #: _____

PROPERTY ADDRESS / LOCATION:

214 S 16th Ave Hopewell, VA 23860

PARCEL #: 024-0845 ACREAGE: .15 ZONING: _____

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

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

PRESENT USE OF PROPERTY:

None

THE CONDITIONAL USE PERMIT WILL ALLOW:

To build a modern style property that will comply with all city codes and regulations.

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.

Property will use all available city services. Sewage, water and electric will follow and comply with city codes and regulations.

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

The proposed building will be a dwelling and will be use as a primary residence.

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

The proposed development will be a modern style building that will fit the land as per codes and regulations.

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



APPLICANT SIGNATURE

09.17.2021

DATE

Edgardo Ledee

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____

DATE OF ACTION _____

APPROVED _____ DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:



City of Hopewell, VA
Dept. of Code Enforcement
300 N. Main Street
Hopewell, VA 23060
804-541-2220
Welcome

16341-0003 debra m. 09/11/2021 09:12:34

PERMITS / INSPECTIONS

CONDITIONAL USE PERMIT -

REVIEW

2021 Item: 20210782|CUP 300.00

Payment Id: 232946

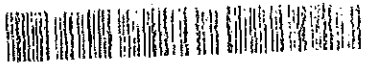
300.00

Subtotal 300.00

Total 300.00

CASH 300.00

Balance due 0.00



Thank you for your payment

CUSTOMER COPY



Central Virginia Regional MLS Purchase Agreement For Unimproved Property



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

*This Purchase Agreement (the "Agreement") is dated September 9th, 2021, between
Lex Real Estate LLC ("Seller") and
Edgardo Ledee ("Purchaser").
The parties acknowledge EXP Realty LLC ("Listing Broker") represents Seller, and
EXP Realty LLC ("Selling Broker") represents Purchaser.

* 1. **REAL PROPERTY:** Purchaser agrees to buy and Seller agrees to sell the land, all improvements thereon, and appurtenances thereto belonging, located in the City/County of Hopewell, Virginia, and described as (legal description) LOT 47 & 1/2 OF 48 BLK B SUBDIVISION: BUREN, Tax Parcel # 024-0845 and more commonly known as: 214 S 16th AVE Hopewell VA 23860 together with the items of personal property described in paragraph 2 (the "Property").

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

*3. **PURCHASE PRICE:** The purchase price for the Property is Eight Thousand
Dollars (\$ 8,000.00) and shall be determined as follows [select one box]:

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

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

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

The loan shall be amortized for a term of _____ years and shall require not more than a total of _____ discount and origination points. Purchaser shall pay the balance of the Purchase Price at settlement, less any deposit, loan amount and/or other credits set forth in this Agreement. Nothing in this Agreement prohibits Purchaser from seeking financing other than as specified above so long as settlement is not delayed and there is no cost to Seller. Purchaser's failure to obtain such alternative financing does not relieve Purchaser from the obligations to obtain the financing specified above.

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

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

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

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

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

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

***7. DEPOSIT:** Purchaser shall make a deposit of \$ 100.00 to be held by Brad Butterworth Esq. (the "Escrow Agent") in the form of: check cash other _____ (the "Deposit"). Purchaser [select one]: has paid the Deposit to the Escrow Agent OR will pay the Deposit to the Escrow Agent within 5 days (the "Extended Deposit Date") after the Date of Ratification. If Purchaser fails to pay the Deposit as set forth herein, then Purchaser shall be in breach of this Agreement. In such event, at Seller's option and in lieu of all other remedies set forth in this Agreement, Seller may terminate this Agreement by written notice to Purchaser and neither party shall have any further obligation hereunder. If the Escrow Agent is a Virginia Real Estate Board ("VREB") licensee, the parties direct the Escrow Agent to place the Deposit in an escrow account by the end of the fifth business banking day following the latter of: (i) ratification and delivery of this Agreement as defined in Paragraph 21, or (ii) the Extended Deposit Date. If the Escrow Agent is not a VREB licensee, the parties direct the Escrow Agent to place the Deposit in

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

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

***8. SETTLEMENT; POSSESSION:** Settlement shall be made at the offices of Brad Butterworth Esq. on or before [select one box and insert closing date]:

December 30th, 2021, or a reasonable time thereafter if the Purchaser or Seller is making diligent effort to satisfy any contingencies contained in this Agreement.

OR

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

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

***9. STUDY PERIOD:** Purchaser shall have 60 days from the Date of Ratification to determine whether Purchaser's use or plan of development for the Property is practical. If, prior to the expiration of the study period, Purchaser determines that Purchaser's proposed use or plan of development for the Property is not practical, then Purchaser may terminate this Agreement by written notice to Seller and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser, and neither party shall have any further obligation hereunder, except as provided herein. Time shall be of the essence for this Paragraph.

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

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

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

***12. PROPERTY OWNERS' ASSOCIATION DISCLOSURE:** The Seller represents that the Property [select one]:
 is OR is not located within a development which is subject to the Virginia Property Owners' Association Act (Sections 55.1-1800 et. seq. of the Code of Virginia) (the "Act"). If the Property is within such a development, the Act requires the Seller to obtain from the property owners' association an association disclosure packet and provide it to the Purchaser, or Purchaser's authorized agent. The information contained in the association disclosure packet shall be

current as of the specified date on the disclosure packet. The Purchaser may cancel this Agreement (a) within 3 days after the date of this Agreement, if on or before the date that the Purchaser signs this Agreement, the Purchaser receives the association disclosure packet or is notified that the association disclosure packet is not available; (b) within 3 days after receiving the association disclosure packet, if the association disclosure packet or notice that the association disclosure packet will not be available is hand delivered, delivered by electronic means or delivered by a commercial overnight delivery service or the United Parcel Service, and a receipt obtained; or (c) within 6 days after the postmark date if the association disclosure packet or notice that the association disclosure packet will not be available is sent to the Purchaser by United States mail. The Purchaser may also cancel this Agreement at any time prior to settlement if the Purchaser has not been notified that the association disclosure packet will not be available and the association disclosure packet is not delivered to the Purchaser. Notice of cancellation shall be provided to the Seller (owner) or his agent by one of the following methods: (i) hand delivery; (ii) United States mail, postage prepaid, provided the sender retains sufficient proof of mailing, which may be either a United States postal certificate of mailing or a certificate of service prepared by the sender confirming such mailing; (iii) electronic means provided the sender retains sufficient proof of the electronic delivery, which may be an electronic receipt of delivery, a confirmation that the notice was sent by facsimile, or a certificate of service prepared by the sender confirming the electronic delivery; or (iv) overnight delivery using a commercial service or the United States Postal Service. In the event of a dispute, the sender shall have the burden to demonstrate delivery of the notice of cancellation. Such cancellation shall be without penalty, and the Seller shall cause any deposit to be returned promptly to the Purchaser, but not later than thirty days from the date of cancellation. Seller shall provide written instructions to the Association for delivery of the disclosure packet to Purchaser or Purchaser's authorized agent. The right to receive the association disclosure packet and to cancel this Agreement terminates at settlement. If the Purchaser has received the association disclosure packet, the Purchaser has a right, at Purchaser's sole expense, to request an update of such disclosure packet from the property owners' association in accordance with subsection G of Section 55.1-1810. A request for an updated disclosure packet does not extend the cancellation periods set forth above.

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

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

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

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

***17. ADDITIONAL TERMS:**

This contract is contingent on the Buyer receiving approval to build on this lot.
If this does not close before January 1, 2022 this contract will become voided.

18. STANDARD PROVISIONS:

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

B. TITLE: At settlement Seller shall convey the Property to Purchaser by a general warranty deed containing English covenants of title, free of all encumbrances, tenancies, and liens (for taxes or otherwise), but subject to such restrictive covenants and utility easements of record which do not materially and adversely affect Purchaser's proposed use of the Property or render the title unmarketable. If the Property does not abut a public road, title to the Property must include a recorded easement providing adequate access thereto satisfactory to Purchaser. In the event this sale is subject to a financing contingency under Paragraph 3, the access to a public road must also be satisfactory to the lender. If the examination reveals a title defect that can be remedied by legal action or otherwise within a reasonable time, Seller, at his/her expense, shall promptly take such action as is necessary to cure such defect. If the defect is not cured within thirty (30) days after Seller receives notice of the defect or if seller is unable to provide access to a public road as provided above, then either party may terminate this Agreement (at the expiration of the thirty (30) day period if termination relates to title defect(s) not being cured) by written notice to the other party. Upon termination of this Agreement, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser and neither party shall have any further obligation hereunder. The parties agree that the settlement date prescribed in Paragraph 8 shall be extended if necessary to enable Seller to cure any title defect, but not for more than thirty (30) days, time being of the essence.

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

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

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

F. MISCELLANEOUS: This Agreement represents the entire agreement between Seller and Purchaser and may not be modified or changed except by written instrument executed by the parties. This Agreement shall be construed according to the laws of the Commonwealth of Virginia and shall be binding upon and shall inure to the benefit of the heirs, personal representatives, successors, and assigns of the parties. To the extent any handwritten or typewritten terms herein conflict with, or are inconsistent with the pre-printed terms hereof, the handwritten or typewritten terms shall control. This Agreement may only be assigned by Purchaser with the written consent of the Seller. If the Seller agrees in writing to an assignment of this Agreement, Purchaser shall remain obligated hereunder until settlement. The parties agree that faxed or electronic transmission of any signed original document shall have the same effect as an original. As used in this Agreement, a "day" shall mean a calendar day and all times are local Eastern Standard Time unless otherwise noted. This Agreement may be signed in one or more counterparts, each of which is deemed to be an original and all of which shall together constitute the same instrument. No party will refuse delivery of any notice from the other party in order to

hinder or delay any deadline established in this Agreement. Unless otherwise provided herein, the provisions of this Agreement affecting title shall be deemed merged into the deed delivered at settlement and shall not survive settlement.

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

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

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

***21. ACCEPTANCE:** This Agreement becomes a legally binding agreement only upon ratification and delivery. Unless ratification and delivery of this Agreement occurs by 12 a.m. or p.m. on September 12, 2021, this offer shall expire and shall not be binding on either party. If the parties desire to accept an offer that has expired, then (i) the date set forth in this paragraph 21 must be revised to the ratification date (or later), (ii) each party must initial such revision, and (iii) ratification and delivery must occur prior to the revised expiration date.

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

[Signatures appear on next page.]

WITNESS the following authorized signatures:

Edgardo Ledee 09/09/2021
Purchaser Date

Jackie Butterworth 09/09/2021
Seller Lex Real Estate LLC Date

Purchaser Date

Seller Date

Purchaser Date

Seller Date

The following is for informational purposes only:

Selling Broker Company's Name and Address

Listing Company's Name and address

EXP Realty LLC
6802 Paragon Pl Ste 410
Richmond VA 23230

EXP Realty LLC
Richmond VA 23230

Office Phone 8047295188
Office Fax
DPOR Firm License No.:

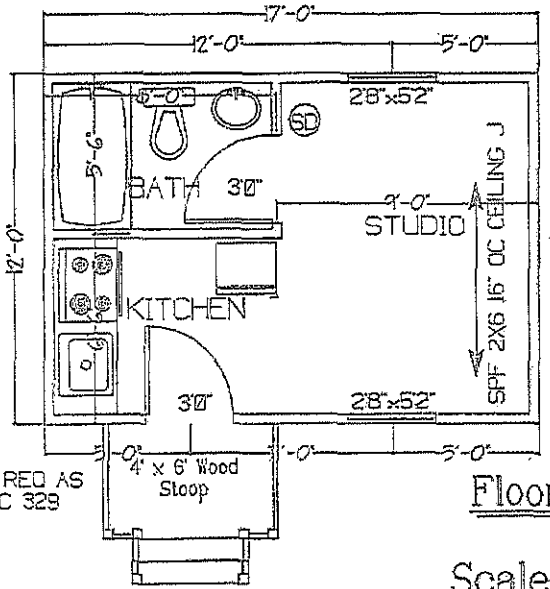
Office Phone 8047295188
Office Fax (571) 295-5809
DPOR Firm License No.: 226027967

Purchaser's Authorized Agent's Information:
Name Jackie Butterworth
Email realtorbutterworth@gmail.com
Cell No. 8044264005
Agent's DPOR License No.: 0225100128

Seller's Authorized Agent's Information:
Name Jackie Butterworth
Email realtorbutterworth@gmail.com
Cell No. (804) 426-4005
Agent's DPOR License No.: 0225100128

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Floor Plan

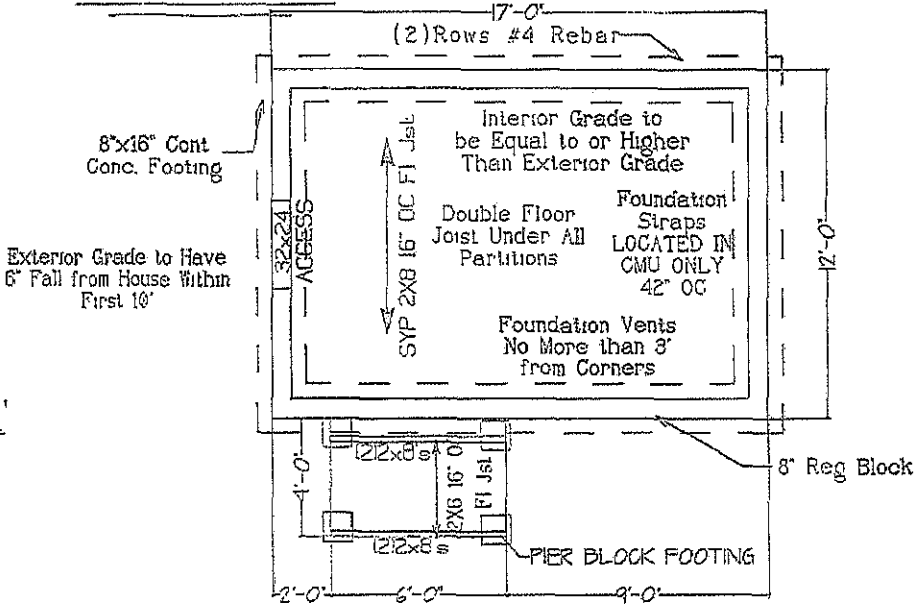


Floor Plan

Scale 1/4"=1'

Foundation Plan

Scale 1/4"=1'



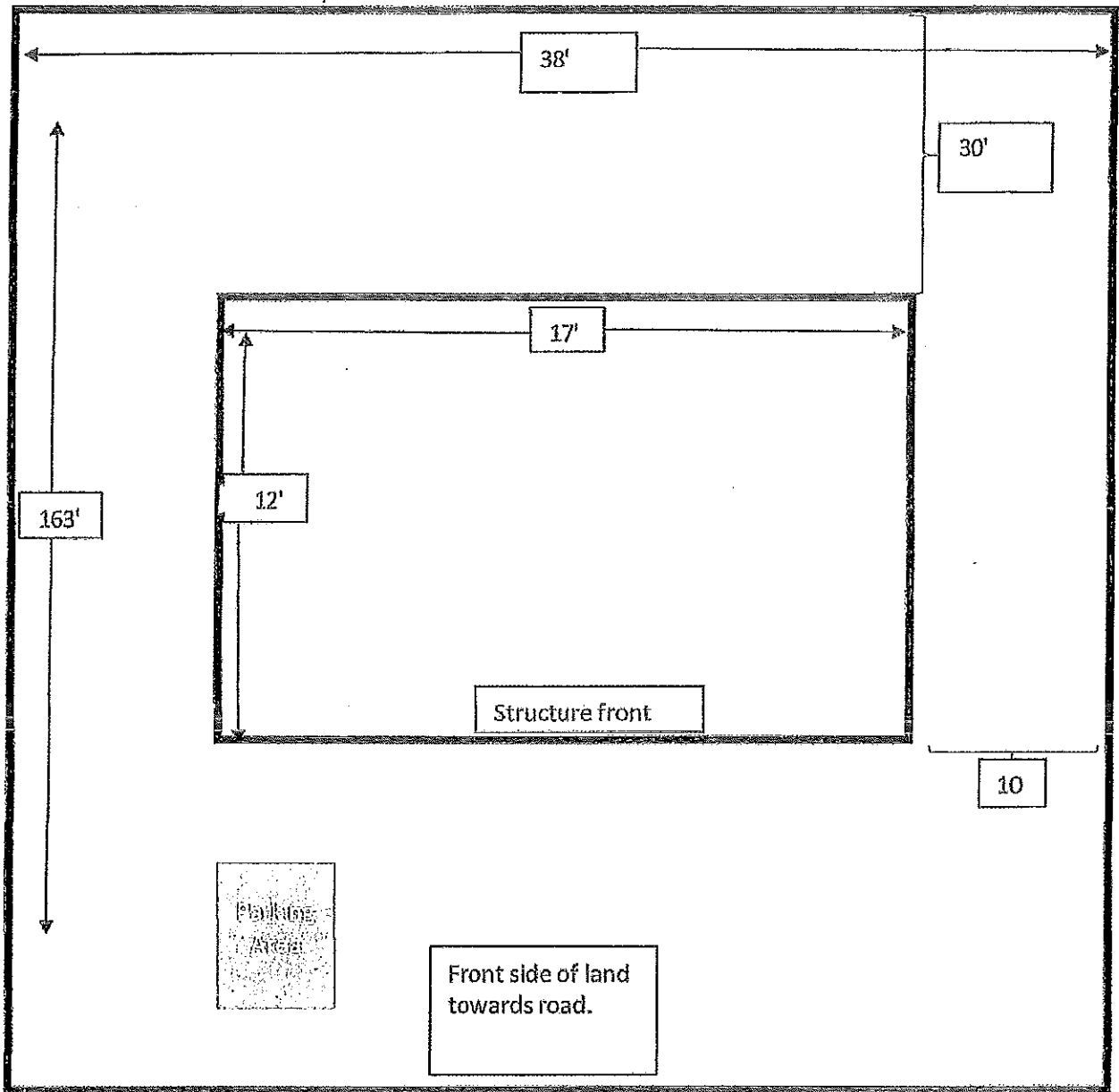
NOTE:
 UNLESS OTHERWISE NOTED ALL HEADERS
 ARE AS FOLLOWS
 UNDER 48" - (2)2x8's
 48" TO 60" - (2)2x10's
 60" TO 72" - (2)2x12's
 FOR ALL BEARING WALLS

Exterior Grade to Have 6" Fall from House Within First 10'

FIRE EXT REQ AS PER VRC 329

DATE OF PLANS 1/4/21	PLANS DRAWN BY BRAD PRICE	NetCadDrafting.com RESIDENTIAL HOUSE PLAN SERVICES 024-640-0791	THIS PLAN WAS DESIGNED FOR STUDIO HOPEWELL, VA	2 of 2

PLOT PLAN



38' = width of lot
163 = depth of lot

Filters:

Shape 0.011 sq. miles

Parcel ID	Address	Year Built	Building Str	Bedrooms
240905	211 16 S, H	1918	1	3
240885	223 16 S, H	1939	2	4
240830	208 16 S, H	1910	1	3
240955	212 15 S, H	1978	1	
240970	224 15 S, H	1932	1	
240930	200 15 S, H	1957	1	
240760	225 17 S, H	1949	1	3
240765	221 17 S, H	1974	1	3
240945	208 15 S, H	1972	1	
240775	215 17 S, H	1920	1	3
240840	212 16 S, H	1920	1	2
240825	206 16 S, H	1915	1	3
240849	216 16 S, H	1920	1	3
240815	202 16 S, H	1920	1	3
240845	214 16 S, Hopewell, VA			
240850	16 S, Hopewell, VA			
240935	204 15 S, H	1958	1	2
240975	226 15 S, H	1950	1	
240960	S 15TH AVE, Hopewell, VA			
240810	201 17 S, H	1920	1	4
240890	219 16 S, H	1940	2	3
240835	210 16 S, H	1920	2	4
240985	230 15 S, H	1955	1	
240950	210 15 S, H	1964	1	
240785	207 17 S, H	1928	1	2
240780	209 17 S, H	1920	1	3
240920	201 16 S, H	1950	2	3
240910	207 16 S, H	1920	2	3
240820	204 16 S, H	1920	1	3
240755	237 17 S, H	1939	2	6
240805	203 17 S, H	1950	1	3
240900	213 16 S, H	1920	2	3
AVERAGE		1.461538	3.363636	

AFFIDAVIT OF MAILING

I, **(Kimberly D. Kinker)**, under oath, hereby certify that the City of Hopewell received a request for a Conditional Use Permit at 214 S 16th Avenue, also identified as Sub-Parcel # 024-0845, to allow for a single family detached home be built on a non-conforming lot. Notice was mailed on **(October 29, 2021)** by first class mail, postage prepaid, to all interested property owners, agents, occupants and other parties listed on the attached mailing matrix, all in accordance with Section 15.2-2204, Code of Virginia, 1950, as amended.



Signature

Executive Assistant

Title

COMMONWEALTH OF VIRGINIA
CITY OF HOPEWELL, TO WIT:

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

Given under my hand this 29th day of October 2021.

My Commission expires:

04/30/2022



Notary Public





*The City of
Hopewell, Virginia*

Department of Development

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

October 29, 2021

NOTICE OF PUBLIC HEARING & MEETING
CITY OF HOPEWELL

Dear Adjacent Property Owner:

The Hopewell Planning Commission will conduct a public hearing on Tuesday, November 16, 2021 at 6:00 p.m. at the Hopewell Municipal Building, 300 North Main Street, in Council Chambers for the purpose of receiving comments regarding the following requests in accordance with, Article XXI, Amendments, of the Hopewell Zoning Ordinance. The following item will be considered:

1. A request from Edgardo Ledee for a Conditional Use Permit to build a single family detached home on a non-conforming lot located at 214 S 16th Avenue, also identified as Sub-Parcel #024-0845.

If you desire additional information regarding this hearing, please contact the Department of Development at (804) 541-2220. If you would like to speak in favor or against this application please attend the meeting on November 16, 2021. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to City Hall, at 300 North Main Street, Suite 321, Hopewell, Virginia 23860. Email comments to devdept@hopewellva.gov.

Sincerely,

Tevya Williams Griffin, AICP
Director
Department of Development

Estelle & Douglas R Fullerton
204 S 16TH AVE
HOPEWELL, VA 23860

Arnold K Daye
P O BOX 243
HOPEWELL, VA 23860

Raymond L Wyatt
413 JEFFERSON AVE
HOPEWELL, VA 23860

Brush Randall
232 S 15TH AVE STE C
HOPEWELL, VA 23860

Nguyen Nga Trinh & Nguyen Phung
Duc
4305 MOUNT SINAI ROAD
PRINCE GEORGE, VA 23875

Carol L & Carroll E Wilson
7515 HIDDEN LAKE CIRCLE
MECHANICSVILLE, VA 23111

Jose D & Carol J Hernandez
PO BOX 2397
PETERSBURG, VA 23804

Delancey Kaine
208 S 16TH AVE
HOPEWELL, VA 23860

Mark & Joanna C Kawa
1301 BERMUDA HUNDRED RD
HOPEWELL, VA 23860

PACUN ELIZA L & EMELY
DASALLIA MUSCAT
903 E WESTOVER AVE
COLONIAL HEIGHTS, VA 23834

Robert E JR Brown & Naomi
12413 HENRY LANE
CHESTER, VA 23836

Mark & Joanna C Kawa
212 S 15TH AVE
HOPEWELL, VA 23860

Gile P Hamrick & Janet G
225 S 17TH AVE
HOPEWELL, VA 23860

221 S 17TH AVE LLC
14406 MAYFAIR DR
CHESTER, VA 23836

Dolly B Crowder
11606 MERCHANTS HOPE RD
N PRINCE GEORGE, VA 23860

Oliver Brandon Lee
3417 PRINCE GEORGE DRIVE
PRINCE GEORGE, VA 23875

WESSEL BEVERLY M LIFE
ESTATE
212 S 16TH AVE
HOPEWELL, VA 23860

Stevenson Connor
7203 SPRINGLAKE DR
PRINCE GEORGE, VA 23875

Richard & Frances R Wooten
13112 HOLLIS ROAD
CHESTER, VA 23836

James & Kimberly D Crews
202 S 16TH AVE
HOPEWELL, VA 23860

LEX REAL ESTATE LLC
4103 MONTREAL AVE
PRINCE GEORGE, VA 23875

Russell & Deborah R Hughes
15425 APPOMATTOX ST
CHESTER, VA 23368

Dolly B Crowder
11606 MERCHANTS HOPE RD
N PRINCE GEORGE, VA 23860

Raymond L Wyatt
413 JEFFERSON AVE
HOPEWELL, VA 23860

Robert E & Naomi B Brown
12413 HENRY LANE
CHESTER, VA 23836

Frances & Richard P Wooten
13112 HOLLIS ROAD
CHESTER, VA 23836

Robert D Dereski
8209 SANDY RIDGE RD
N PRINCE GEORGE, VA 23860

Naomi & Robert Brown
12413 HENRY LN
CHESTER, VA 23836

LEON INVESTMENTS
LLCONNECT DEALS LLC
7210 COURTHOUSE RD
CHESTERFIELD, VA 23832

Ronald S & Tracy Wilson
15709 PROVIDENCE RD
PETERSBURG, VA 23805

SILVIA & REGINALD JOHNSON
81 FOX DRIVE
PRINCE GEORGE, VA 23875

Harold E Harrison
210 S 16TH AVE
HOPEWELL, VA 23860

Kim J & Anthony R Bennett
P O BOX 402
HOPEWELL, VA 23860

Busby Cynthia Demaria
1605 ATLANTIC ST
HOPEWELL, VA 23860

Riley E Ingram Sr.
3302 OAKLAWN BLVD
HOPEWELL, VA 23860

ELITE RENTALS LLC
PO BOX 3208
CHESTER, VA 23831

WEST END PRESBY CHURCH
1600 ATLANTIC ST
HOPEWELL, VA 23860

EAI RENTALS LLC
PO BOX 3208
CHESTER, VA 23831

Michele L & Wesley R Neal
8824 KING DRIVE
DISPUTANTA, VA 23842

ELIZABETH A & RICHARD A
HALL JR
207 S 16TH AVE
HOPEWELL, VA 23860

Estelle & Douglas R Fullerton
204 S 16TH AVE
HOPEWELL, VA 23860

WS-2



Applicant: Arlin Griffin
1404 Roanoke Avenue
Conditional Use Permit

Staff Report prepared for the Planning Commission Regular Meeting

December 2, 2021

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

I. PUBLIC HEARINGS:

Planning Commission December 2, 2021 Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning: N/A
Existing Zoning: R-2, Residential, Medium Density
Acreage: 9,150 square feet
Owner: Arlin Griffin, Jr. and Alisha Bennett
Election Ward: Ward 7
Land Use Plan Recommendation: Urban Residential
Strategic Plan Goal: N/A
Map Location(s): Sub Parcel #: 041-1165
 Lots 19-21, Block 34, Hopewell Terrace
 Subdivision
Zoning of Surrounding Property: North: R-2
 South: R-2
 East: R-2
 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Arlin Griffin for a Conditional Use Permit (CUP) to construct a six (6) foot privacy fence in the front yard in accordance with Article XVIII. Development Standards, Section 7. Fencing, sub-section b1(i).

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 XVIII. Development Standards, Section 7, Fencing, sub-section b1(i).

b. Permitted Fences.

(1) Residential Zoning Districts.

Fences up to seven (7) feet high shall be permitted along all property lines, subject to the necessary setbacks, for property zoned residential or residential-office or used for single family residences, except:

- i. No fence higher than four (4) feet shall be permitted in any front or corner side yard between the street line and the front or side building line of the subject property and any adjacent property; provided, however, that City Council may grant a Conditional Use Permit for a fence not to exceed seven (7) feet in height in these areas.

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

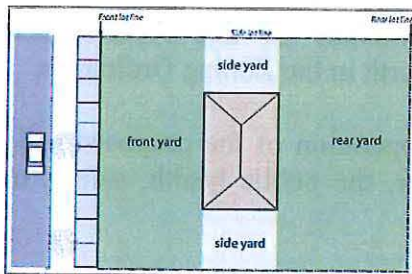
As may be specified within each zoning district, the Planning Commission and approval by the City Council shall permit uses permitted subject to conditional use review criteria only after review only if the applicant demonstrates that:

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.

V. SUBJECT PROPERTY:

The applicant placed a six foot privacy fence into the front yard of 1404 Roanoke Avenue. The front yard is described as open space, on the same lot as a building, between the front line of the building (excluding steps) and the front lot or street line, and extending across the full width of the lot. The diagram below gives an illustration of the location of a front, side, and rear yard as defined in the Zoning Ordinance. For easy accessibility during an emergency and for neighborhood aesthetics fences up to four feet are only allowed in a front yard.



The required front yard setback of a primary structure in the R-2 Zoning District is 25 feet. This means that the home must be at least 25 feet from the front property line. The SFD at 1404 Roanoke is 75 feet from the front property line; 45 feet more than required. As the entire length of the property is 122 feet, and the length of the SFD is 32 feet, the rear yard is 15 feet. The applicant contends that the fence was placed in the front yard for privacy and that it does not block the view of any streets.

Staff from the City's Police and Fire department have reviewed this application and have no objection because the fence, while 6 feet, still allows for accessibility; the fence has a gate and does not block the front door.

VII. STAFF RECOMMENDATION:

The Staff recommends approval of the request as submitted by Arlin Griffin for the following reasons:

1. The home is located past the 25 foot setback line. The fence is technically past the 25 foot setback.
2. The City's Fire and Police Department have no conflict with the request.
3. The application meets the approval criteria as outlined in Article XXI. Amendments.

IX. PLANNING COMMISSION RESOLUTION:

In accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends by a vote of ___ - ___ to (approve) (approve with conditions) (deny) the request submitted by Arlin Griffin to construct a six (6) foot privacy fence in the front yard at 1404 Roanoke Avenue, also identified as Sub-Parcel # 047-1165.

Attachment(s):

1. Application for Conditional Use Permit
2. Pictures

Aerial Map



1404 Roanoke Avenue



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:

Artin G. Atin

ADDRESS:

1404 Roanoke Ave Hopewell
Va

PHONE #:

804 926 0687

FAX #:

EMAIL ADDRESS:

Big Atin Va @ Gmail.com

INTEREST IN PROPERTY:



OWNER OR

AGENT

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

OWNER:

ADDRESS:

PHONE #:

FAX #:

PROPERTY ADDRESS/LOCATION:

PARCEL #:

0471165

ACREAGE:

0.46[±]

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.

Application # 20210885

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

PRESENT USE OF PROPERTY:

Residential

THE CONDITIONAL USE PERMIT WILL ALLOW:

Not *Fencing to extend into front yard*

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.

wouldn't harm anyone see that the fence

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

Fence will not block view of any streets, just the privacy it will provide

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.

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

[Signature]

APPLICANT SIGNATURE

10/26/21

DATE

Antin Griffin

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

APPROVED _____ DENIED _____

APPROVED WITH THE FOLLOWING CONDITIONS:







WS-3



Applicant: David Edwards
Maryland Avenue – Sub-Parcel# 024-0310
Conditional Use Permit
Staff Report prepared for the Planning Commission Regular Meeting

December 2, 2021

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

I. PUBLIC HEARINGS:

Planning Commission December 2, 2021 Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	7,200 square feet
Owner:	Christopher & Kelly Gill
Election Ward:	Ward 1
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 024-0310 Lots 12 & 13, Block 4, Buren Subdivision
Zoning of Surrounding Property:	North: R-2/B3 South: R-2 East: R-2 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from David Edwards for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record in the Medium Density, R-2, 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, Section 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 (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.

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.

V. SUBJECT PROPERTY:

The minimum square footage required to construct a single family detached (SFD) home in the R-2 Zoning District is 7,500 square feet. The required lot width at the right-of-way line is 75 linear feet. The subject property is 7,200 square feet with 60 feet of frontage on the street. Therefore, a conditional use permit must be approved to build a SFD.

The property is surrounded by residential structures but commercial establishments are nearby on 15th Avenue (Route 36). This property is considered a non-conforming lot of record.

It appears that a fence erected at 1507 Lynchburg Street is encroaching on the subject property. This matter will be rectified between the property owners and should not impact the outcome of this request.

VI. ZONING/STAFF ANALYSIS:

As of March 26, 2019, in order to construct a permitted use on a non-conforming lot of record, applicants must receive a Conditional Use Permit regardless of the zoning district.

When reviewing a request for a conditional use permit, the Planning Commission must consider the seven conditions outlined in Article XXI of the Zoning Ordinance, cited on page 3. The Commission may also impose conditions that are suitable to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be a variance with either the exterior architectural appeal and/or the functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district.

When considering a conditional use permit to construct a single family detached home in an established neighborhood Staff conducts an inventory of current homes to determine if the proposed structure is compatible.

The table below provides a summary of the inventory. A total of 26 structures were considered.

Average Year Built	1932	
# of Bedrooms	4	
# of Stories	1.5	
Exterior Siding	50% vinyl	11% masonite
	23% brick	12% stucco, asbestos siding, wood, and

	concrete block
Average Square Feet	1,309
Average Value of SFD	\$82,776

The applicant is proposing to construct a 1300 square foot home with 3 bedrooms and 2 baths with a brick foundation and covered front porch. The exterior material of the home will be vinyl.

VII. STAFF RECOMMENDATION:

The Staff recommends approval of the request as submitted by David Edwards because it meets criteria 1-5 and 7 as outlined in Article XXI, Amendments, Section D, Sub-Section d. Criteria 6 will be determined after hearing from citizens during the public comment period. The City received one comment from an adjoining property owner regarding this application. He had questions about the purpose of the request. Based on the lack of comments from adjoining property owners and residents, Staff does not anticipate opposition to this request.

VIII. PLANNING COMMISSION RESOLUTION:

In accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends by a vote of ___ - ___ to (approve) (approve with conditions) (deny) the request submitted by David Edwards for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record, Sub-Parcel # 024-0310 in the Medium Density, R-2, Zoning District.

Attachment(s):

1. Application for Conditional Use Permit
2. Neighborhood housing map and inventory

Aerial Map



Sub-Parcel #024-0310

City of Hopewell, VA
Permits / Inspect - 202109091CUP - 2021
018875-0007 debbie mc... 11/03/2021 03:44PM
CONDITIONAL USE PERMIT - REVIEW 300.00
Payment Amount: 300.00
Transaction Amount:
CHECK: 13096



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 # 20210909

APPLICANT: DAVID EDWARDS

ADDRESS: P.O. Box 669
Prince George VA 23875

PHONE #: 804-691-6092 FAX #: _____

EMAIL ADDRESS: debbie.edwards@jamescrest.net

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

OWNER: CHRISTOPHER & KELLY GILL

ADDRESS: P.O. Box 669
Prince George VA 23875

PHONE #: 804-691-6092 FAX #: _____

PROPERTY ADDRESS / LOCATION:

0290310 Maryland Ave.
PARCEL #: 12-13 ACREAGE: _____ ZONING: R-2

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

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

PRESENT USE OF PROPERTY:

Open Land

THE CONDITIONAL USE PERMIT WILL ALLOW:

Construction of a 3 bedroom home

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.

Proposed construction will improve the neighborhood & eliminate unsightly open land where others congregate without permission of owners.

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

Proposed construction will not create adverse parking or additional traffic.

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.

Proposed construction is within the appropriate zoning of R-2.

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.

David Edwards
APPLICANT SIGNATURE

10/28/21
DATE

DAVID EDWARDS
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

APPROVED _____ DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:



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

16675-0007 debra m. 11/03/2021 03:44PM

PERMITS / INSPECTIONS

CONDITIONAL USE PERMIT -
 REVIEW

2021 Item: 20210909|CUP 300.00

Payment Id: 235265

 300.00

Subtotal 300.00

Total 300.00

CHECK 300.00

Check Number 13096

Change due 0.00



Thank you for your payment.

CUSTOMER COPY

DAVID EDWARDS CUSTOM BUILDER, INC.

Treasurer, City of Hopewell

10/20/2021
 CUP fee for both maryland avenue properties \

13096

300.00



Department of Development
City of Hopewell, Virginia
Residential Lot Plans

Official Use Only
Application Number: _____
Permit Number: _____

Affidavit of Responsibility

Application for the following:

Property Address/Parcel: 0240310

Lot: 12-13 Block: 4 Subdivision: Buren

I, DAVID Edwards, by filing this affidavit certify that I am the owner or authorized agent of Christopher & Kelly Gill, and further, certify that I have enclosed the Residential Lot Plan to be included as part of the Building Permit.

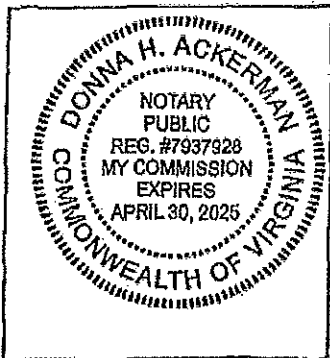
Furthermore, I certify that the lot grading of the aforementioned parcel will be consistent with the submitted plan. If within 12 months after a CO has been issued the City of Hopewell determines that the drainage configuration does not function properly, I will assume full responsibility to make corrections in order that the drainage will function as intended and approved by the City of Hopewell.

APPLICANT NAME (PRINT):

DAVID Edwards

SIGNATURE: David Edwards

DATE: 10/28/21



CITY/COUNTY OF Prince George

COMMONWEALTH OF VIRGINIA

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME

THIS 28th DAY OF October, ²⁰²¹ 2020 BY

NOTARY PUBLIC: Donna H. Ackerman

NOTARY PUBLIC REGISTRATION NUMBER: 7937928

MY COMMISSION EXPIRES: 04/30/2025

RESIDENTIAL LOT PLAN CHECKLIST FOR APPLICANT

ADDRESS: _____
PARCEL/TAX ID: _____
APPLICANT: _____
OWNER: _____

PREPARER: _____
SF/DUPLEX: _____

FORMATTING	INCLUDED	NOT APPLICABLE	COMMENT
Address of Proposed Work			
Tax Map Reference #			
Subdivision Name			
Deed Reference			
North Arrow			
1"=20' Scale or Greater			
Lot Dimensions			
Name, Address, Phone # of Plan Preparer			
Name, Address, Phone # of Lot Owner			
Professional Certification of Lot Plan			
ZONING			
Setback Line - Front:			0.5360
Setback Line - Side:			1.00
Setback Line - Rear:			3.00
Lot Square Footage			7,217.54
Dimensional Setbacks - deck, pool, accessory, etc.			
EXISTING CONDITIONS			
Existing Structure(s) - Location			
Existing Structure(s) - Dimensions			
Existing Structure(s) - Lot Coverage Calc.			
Existing Impervious Surfaces - Location			
Existing Impervious Surfaces - Dimensions			
Existing Impervious Surfaces - Lot Coverage Calc.			
Easements			
Existing utility connection points			
Existing Septic Field/Reserve Drainfields			
ENVIRONMENTAL & STORMWATER			
Allowable Buildable Area w/ Enviro. Constraints			
Existing Topography @ 2' Contours			
Topo @ 2' Contours for Site Improvements			
Existing Storm Drainage			
Proposed Storm Drainage			
Water Features			
100-yr Floodplain			
Limits of Clearing/Removal of Vegetation			
E&S Location and Design			
RPA/RMA Boundaries			
PROPOSED IMPROVEMENTS			
Proposed Structure - Location			
Proposed Structure - Dimensions			
Proposed Structure - Lot Coverage Calc.			
Temporary Construction Entrance			
Driveway/Off-Street Parking Area(s)			
Retaining Wall(s) - Location & Design			
UNDER SEPARATE COVER (If Applicable)			
Soils Test			
Water Quality Impact Assessment (WQIA)			
Wetlands Permit			

ON
THE
PLAT
*



**City of Hopewell
Department of Development
Residential Lot Plans**

This document provides information regarding the requirements to submit a residential lot plan within the City of Hopewell, Virginia. It outlines when a residential lot plan is required and the review process utilized by the City. All plans must be submitted to the Department of Development located in Suite 321 of the Hopewell Municipal Building, 300 North Main Street, Hopewell, VA 23860. Currently there is no fee for this submittal.

The intent of the residential lot plan is to ensure that proposed uses and certain related lot development activities are compatible with approved subdivision plats, proposed subdivision plan applications, and other land disturbing activities as well as to ensure consistency with the zoning regulations and other City ordinances and development guidelines.

For more information about this process please contact the Department of Development at (804) 541-2220.

Why is a Residential Lot Plan Required?

A residential lot plan for each subdivision lot is required to ensure that uses and certain related lot development activities are compatible with approved subdivision plats, new subdivision plats, and public improvements plans as well as to ensure consistency with the zoning regulations. Plans are required for the following land use activities:

- a. Any residential use or any land disturbing activity in a designated Chesapeake Bay Preservation Area related to a residential use;
- b. detached residences in any zoning district on lots or parcels less than 30,000 square feet in area;
- c. accessory buildings or apartments, accessory uses on a residential lot;
- d. private detached garages on a residential lot; and
- e. lots with terrain, utility or locational characteristics that, at the discretion of the Development Director, require lot plan review.

Purpose

The plan is intended to provide necessary and sufficient information to the City to ensure the following:

- f. the lot and the siting and use of the intended structure(s) are in conformance with the approved subdivision plat and public improvements plans for the subdivision in which the lot(s) is located;
- g. site grading, storm water drainage improvements and storm runoff patterns for the subject lot meet or exceed contemporary requirements for residential lot development and do not adversely impact adjoining lots and properties,
- h. all existing easements and rights of way have been identified and respected,
- i. yard and setback requirements and other zoning requirements are identified and respected,
- j. appropriate site planning initiatives are incorporated into the lot development plan,
- k. the development of the lot and as well as the physical siting and use of the intended structure(s) on the lot will not adversely impact or encroach upon adjoining properties,
- l. adequate erosion and sediment controls are provided to protect adjoining properties and public rights of way,
- m. lot access and driveway arrangements that connect to a public or private street meet City standards,
- n. CBPA-O District requirements, where applicable, are fully coordinated with any proposed single family dwelling.

Process

The residential lot plan shall be submitted either in advance of or concurrently with the application for a zoning or building permit:

- o. The residential lot plan shall be submitted to, reviewed by, and acted upon by the Development Director within ten (10) business days upon receipt and application for a zoning permit and building permit, provided that if the residential lot plan is submitted concurrently with the building permit application, the Development Director shall notify the Building Official of action taken on the residential lot plan not later than the Building Official's mandatory building permit review timeframe but not less than five (5) business days from the date of concurrent application.
- p. The Development Director may request the input of the City Engineer,

Building Official or other City Staff in the review of the residential lot plan.

- q. In the event of denial of the residential lot plan by the Development Director, the Development Director shall notify the Building Official of action taken.
- r. If the residential lot plan is denied by the Development Director, the applicant may either (a) revise and resubmit the plan, or (b) petition the matter to be heard by the Planning Commission at their next regularly scheduled meeting.
- s. The applicant shall submit copies (8) copies of the residential lot plan on a sheet not to exceed 11" x 17", unless otherwise approved by the Development Director.
- t. The lot development plan shall be prepared by a certified engineer, surveyor, architect, or landscape architect qualified to do such plans unless otherwise waived by the Development Director.

Required Information

The contents of the residential lot plan shall include the following:

Format

- Address and tax map reference number of lot, deeded name of subdivision plat in which the lot is located, and deed reference for the subject lot.
- North arrow; dimensions of the lot drawn to scale of 1" = 20' or greater, with metes and bounds of lot and yard, and yard setback lines for front, rear and side yards established by zoning district.
- Name, address and telephone number of plan preparer and lot owner.
- Certification of the residential lot plan by a professional engineer, surveyor, architect or landscape architect licensed in the State of Virginia. *In lieu of a certified residential plot plan as described, the applicant may submit a self-prepared residential plot plan and an Affidavit of Responsibility.*

Zoning

- Dimensional setbacks from property lines to any structure or improvement, including porches, decks, stairwells, garages, swimming pools, accessory uses, etc.
- Square footage of lot per recorded subdivision plat; calculation and depiction of impervious surfaces.

Existing Conditions

- Location, dimensions, and lot coverage calculation of existing structure(s) and impervious surfaces.
- Easements contained within the lot or physical improvements that impact the lot or contiguous lots.
- Location of utility service connections to public water and sewer, including meter placement for domestic water.
- Location of any existing septic field and reserve drainfield location.

Environmental & Storm water

- *Allowable buildable area of the lot that considers the size and shape of the lot, environmental constraints, and the zoning district setbacks (i.e. allowable building perimeter in accord with applicable geometric requirements of the zoning district in which the lot is located, and considers environmental constraints.)* Include location of existing and proposed vegetation.
- Existing topography and lot improvements, if any, and proposed finished lot grading shown with two foot (2') contour intervals and spot elevations.
- Location of all existing natural or man-made drainage channels and storm sewer facilities, as well as location of proposed drainage improvements, to ensure the adequate conveyance of storm water on and through the property.
- Location and boundaries of any existing storm water management improvements, water features and 100-year floodplain limits that impacts the subject lot(s). In the absence of existing or proposed storm water management improvements within the subdivision, the lot developer shall address alternative Low Impact Development (LID) measures.
- Limits of clearing and lot disturbance.
- Location and design of any erosion and sediment practices that may be required to protect adjoining properties, public rights of way, and utility infrastructure during the construction period.
- Site-specific determination of RPA and RMA boundaries (to be conducted in accord with the requirements of the CBPA-O District.) Any applicable Resource Protection Areas (RPA) notations as may be related to: (1) retention of an undisturbed, vegetated 100' RPA, and (2) land development within the RPA is to be limited to water dependent facilities or redevelopment as shown on city maps.

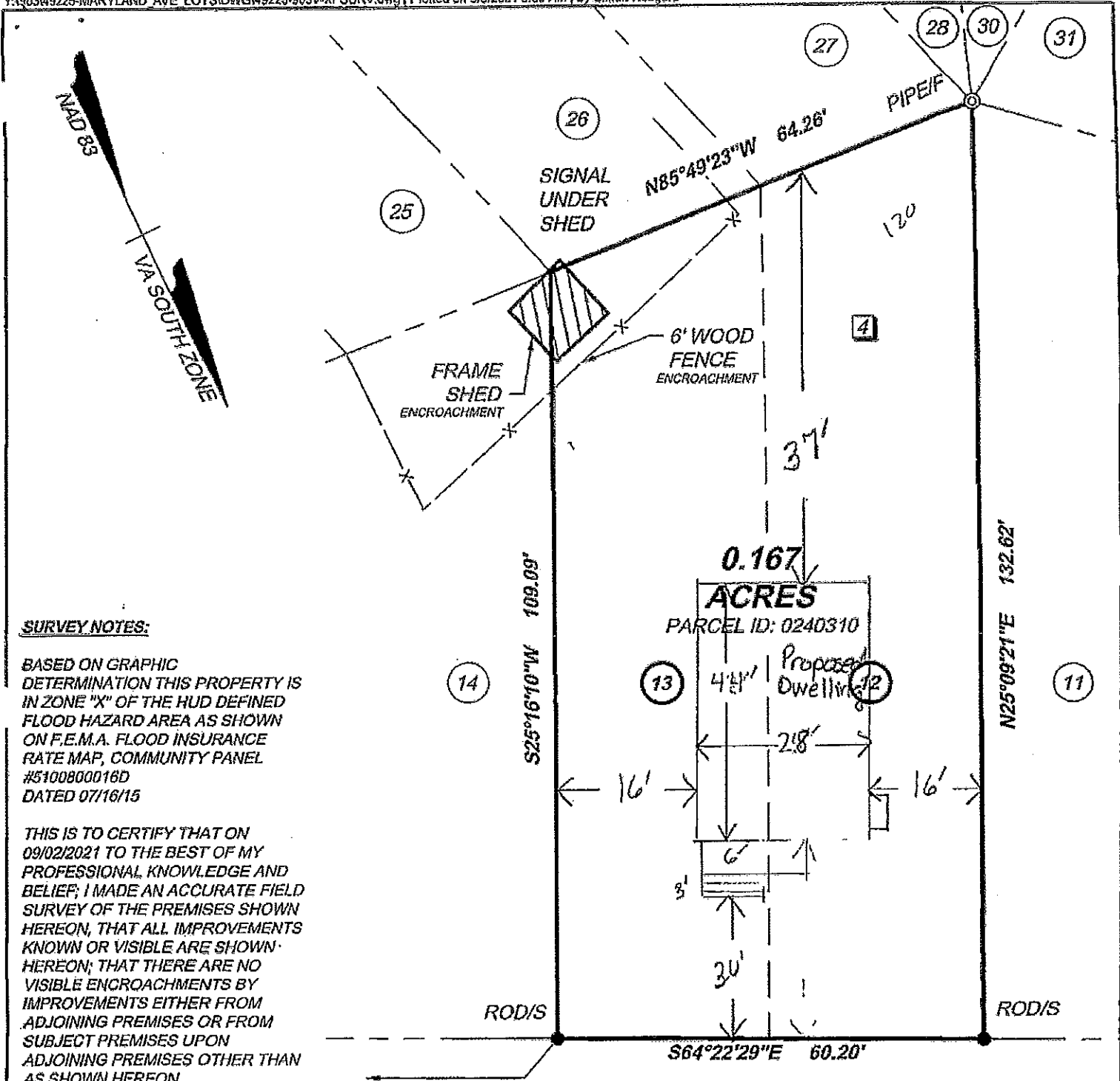
Proposed Improvements

- Location, dimensions, and lot coverage calculation of proposed structure(s) and impervious surfaces.
- Location, design, material type, and coverage of all required off-street parking, parking access, street entrances, driveways, and temporary construction entrances, where applicable.
- Location and design of retaining walls.

Under Separate Cover, If Applicable

- Geotechnical evaluation and certified engineering design for building foundation for lots that contain shrink/swell soils, highly erodible soils, or other geological attribute(s) that could impact construction, *as required by the Building Official.*
- Evidence of approved Water Quality Impact Assessment, if required by the Zoning Administrator.
- Evidence of wetlands permits *if required by Chapter 25 Code of Hopewell and approved by the Hopewell Wetlands Board. If you have not gone through this process it is likely the property does not have wetlands and this requirement is not applicable.*

Words in italics represent additional information provided to clarify residential lot plan requirements. They are not included in the Hopewell Zoning Ordinance.



SURVEY NOTES:

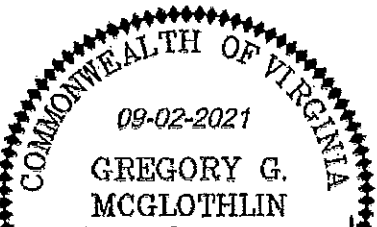
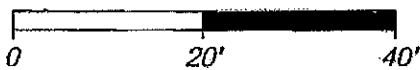
BASED ON GRAPHIC DETERMINATION THIS PROPERTY IS IN ZONE "X" OF THE HUD DEFINED FLOOD HAZARD AREA AS SHOWN ON F.E.M.A. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL #5100800016D DATED 07/16/15

THIS IS TO CERTIFY THAT ON 09/02/2021 TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF; I MADE AN ACCURATE FIELD SURVEY OF THE PREMISES SHOWN HEREON, THAT ALL IMPROVEMENTS KNOWN OR VISIBLE ARE SHOWN HEREON; THAT THERE ARE NO VISIBLE ENCROACHMENTS BY IMPROVEMENTS EITHER FROM ADJOINING PREMISES OR FROM SUBJECT PREMISES UPON ADJOINING PREMISES OTHER THAN AS SHOWN HEREON.

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE BINDER AND MAY THEREFORE NOT SHOW ALL EXISTING EASEMENTS OR OTHER PERTINENT FACTS WHICH MAY AFFECT THE PROPERTY.

**MARYLAND AVE.
60' R/W**

SCALE 1"=20'



**PLAT SHOWING A
LOT SURVEY OF 0.167 ACRES OF**

NO SURVEY

BUREN SUBDIVISION

45'-0"

28'-0"

10'-2"

3'-6"

11'-4"

BEDROOM 3

MASTER SUITE

BEDROOM 2

GREAT RM.

214

2846

21516

2846

43'-0"

10'-8"

8'-0"

2'-8"

21-10"

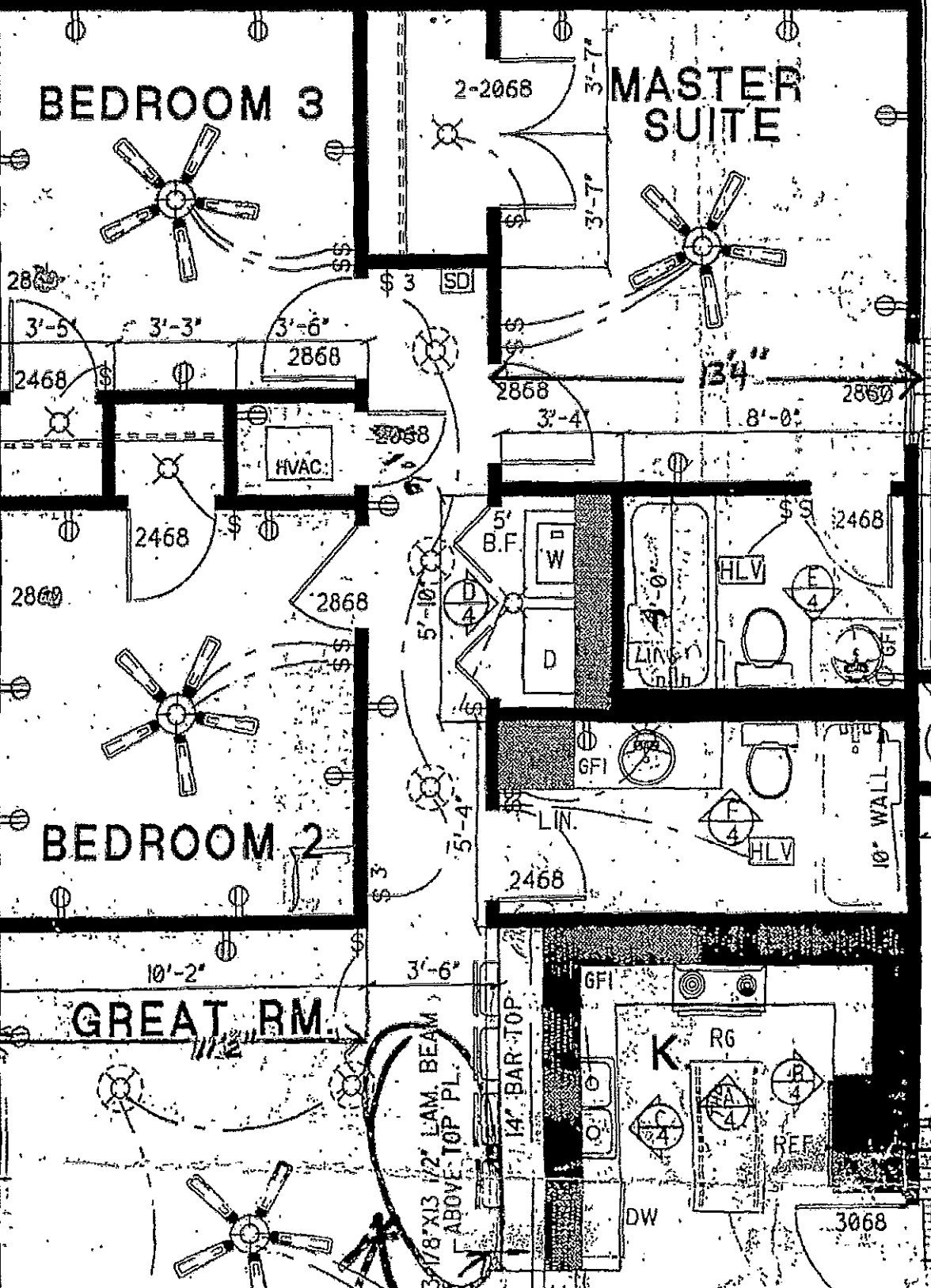
2'-8"

2'-4"

10'-10"

8'-6"

10'-8"



HVAC

B.F.

HLV

HLV

GFI

K

R6

REF

DW

3068

3/8" X 1/2" LAM. BEAM ABOVE TOP PL.

14" BAR-TOP

WH

10'-0"



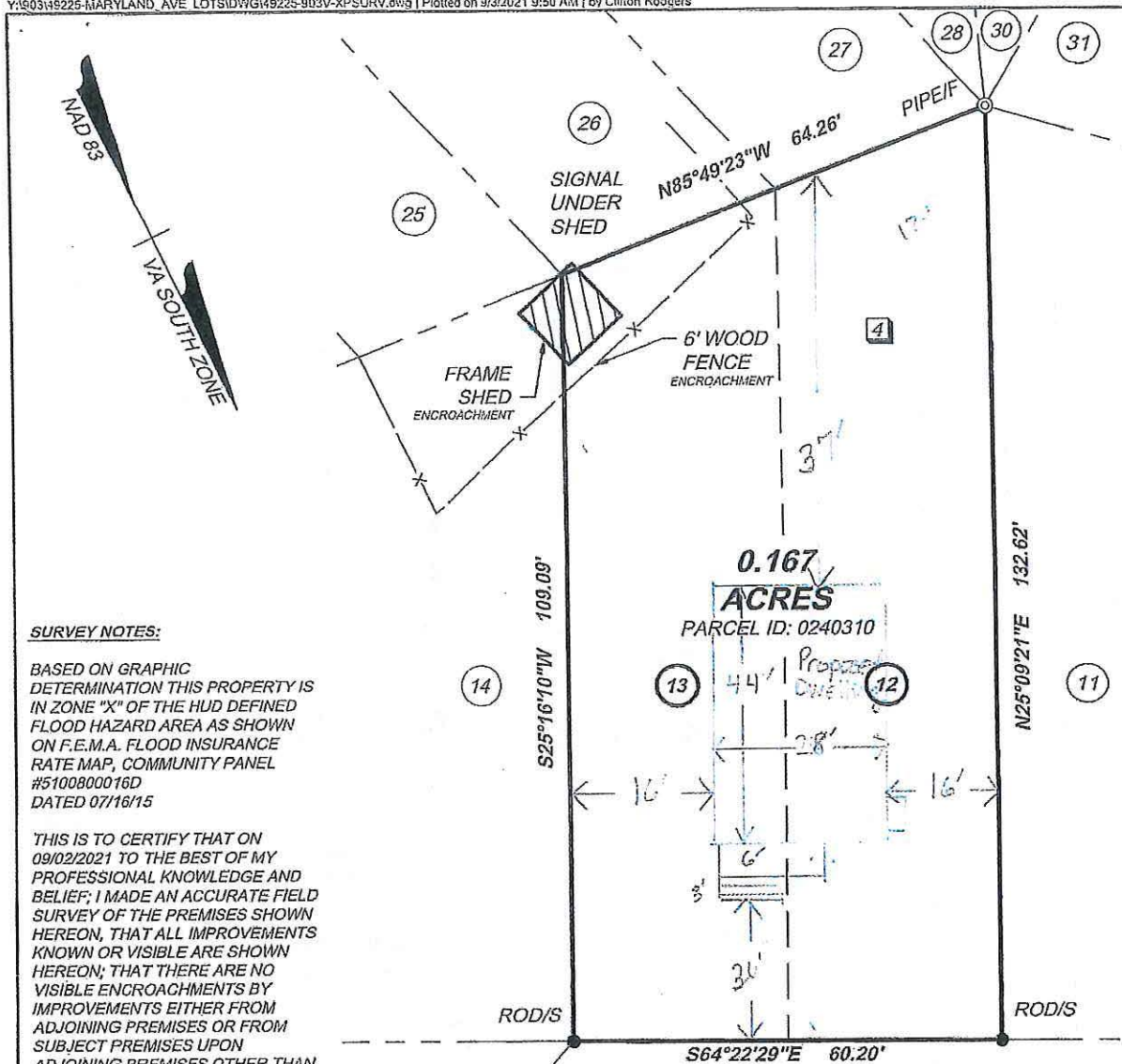
BREAKFAST
ROOM

\$\$\$



Neighborhood Housing Inventory

Parcel ID	Address	Improvement Value	Size of SFD	Exterior Material	Year Built	Bedrooms	Building Stories	Owner Occupied	
0240355	1505 LYNCHBURG, Hopewell, VA	\$132,200.00	1296	brick	1963	3	1	Yes	
0240360	1507 LYNCHBURG, Hopewell, VA	\$144,600.00	1288	vinyl	2007	3	1	Yes	
0240370	1511 LYNCHBURG, Hopewell, VA	\$127,100.00	1248	vinyl	2005	3	1	Yes	
0131540	1715 DANVILLE, Hopewell, VA	\$111,900.00	1789	wood	1950	4	1.5	Yes	
0131525	301 18 S, Hopewell, VA	\$59,500.00	1124	vinyl	1920	3	1	No	
0131520	302 17 S, Hopewell, VA	\$127,800.00	1248	vinyl	1950	3	1	Yes	
0131515	304 17 S, Hopewell, VA	\$92,500.00	3156	stucco	1952	5	2	Yes	
0240426	307 17 S, Hopewell, VA	\$129,500.00	1473	vinyl	2003	3	2	Yes	
0240427	309 17 S, Hopewell, VA	\$122,900.00	1278	vinyl	2003	3	1	Yes	
0131535	309 18 S, Hopewell, VA	\$58,500.00	1904	vinyl	1913	3	2	No	
0240270	310 MARYLAND, Hopewell, VA	\$51,200.00	936	concrete block	1920	3	1	Yes	
0240428	311 17 S, Hopewell, VA	\$68,400.00	748	asbestos siding	1955	2	1	No	
0131510	314 17 S, Hopewell, VA	\$74,400.00	1164	vinyl	1951	4	2	Yes	
0240285	314 MARYLAND, Hopewell, VA	\$53,300.00	1032	masonite	1920	3	1	No	
0240405	315 17 S, Hopewell, VA	\$37,300.00	736	vinyl	1920	2	1	No	
0240290	318 MARYLAND, Hopewell, VA	\$34,700.00	984	masonite	1920	3	1	No	
0240395	319 17 S, Hopewell, VA	\$17,800.00	943	masonite	1920	2	1	No	
0131830	320 17 S, Hopewell, VA	\$91,400.00	1333	brick	1952	3	1	Yes	
0240325	328 MARYLAND, Hopewell, VA	\$128,300.00	1704	brick	1954	4	2	No	
0240330	330 MARYLAND, Hopewell, VA	\$31,800.00	864	brick	1920	2	1	No	
0131825	332 17 S, Hopewell, VA	\$49,100.00	1298	brick	1951	2	1	Yes	
0131815	334 17 S, Hopewell, VA	\$40,800.00	717	vinyl	1950	2	1	No	
0240371	335 17 S, Hopewell, VA	\$118,500.00	1191	vinyl	2004	3	1	Yes	
0131855	337 18 S, Hopewell, VA	\$69,800.00	1215	vinyl	1964	3	1	No	
0131805	338 17 S, Hopewell, VA	\$81,600.00	1492	vinyl	1914	4	2	Yes	
0131860	339 18 S, Hopewell, VA	\$97,300.00	1894	brick	1938	3	1	Yes	
		\$82,776.92	1309.807692		1950.731	3	1.25		
								0.576923077	yes
								0.423076923	no



SURVEY NOTES:

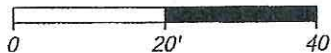
BASED ON GRAPHIC DETERMINATION THIS PROPERTY IS IN ZONE "X" OF THE HUD DEFINED FLOOD HAZARD AREA AS SHOWN ON F.E.M.A. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL #5100800016D DATED 07/16/15

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**MARYLAND AVE.
60' R/W**

SCALE 1"=20'

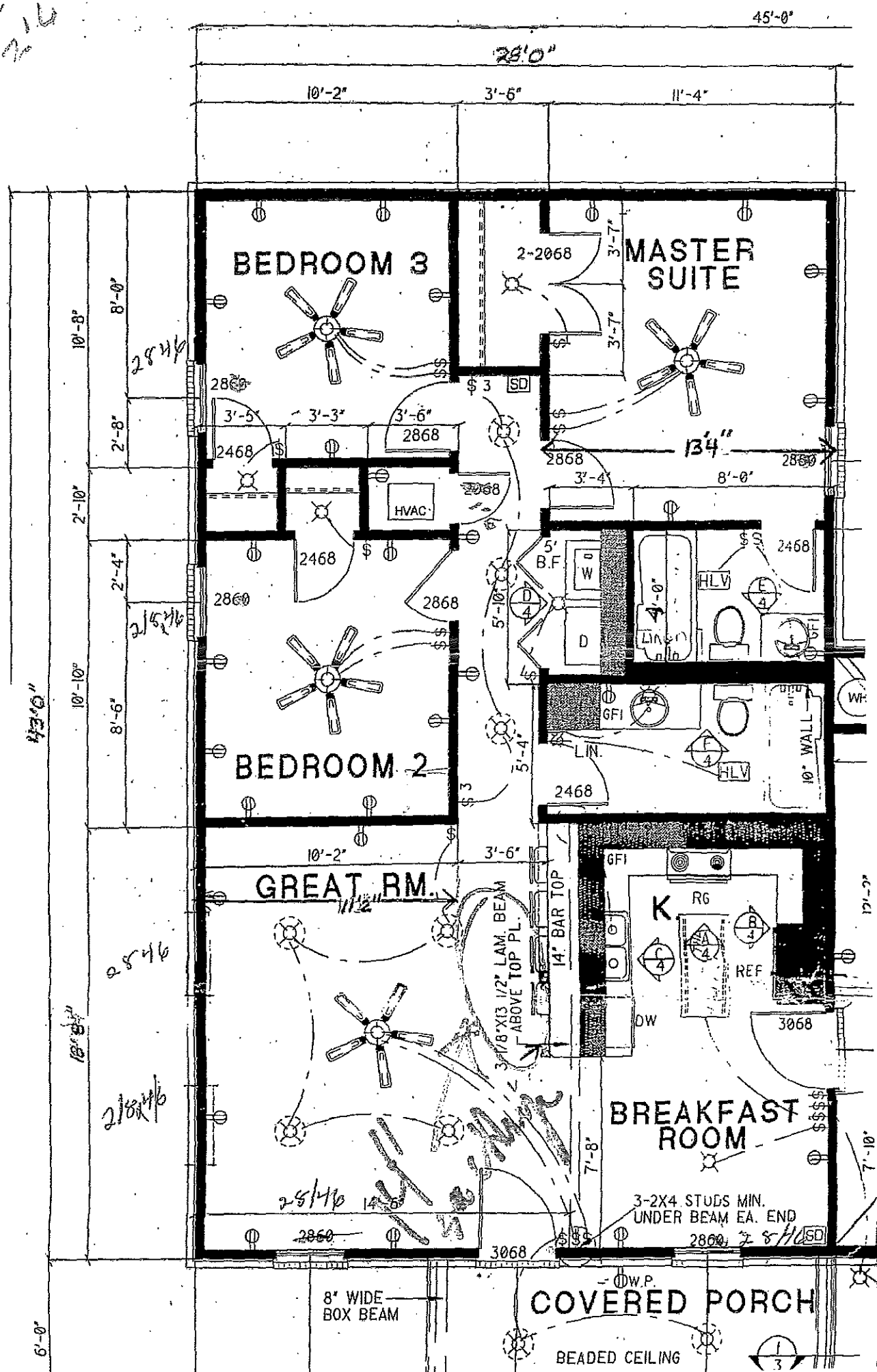


PLAT SHOWING A
**LOT SURVEY OF 0.167 ACRES OF
LOTS NO.12 AND 13,
BLOCK NO. 4
BUREN SUBDIVISION
P.B.1 PG.3
CITY OF HOPEWELL, VIRGINIA**



THIS DRAWING PREPARED AT THE TRI-CITIES OFFICE 4701 Owens Way, Suite 900 Prince George, VA 23875 TEL 804.541.6600 FAX 804.458.1511 www.timmons.com	YOUR VISION ACHIEVED THROUGH OURS.	CITY OF HOPEWELL	VIRGINIA
		Date: SEPT. 02, 2021	Scale: 1"=20'
		Sheet 1 of 1	J.N.: 49225
		Drawn by: C.J.R.	Checked by: G.McG.

TIMMONS GROUP



Floor Plan and Plot Plan.pdf

Proposed Dwelling for C.U.P. apps.



WS-4



Applicant: David Edwards
Maryland Avenue – Sub-Parcel# 024-0305
Conditional Use Permit
Staff Report prepared for the Planning Commission Regular Meeting

December 2, 2021

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

I. PUBLIC HEARINGS:

Planning Commission December 2, 2021 Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning: N/A
Existing Zoning: R-2, Residential, Medium Density
Acreage: 7,840 square feet
Owner: David Edwards
Election Ward: Ward 1
Land Use Plan Recommendation: Urban Residential
Strategic Plan Goal: N/A
Map Location(s): Sub Parcel #: 024-0305
 Lots 10 & 11, Block 4, Buren Subdivision
Zoning of Surrounding Property: North: R-2/B3
 South: R-2
 East: R-2
 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from David Edwards for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record in the Medium Density, R-2, 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, Section 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 (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.

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.

V. SUBJECT PROPERTY:

The minimum square footage required to construct a single family detached (SFD) home in the R-2 Zoning District is 7,500 square feet. The required lot width at the right-of-way line is 75 linear feet. The subject property is 7,840 square feet with 61 feet of frontage on the street. Therefore, a conditional use permit must be approved to build a SFD.

The property is surrounded by residential structures but commercial establishments are nearby on 15th Avenue (Route 36). This property is considered a non-conforming lot of record.

VI. ZONING/STAFF ANALYSIS:

As of March 26, 2019, in order to construct a permitted use on a non-conforming lot of record, applicants must receive a Conditional Use Permit regardless of the zoning district.

When reviewing a request for a conditional use permit, the Planning Commission must consider the seven conditions outlined in Article XXI of the Zoning Ordinance, cited on page 3. The Commission may also impose conditions that are suitable to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be a variance with either the exterior architectural appeal and/or the functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district.

When considering a conditional use permit to construct a single family detached home in an established neighborhood Staff conducts an inventory of current homes to determine if the proposed structure is compatible.

The table below provides a summary of the inventory. A total of 26 structures were considered.

Average Year Built	1932	
# of Bedrooms	4	
# of Stories	1.5	
Exterior Siding	50% vinyl	11% masonite
	23% brick	12% stucco, asbestos siding, wood, and concrete block
Average Square Feet	1,309	
Average Value of SFD	\$82,776	

The applicant is proposing to construct a 1300 square foot home with 3 bedrooms and 2 baths with a brick foundation and covered front porch. The exterior material of the home will be vinyl.

VII. STAFF RECOMMENDATION:

The Staff recommends approval of the request as submitted by David Edwards because it meets criteria 1-5 and 7 as outlined in Article XXI, Amendments, Section D, Sub-Section d. Criteria 6 will be determined after hearing from citizens during the public comment period. The City received one comment from an adjoining property owner regarding this application. He had questions about the purpose of the request. Based on the lack of comments from adjoining property owners and residents, Staff does not anticipate opposition to this request.

VIII. PLANNING COMMISSION RESOLUTION:

In accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends by a vote of ___ - ___ to (approve) (approve with conditions) (deny) the request submitted by David Edwards for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record, Sub-Parcel # 024-0305 in the Medium Density, R-2, Zoning District.

Attachment(s):

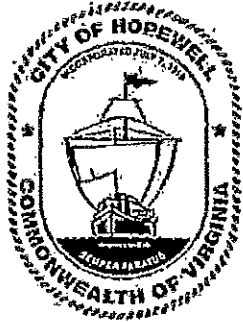
1. Application for Conditional Use Permit
2. Neighborhood housing map and inventory

Aerial Map



Sub-Parcel #024-0305

City of Hopewell, VA
Permits / Inspect... - 20210911CUP - 2021
016687-0002 debra mc... 11/04/2021 12:13PM
CONDITIONAL USE PERMIT - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CHECK: 8080



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 # 20210911

APPLICANT: David Edwards
ADDRESS: PO Box 669
Prince George VA 23875
PHONE #: 804-691-6092 FAX #: _____
EMAIL ADDRESS: debbie.edwards@jamescrest.net

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

OWNER: David Edwards
ADDRESS: PO. Box 669
Prince George VA 23875
PHONE #: 804-691-6092 FAX #: _____

PROPERTY ADDRESS / LOCATION:

Maryland Ave Hopewell, VA
PARCEL #: 0240305 ACREAGE: _____ ZONING: R-2
10-11

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

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

PRESENT USE OF PROPERTY:

Open Land

THE CONDITIONAL USE PERMIT WILL ALLOW:

Construction of a 3BR Home

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.

Proposed dwelling will improve the neighborhood & eliminate unsightly open land where others congregate without permission of owners.

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

Proposed dwelling will not create adverse parking or additional traffic.

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.

Proposed dwelling is within the appropriate zoning of R-2

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.

David Edwards

APPLICANT SIGNATURE

10-28-21

DATE

DAVID EDWARDS

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____

DATE OF ACTION _____

APPROVED _____ DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:



Department of Development
City of Hopewell, Virginia
Residential Lot Plans

Official Use Only
Application Number: _____
Permit Number: _____

Affidavit of Responsibility

Application for the following:

Property Address/Parcel: 0240305

Lot: 10-11 Block: 4 Subdivision: Bures

I, David Edwards, by filing this affidavit certify that I am the owner or authorized agent of David Edwards Custom Builders, Inc.; and further, certify that I have enclosed the Residential Lot Plan to be included as part of the Building Permit.

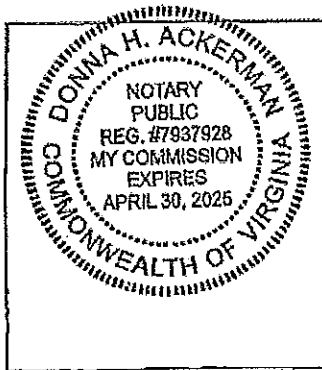
Furthermore, I certify that the lot grading of the aforementioned parcel will be consistent with the submitted plan. If within 12 months after a CO has been issued the City of Hopewell determines that the drainage configuration does not function properly, I will assume full responsibility to make corrections in order that the drainage will function as intended and approved by the City of Hopewell.

APPLICANT NAME (PRINT):

David Edwards

SIGNATURE: [Signature]

DATE: 10/28/2021



CITY/COUNTY OF Prince George
COMMONWEALTH OF VIRGINIA

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME
THIS 28th DAY OF October, ²⁰²¹ 2020 BY

NOTARY PUBLIC: Donna Hewlett Ackerman

NOTARY PUBLIC REGISTRATION NUMBER: 7937928

MY COMMISSION EXPIRES: 4/30/2025

SNVA BANK
68-927/514

JOHN D. EDWARDS
DEBORAH H. EDWARDS
P.O. BOX 869
PRINCE GEORGE, VA 23875

PAY TO THE ORDER OF
City of Hopewell

Three hundred & 00/100

MEMO *Permit Hopewell - Maryland St*

Debra M. Edwards
AUTHORIZED SIGNATURE

\$ 300.00
DOLLARS

⑆008080⑆ ⑆054404278⑆ ⑆0123999⑆



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

016687-0002 debra m. 11/04/2021 12:13PM

PERMITS / INSPECTIONS	
CONDITIONAL USE PERMIT - REVIEW	
2021 Item: 20210911 CUP	300.00
Payment Id: 235342	

	300.00
Subtotal	300.00
Total	300.00
CHECK	300.00
Check Number 6080	

Change due	0.00



Thank you for your payment.

Debra M. Edwards
CUSTOMER COPY

**RESIDENTIAL LOT PLAN CHECKLIST
FOR APPLICANT**

ADDRESS: _____
 PARCEL/TAX ID: _____
 APPLICANT: _____ PREPARER: _____
 OWNER: _____ SF/DUPLEX: _____

FORMATTING	INCLUDED	NOT APPLICABLE	COMMENT
Address of Proposed Work			
Tax Map Reference #			
Subdivision Name			
Deed Reference			
North Arrow			
1"=20' Scale or Greater			
Lot Dimensions			
Name, Address, Phone # of Plan Preparer			
Name, Address, Phone # of Lot Owner			
Professional Certification of Lot Plan			
ZONING			
Setback Line - Front:	30'		
Setback Line - Side:	116'		
Setback Line - Rear:	650'		
Lot Square Footage	911923		
Dimensional Setbacks - deck, pool, accessory, etc.			
EXISTING CONDITIONS			
Existing Structure(s) - Location			
Existing Structure(s) - Dimensions			
Existing Structure(s) - Lot Coverage Calc.			
Existing Impervious Surfaces - Location			
Existing Impervious Surfaces - Dimensions			
Existing Impervious Surfaces - Lot Coverage Calc.			
Easements			
Existing utility connection points			
Existing Septic Field/Reserve Drainfields			
ENVIRONMENTAL & STORMWATER			
Allowable Buildable Area w/ Enviro. Constraints			
Existing Topography @ 2' Contours			
Topo @ 2' Contours for Site Improvements			
Existing Storm Drainage			
Proposed Storm Drainage			
Water Features			
100-yr Floodplain			
Limits of Clearing/Removal of Vegetation			
E&S Location and Design			
RPA/RMA Boundaries			
PROPOSED IMPROVEMENTS			
Proposed Structure - Location			
Proposed Structure - Dimensions			
Proposed Structure - Lot Coverage Calc.			
Temporary Construction Entrance			
Driveway/Off-Street Parking Area(s)			
Retaining Wall(s) - Location & Design			
UNDER SEPARATE COVER (if Applicable)			
Soils Test			
Water Quality Impact Assessment (WQIA)			
Wetlands Permit			

ON THE PLAT
*



**City of Hopewell
Department of Development
Residential Lot Plans**

This document provides information regarding the requirements to submit a residential lot plan within the City of Hopewell, Virginia. It outlines when a residential lot plan is required and the review process utilized by the City. All plans must be submitted to the Department of Development located in Suite 321 of the Hopewell Municipal Building, 300 North Main Street, Hopewell, VA 23860. Currently there is no fee for this submittal.

The intent of the residential lot plan is to ensure that proposed uses and certain related lot development activities are compatible with approved subdivision plats, proposed subdivision plan applications, and other land disturbing activities as well as to ensure consistency with the zoning regulations and other City ordinances and development guidelines.

For more information about this process please contact the Department of Development at (804) 541-2220.

Why is a Residential Lot Plan Required?

A residential lot plan for each subdivision lot is required to ensure that uses and certain related lot development activities are compatible with approved subdivision plats, new subdivision plats, and public improvements plans as well as to ensure consistency with the zoning regulations. Plans are required for the following land use activities:

- a. Any residential use or any land disturbing activity in a designated Chesapeake Bay Preservation Area related to a residential use;
- b. detached residences in any zoning district on lots or parcels less than 30,000 square feet in area;
- c. accessory buildings or apartments, accessory uses on a residential lot;
- d. private detached garages on a residential lot; and
- e. lots with terrain, utility or locational characteristics that, at the discretion of the Development Director, require lot plan review.

Purpose

The plan is intended to provide necessary and sufficient information to the City to ensure the following:

- f. the lot and the siting and use of the intended structure(s) are in conformance with the approved subdivision plat and public improvements plans for the subdivision in which the lot(s) is located;
- g. site grading, storm water drainage improvements and storm runoff patterns for the subject lot meet or exceed contemporary requirements for residential lot development and do not adversely impact adjoining lots and properties,
- h. all existing easements and rights of way have been identified and respected,
- i. yard and setback requirements and other zoning requirements are identified and respected,
- j. appropriate site planning initiatives are incorporated into the lot development plan,
- k. the development of the lot and as well as the physical siting and use of the intended structure(s) on the lot will not adversely impact or encroach upon adjoining properties,
- l. adequate erosion and sediment controls are provided to protect adjoining properties and public rights of way,
- m. lot access and driveway arrangements that connect to a public or private street meet City standards,
- n. CBPA-O District requirements, where applicable, are fully coordinated with any proposed single family dwelling.

Process

The residential lot plan shall be submitted either in advance of or concurrently with the application for a zoning or building permit:

- o. The residential lot plan shall be submitted to, reviewed by, and acted upon by the Development Director within ten (10) business days upon receipt and application for a zoning permit and building permit, provided that if the residential lot plan is submitted concurrently with the building permit application, the Development Director shall notify the Building Official of action taken on the residential lot plan not later than the Building Official's mandatory building permit review timeframe but not less than five (5) business days from the date of concurrent application.
- p. The Development Director may request the input of the City Engineer,

Building Official or other City Staff in the review of the residential lot plan.

- q. In the event of denial of the residential lot plan by the Development Director, the Development Director shall notify the Building Official of action taken.
- r. If the residential lot plan is denied by the Development Director, the applicant may either (a) revise and resubmit the plan, or (b) petition the matter to be heard by the Planning Commission at their next regularly scheduled meeting.
- s. The applicant shall submit copies (8) copies of the residential lot plan on a sheet not to exceed 11" x 17", unless otherwise approved by the Development Director.
- t. The lot development plan shall be prepared by a certified engineer, surveyor, architect, or landscape architect qualified to do such plans unless otherwise waived by the Development Director.

Required Information

The contents of the residential lot plan shall include the following:

Format

- Address and tax map reference number of lot, deeded name of subdivision plat in which the lot is located, and deed reference for the subject lot.
- North arrow; dimensions of the lot drawn to scale of 1" = 20' or greater, with metes and bounds of lot and yard, and yard setback lines for front, rear and side yards established by zoning district.
- Name, address and telephone number of plan preparer and lot owner.
- Certification of the residential lot plan by a professional engineer, surveyor, architect or landscape architect licensed in the State of Virginia. *In lieu of a certified residential plot plan as described, the applicant may submit a self-prepared residential plot plan and an Affidavit of Responsibility.*

Zoning

- Dimensional setbacks from property lines to any structure or improvement, including porches, decks, stairwells, garages, swimming pools, accessory uses, etc.
- Square footage of lot per recorded subdivision plat; calculation and depiction of impervious surfaces.

Existing Conditions

- Location, dimensions, and lot coverage calculation of existing structure(s) and impervious surfaces.
- Easements contained within the lot or physical improvements that impact the lot or contiguous lots.
- Location of utility service connections to public water and sewer, including meter placement for domestic water.
- Location of any existing septic field and reserve drainfield location.

Environmental & Storm water

- *Allowable buildable area of the lot that considers the size and shape of the lot, environmental constraints, and the zoning district setbacks (i.e. allowable building perimeter in accord with applicable geometric requirements of the zoning district in which the lot is located, and considers environmental constraints.)* Include location of existing and proposed vegetation.
- Existing topography and lot improvements, if any, and proposed finished lot grading shown with two foot (2') contour intervals and spot elevations.
- Location of all existing natural or man-made drainage channels and storm sewer facilities, as well as location of proposed drainage improvements, to ensure the adequate conveyance of storm water on and through the property.
- Location and boundaries of any existing storm water management improvements, water features and 100-year floodplain limits that impacts the subject lot(s). In the absence of existing or proposed storm water management improvements within the subdivision, the lot developer shall address alternative Low Impact Development (LID) measures.
- Limits of clearing and lot disturbance.
- Location and design of any erosion and sediment practices that may be required to protect adjoining properties, public rights of way, and utility infrastructure during the construction period.
- Site-specific determination of RPA and RMA boundaries (to be conducted in accord with the requirements of the CBPA-O District.) Any applicable Resource Protection Areas (RPA) notations as may be related to: (1) retention of an undisturbed, vegetated 100' RPA, and (2) land development within the RPA is to be limited to water dependent facilities or redevelopment as shown on city maps.

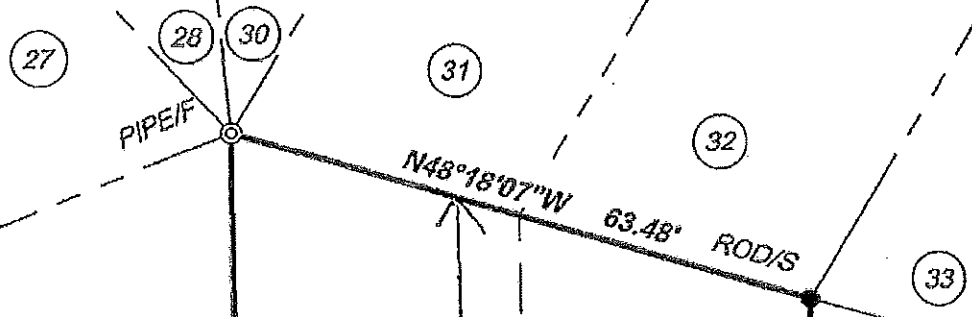
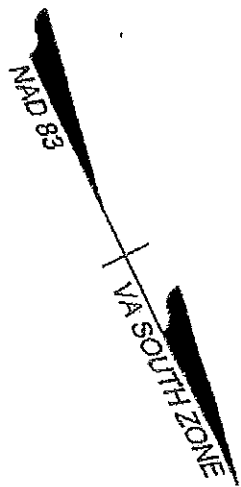
Proposed Improvements

- Location, dimensions, and lot coverage calculation of proposed structure(s) and impervious surfaces.
- Location, design, material type, and coverage of all required off-street parking, parking access, street entrances, driveways, and temporary construction entrances, where applicable.
- Location and design of retaining walls.

Under Separate Cover, If Applicable

- Geotechnical evaluation and certified engineering design for building foundation for lots that contain shrink/swell soils, highly erodible soils, or other geological attribute(s) that could impact construction, *as required by the Building Official.*
- Evidence of approved Water Quality Impact Assessment, if required by the Zoning Administrator.
- Evidence of wetlands permits *if required by Chapter 25 Code of Hopewell and approved by the Hopewell Wetlands Board. If you have not gone through this process it is likely the property does not have wetlands and this requirement is not applicable.*

Words in italics represent additional information provided to clarify residential lot plan requirements. They are not included in the Hopewell Zoning Ordinance.

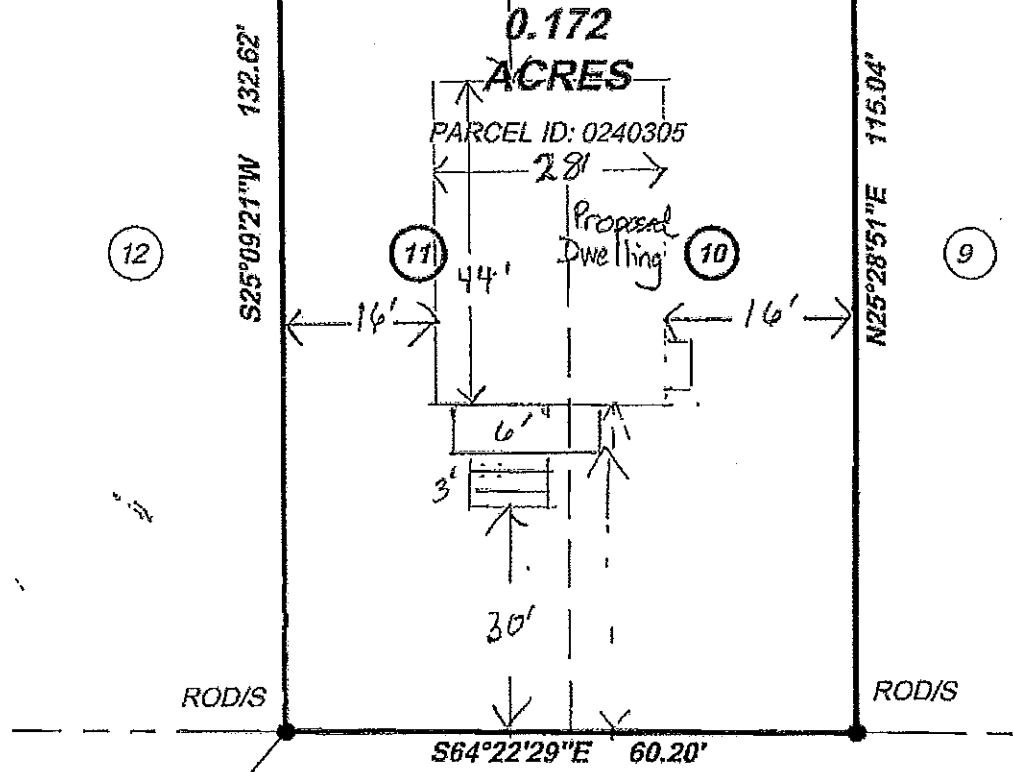


SURVEY NOTES:

BASED ON GRAPHIC DETERMINATION THIS PROPERTY IS IN ZONE "X" OF THE HUD DEFINED FLOOD HAZARD AREA AS SHOWN ON F.E.M.A. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL #5100800016D DATED 07/16/15

THIS IS TO CERTIFY THAT ON 09/02/2021 TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF; I MADE AN ACCURATE FIELD SURVEY OF THE PREMISES SHOWN HEREON, THAT ALL IMPROVEMENTS KNOWN OR VISIBLE ARE SHOWN HEREON; THAT THERE ARE NO VISIBLE ENCROACHMENTS BY IMPROVEMENTS EITHER FROM ADJOINING PREMISES OR FROM SUBJECT PREMISES UPON ADJOINING PREMISES OTHER THAN AS SHOWN HEREON.

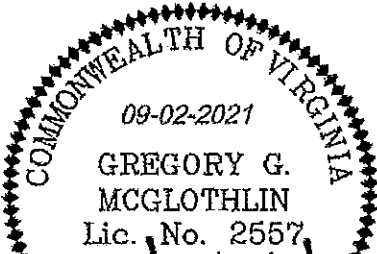
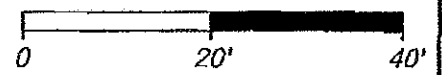
THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE BINDER AND MAY THEREFORE NOT SHOW ALL EXISTING EASEMENTS OR OTHER PERTINENT FACTS WHICH MAY AFFECT THE PROPERTY.



321.40' TO WASHINGTON CIRCLE INTERSECTION

MARYLAND AVE.
60' R/W
P.B. 1 PG. 3

SCALE 1"=20'



PLAT SHOWING A LOT SURVEY OF 0.721 ACRES OF LOTS NO. 10 AND 11,

SECRET

SECRET SUBDIVISION
DR 1 DC 2

43'-0"

10'-8"

2'-10"

10'-10"

18'-2"

8'-0"

2'-8"

2'-4"

8'-6"

10'-2"

2'-8"

2'-8"

BEDROOM 3

MASTER SUITE

BEDROOM 2

GREAT RM.

BREAKFAST ROOM

COVERED PORCH

25/4/6

2/6/4/6

2/8/4/6

2/8/4/6

25/4/6

Handwritten notes and scribbles

2868

2468

2868

2868

10'-2"

2868

2-2068

\$3 SD

HVAC

2868

2868

3'-6"

3068

14" BAR TOP
3/8" X 13/12" LAM. BEAM
ABOVE TOP PL.

3-2X4 STUDS MIN.
UNDER BEAM EA. END

8" WIDE
BOX BEAM

D.W.P.

3'-5"

3'-3"

3'-6"

3'-7"

3'-7"

3'-4"

34"

8'-0"

2468

2868

5'-10"

5'-4"

5' B.F.

W

D

GFI

HLV

2468

GFI

K

DW

REF

3068

7'-8"

7'-10"

7'-10"

2868

3068

2468

HLV

F 4

GFI

10' WALL

F 4

HLV

GFI

R6

B 4

REF

3068

7'-10"

7'-10"

7'-10"

2868

3068

2868

2468

2868

3'-6"

3068

7'-10"

2868

3068



Download

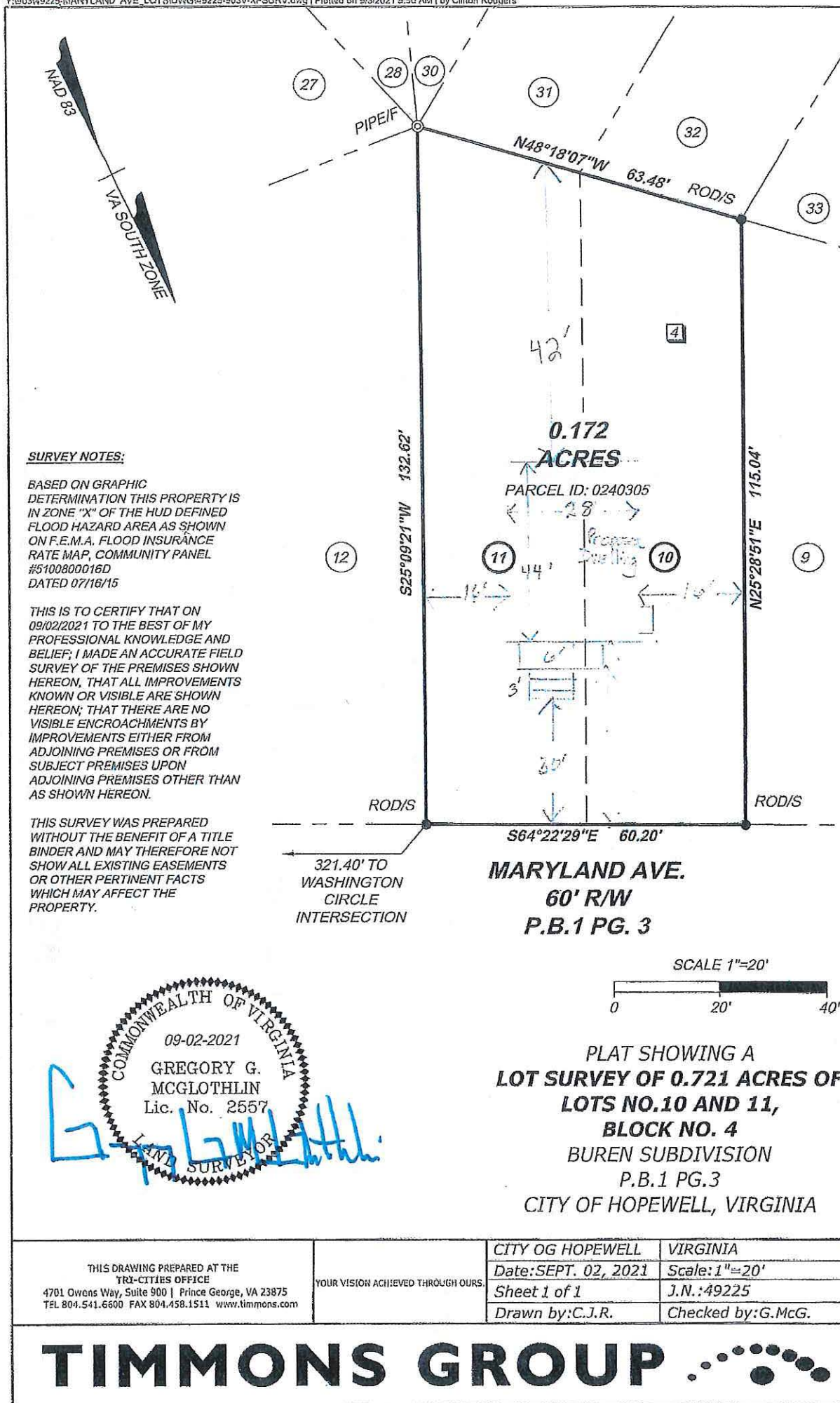
Login

leighborhood inventory map.GIF



Neighborhood Housing Inventory

Parcel ID	Address	Improvement Value	Size of SFD	Exterior Material	Year Built	Bedrooms	Building Stories	Owner Occupied	
0240355	1505 LYNCHBURG, Hopewell, VA	\$132,200.00	1296	brick	1963	3	1	Yes	
0240360	1507 LYNCHBURG, Hopewell, VA	\$144,600.00	1288	vinyl	2007	3	1	Yes	
0240370	1511 LYNCHBURG, Hopewell, VA	\$127,100.00	1248	vinyl	2005	3	1	Yes	
0131540	1715 DANVILLE, Hopewell, VA	\$111,900.00	1789	wood	1950	4	1.5	Yes	
0131525	301 18 S, Hopewell, VA	\$59,500.00	1124	vinyl	1920	3	1	No	
0131520	302 17 S, Hopewell, VA	\$127,800.00	1248	vinyl	1950	3	1	Yes	
0131515	304 17 S, Hopewell, VA	\$92,500.00	3156	stucco	1952	5	2	Yes	
0240426	307 17 S, Hopewell, VA	\$129,500.00	1473	vinyl	2003	3	2	Yes	
0240427	309 17 S, Hopewell, VA	\$122,900.00	1278	vinyl	2003	3	1	Yes	
0131535	309 18 S, Hopewell, VA	\$58,500.00	1904	vinyl	1913	3	2	No	
0240270	310 MARYLAND, Hopewell, VA	\$51,200.00	936	concrete block	1920	3	1	Yes	
0240428	311 17 S, Hopewell, VA	\$68,400.00	748	asbestos siding	1955	2	1	No	
0131510	314 17 S, Hopewell, VA	\$74,400.00	1164	vinyl	1951	4	2	Yes	
0240285	314 MARYLAND, Hopewell, VA	\$53,300.00	1032	masonite	1920	3	1	No	
0240405	315 17 S, Hopewell, VA	\$37,300.00	736	vinyl	1920	2	1	No	
0240290	318 MARYLAND, Hopewell, VA	\$34,700.00	984	masonite	1920	3	1	No	
0240395	319 17 S, Hopewell, VA	\$17,800.00	943	masonite	1920	2	1	No	
0131830	320 17 S, Hopewell, VA	\$91,400.00	1333	brick	1952	3	1	Yes	
0240325	328 MARYLAND, Hopewell, VA	\$128,300.00	1704	brick	1954	4	2	No	
0240330	330 MARYLAND, Hopewell, VA	\$31,800.00	864	brick	1920	2	1	No	
0131825	332 17 S, Hopewell, VA	\$49,100.00	1298	brick	1951	2	1	Yes	
0131815	334 17 S, Hopewell, VA	\$40,800.00	717	vinyl	1950	2	1	No	
0240371	335 17 S, Hopewell, VA	\$118,500.00	1191	vinyl	2004	3	1	Yes	
0131855	337 18 S, Hopewell, VA	\$69,800.00	1215	vinyl	1964	3	1	No	
0131805	338 17 S, Hopewell, VA	\$81,600.00	1492	vinyl	1914	4	2	Yes	
0131860	339 18 S, Hopewell, VA	\$97,300.00	1894	brick	1938	3	1	Yes	
		\$82,776.92	1309.807692		1950.7308	3	1.25		
								0.576923077	yes
								0.423076923	no

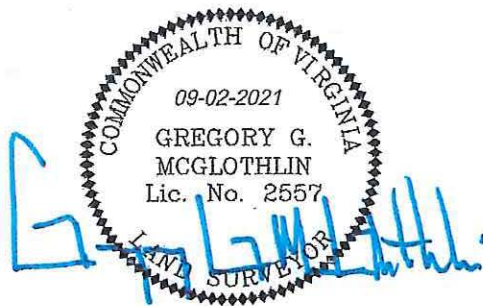


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MARYLAND AVE.
60' R/W
P.B.1 PG. 3



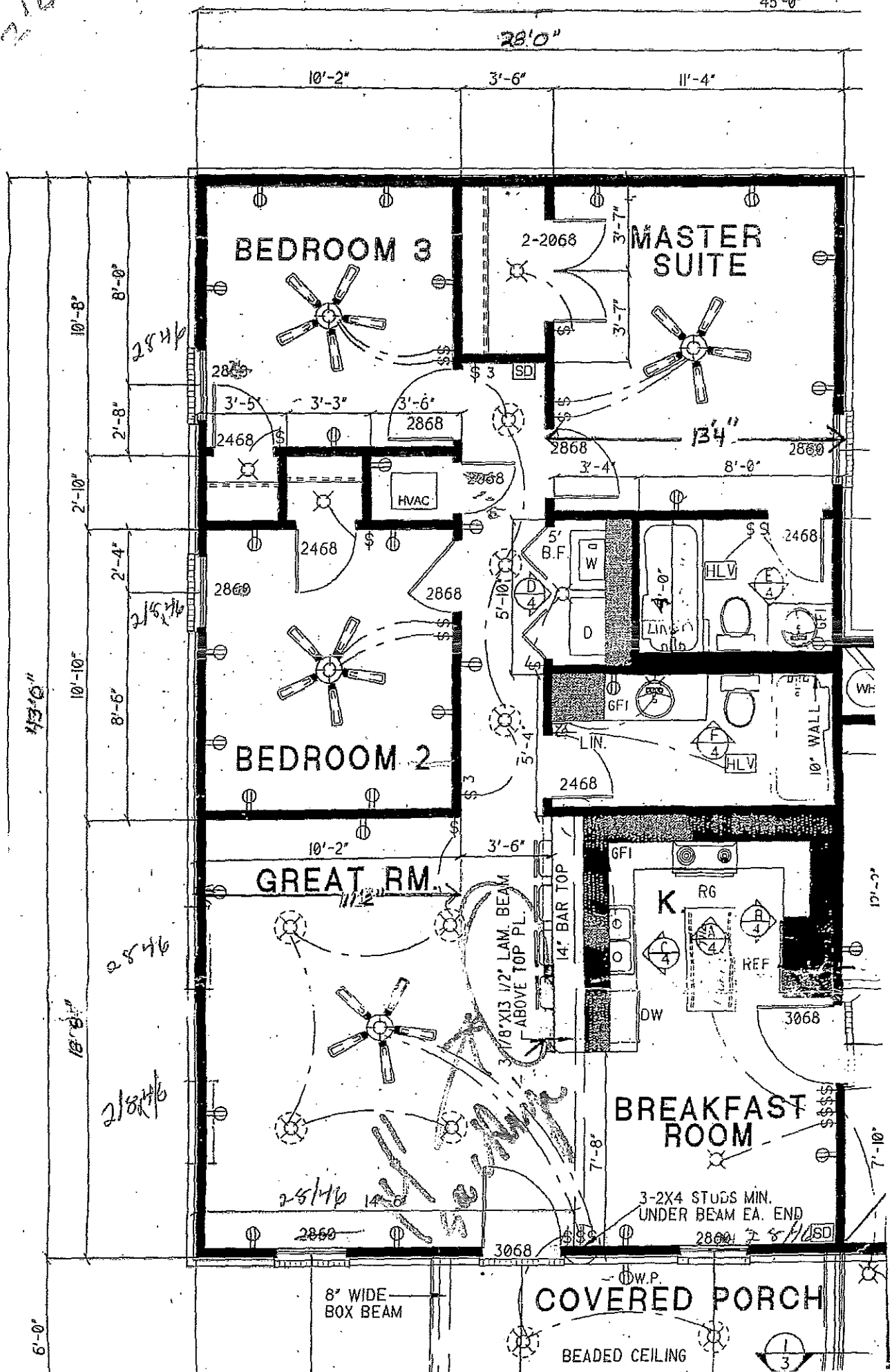
PLAT SHOWING A
LOT SURVEY OF 0.721 ACRES OF
LOTS NO.10 AND 11,
BLOCK NO. 4
BUREN SUBDIVISION
P.B.1 PG.3
CITY OF HOPEWELL, VIRGINIA

THIS DRAWING PREPARED AT THE TRI-CITIES OFFICE 4701 Owens Way, Suite 900 Prince George, VA 23875 TEL 804.541.6600 FAX 804.458.1511 www.timmons.com	YOUR VISION ACHIEVED THROUGH OURS.	CITY OF HOPEWELL	VIRGINIA
		Date: SEPT. 02, 2021	Scale: 1"=20'
		Sheet 1 of 1	J.N.:49225
		Drawn by: C.J.R.	Checked by: G.McG.



1
2/16

45'-0"



Proposed well in town C.D.P. apps.

