

AGENDA

**CLOSED
MEETING**

RECONVENE OPEN MEETING

WORK SESSION

WS-1



The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

Application #: 20221034

APPLICATION FEE: \$300

Permit #: _____

APPLICATION #

APPLICANT: Downtown Pups, LLC
ADDRESS: 222 E Broadway
Hopewell, VA 23860
PHONE #: (804) 446-3592 FAX #: _____
EMAIL ADDRESS: info.downtownpups@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: WEB comm, LLC
ADDRESS: 3715 Belt Boulevard
Richmond, VA 23234
PHONE #: (804) 439-3300 FAX #: _____

PROPERTY ADDRESS / LOCATION:
246-252 E. Broadway Hopewell, VA 23860

PARCEL #: 0800470/ 0800465 ACREAGE: 0.126/0.00 ZONING: B-1

*** 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
51. Pet Shops OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:

Vacant commercial space, most recently intended for restaurant space

THE CONDITIONAL USE PERMIT WILL ALLOW:

Downtown Pups, LLC to include boarding as part of their expansion to daycare and overnight boarding

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.

Downtown Pups currently allows daycare and grooming, adding boarding will not add any additional noises or smells to the area.

There will be more employees to cater to the extra dogs, cleaning messes as soon as they happen and not allowing excessive barkers. This expansion will not affect other businesses or residents.

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

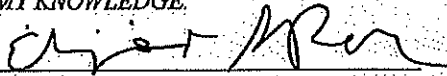
Adding boarding will not bring any harm to the public. There will be privacy fences installed to keep dogs in the property, also allowing artwork and plants to be added along the fencing to Beautify Downtown.

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.

This expansion will bring more jobs to Hopewell, more foot traffic, and potentially more businesses. This will allow for dog training, and other pet related classes. Downtown Pups could also take Youth Volunteers and teach them about caring for pets, taking kids off the streets and giving them something to look forward to. Offering overnight boarding services align with the cities desire to grow and attract more working professionals and remote workers. Professionals in several main sectors in Hopewell - healthcare and industry - would benefit from overnight care that suits their schedules. Professionals who travel often or young

professionals who travel frequently as remote works would also benefit.

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



APPLICANT SIGNATURE

DATE 12/08/2022

Elizabeth Spence

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS:



**ENTERPRISE ZONE
ELIGIBILITY DETERMINATION &
APPLICATION FOR LOCAL BENEFITS**

FOR ASSISTANCE IN COMPLETING THIS APPLICATION,
CONTACT THE DEPARTMENT OF DEVELOPMENT AT (804) 541-2220

Application # 2019-51
Parcel # 080-0505
(For Office Use Only)

Business Name: Downtown Pups LLC

Address: 222 E. Broadway

Part C: Incentives requested from City of Hopewell Department of Development

Development Fee Waivers (check all that apply)

Rezoning Request _____ Type of Zoning Proposed: _____ Number of Acres: _____

Conditional Use Permit Required _____ Type of Conditional Use Requested: _____

Variance Request _____ Reason for Variance: _____

Special Exception Request _____

Site Plan Review _____ Commercial Use: _____ Industrial Use: _____

Sign Permit _____ Est. Cost \$ _____

Applicant Signature: [Signature] Date: Dec 9th 2022

Department of Development (For Office Use Only) Application Number: _____

Based on the information provided in this application, business is eligible for:

Waiver of Rezoning Request Fees _____ Estimated Value of EZ Benefit: _____

Waiver of Cond. Use Permit Fees _____ Estimated Value of EZ Benefit: _____

Waiver of Variance Request Fee _____ Estimated Value of EZ Benefit: _____

Waiver of Special Exception Fees _____ Estimated Value of EZ Benefit: _____

Waiver of Site Plan Review Fees _____ Estimated Value of EZ Benefit: _____

Waiver of Sign Permit Fees _____ Estimated Value of EZ Benefit: _____

Benefits denied due to non-conformance with City Comprehensive Plan

Benefits denied for the following reason: _____

Review/Approved By: _____ Date: _____

The following information has been provided by the applicants to add context and supporting data to the proposed use of 246-252 E. Broadway for an overnight kenneling operation.

Daycare and Boarding requirements:

Due to the overhead cost to expand, we will need a MINIMUM of 45 Daycare Dogs a day 5 days a week, and 34 boarding dogs a night 7 nights a week to profit.

Per ASPCA recommendations: The square foot recommendations in group play for large dogs is 75 sq ft per medium/large dog or 40 sq ft for small dogs.

Large dog indoor space will be 1176 sq ft, with 27 4x4 kennels lining the area. Per recommendations, we can safely have up to 15 unleashed large/medium dogs in the play group and 12 dogs kenneled for "nap time". This allows 32 dogs total in the large dog room, both kenneled and in play group. This room will have barriers added. According to our Architect, the possibility of hearing dogs barking through those walls is very slim.

Small dog indoor space will be 500 sq ft with a small dog kennel bank. This allows 12 small unleashed dogs in the play yard with 12 kenneled for "nap time". The small dog indoor area will be a combination of Brick and drywall, with sound proofing panels throughout. Dogs will not be boarded in this area over night.

There will be 27 boarding kennels lined in the large dog area for overnight stays, and 7 overflow kennels in an adjacent room. All will be sound proofed. There will be an overnight staff member to oversee the boarding dogs.

Outdoor yards.

There will be two separated outdoor yards, one for small dogs and one for medium/ large dogs. Small dog yard is 800 sq ft, per SPCA recommendations we can have up to 20 unleashed small dogs. We would like to have 15 small dogs in the outside yard unleashed and supervised.

The Large dog yard is approximately 1176 sq ft, allowing 18 unleashed dogs at one time. We would like to take 15 large/medium dogs in this area at once. We request the use of both yards at the same time during day time hours.

The outside yards will be in use from 7am- 7pm Monday-Friday. There will be an employee in the yard with the dogs at all times practicing enrichment training to keep them busy. A busy dog is a happy dog, a happy dog is a quiet dog.

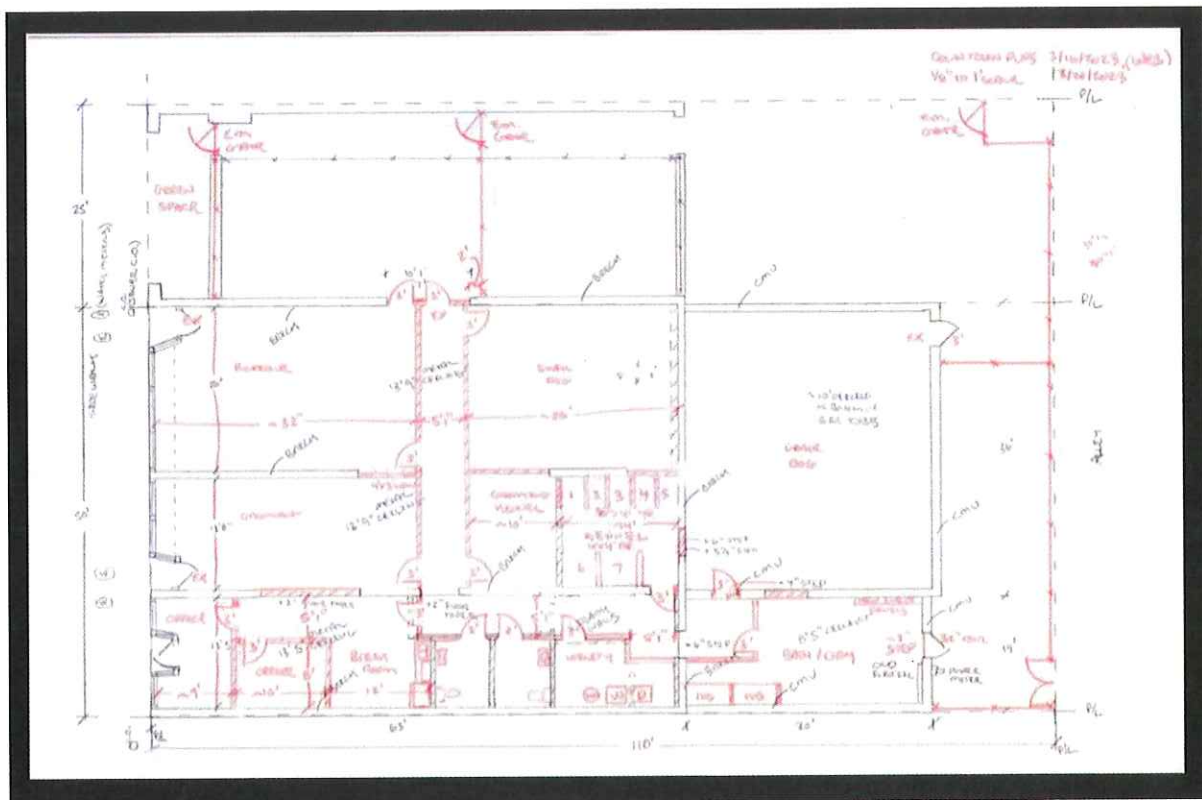
Daycare will not be open on weekends. However, boarding dogs will have access in the outside yards. They will be one-on-one with an employee for potty breaks and 15-minute playtime.

Downtown Pups is currently taking over 20 dogs a day in the grooming salon. These dogs are in and out within 1-3 hours Monday-Friday. We feel grooming dogs should not be included in the count for dogs in the building. As we grow, there will be room for 2 new groomers so the number of dogs that can be

taken into the grooming salon will rise periodically. It is important that there are no restrictions for the amount taken for grooming so DTP can continue to grow.

Allowing these numbers will help many of the residents in Hopewell, Prince George, Petersburg, Chester and more! We will have many customers coming to Downtown Hopewell for drop offs, pick-ups, grooming, training, boutique shopping and more. This would potentially bring a lot more foot traffic to our neighboring businesses. More foot traffic means more businesses willing to come to Downtown Hopewell. We truly believe this expansion will help put Hopewell on the map.

We will also have several job openings for daycare and boarding. Generating more job openings will help our economy in the long run.



The floorplan for 246 E. Broadway shows the layout for daycare, boarding and grooming. Both indoor daycare yards are placed in the back of building not adjacent with any other building. The daycare yards are placed between the 246 building and 256, the outdoor yards will not be used after 7pm.

Information from other Daycare and Boarding Facilities:

The quotes below are from doggy daycare & boarding owners and staff. These quotes are in response to asking about barking in group play. Upon talking to many other owners, it is possible to limit barking in

group play with enrichment training, nap times, and tricks such as dimming lights, playing classical music, ect. Many other daycare facilities are switching to "Quiet Dog Daycare" due to new studies showing barking as a negative behavior.

"Daycare dogs just don't really bark because they're happy" Says Brandi Ormerod, owner of Camp Run-A-Mutt in Gainesville, FL. "All dogs play and nap, they play for awhile then all chill together and nap-they self-regulate without having to be kenneled."

Micah Bloom

"I've always worked at daycares that discouraged barking, I cannot imagine allowing constant barking. My current daycare is cool with typical communication sounds -- grumbles, whines, play barks, etc -- but barking usually prompts us to intervene and redirect the pup's attention. As a result, everyone plays super politely, anxious dogs learn to relax, and the overall energy is wonderful. I highly, highly recommend Quiet Dog Daycare by Laurie Wagner. It was a game changer for me!"

Becca Torrey

"Yes we try to teach quieter play. Of course dogs bark sometimes but when a dog constantly barks for what seems like no reason (obviously there is a reason in their brain) we try distraction with brain games to keep their minds busy, loose leash walk around our area, or a head halter to help and reward when quiet. After all other avenues have been crossed, and still nothing helps we give breaks in kennels for a few min then let out when quiet"

ELiza Ollie

"NO BARKING. we use a million different methods to control barking. We believe it's not good for the dogs"

Jenna Slutzky

"No excessive barking, primarily because if its excessive there is an unhealthy reason behind it whether it be anxiety, over-excitement or the simplicity of rude attention-seeking barking. We re-direct if this starts happening. Our team works all day on recall games and working cues with each dog individually and as a group. If we cannot have reliable recall from a dog, they are asked to enroll in training, to get on a regular recurring daycare schedule with us or referred to a facility/pet care provider depending on the reason behind the barking. High anxiety are automatically referred out if we feel consistency wont make them more at ease."

Kristen Bronson

"We run a very tight ship and follow quiet dog daycare's program. We have almost no barking through the day. Dogs that demand bark and don't respond to our management or redirects get dismissed. It's a simple explanation to the owner that they are unhappy and daycare isn't the fit for them. Our dogs and staff are all happier for it and clients love coming into a quiet building."

Barking	Play, excitement, fear, aggression, stress, boredom, anxiety,	Call the dog away or redirect them before they get to the point of barking	are together Redirect the dog Provide alternative behavior, practice leadership exercise, change the environment, provide downtime, use a headcollar, leash walk, homeopathic remedies (essential oils, bach flower essences)	Generally speaking the higher the pitch and speed of the vocalization, the more stress. The lower the pitch the more it's related to aggression
Bullying Dogs	Poor social skills.	Call doe away. leash	Redirect dog. praise	Often these dogs are not

This screenshot was taken from Dog Gurus Workbook.

“Quiet Dog Daycare Workshop-Helping you, help more dogs. We show you how to calm the crazy dogs, build up the timid. Have less barking, jumping, humping & marking.”

This is an online program for daycare/boarding owners and staff to learn available ways to stop barking, jumping, marking and humping. This program will be available for DTP’s entire staff during training.

Training Techniques for noise control:

- Keeping a calm environment helps reduce the need for excessive barking.
- Exercise & Mental stimulation challenges like interactive toys, agility course, nose work, Lure course, ect can keep a dog focused and entertained. A tired dog is a happy dog! We plan to keep all of our daycare and boarding pups as busy as possible!
- Train with a “quiet” command by using a treat or toy, hold in front of them until they stop barking, then reward. Dogs cannot bark and sniff at the same time.

This command is similar to what I (Liz) use with my own dogs, who like to bark. We have taught the worst offender to “whisper”. With my experience with my personal dog, we feel we can tackle any barking issue that may arise at DTP.

We can also stop barking by redirecting the dog’s attention away from whatever they’re barking at, this is done by use of treats and commands. Calming music/ white noise, and smaller play groups (less than 20) can also minimize the barking.

Some dogs tend to bark when they are anxious. Here are some tips to stop that barking:

- Swaddling wraps like thundershirts help anxious dogs. Sometimes dogs will bark when they’re scared, having swaddling wraps available can minimize this.
- Playing classical music has been scientifically proven to calm both cats and dogs. “IcalmPet” is a music system that claims 80% success in keeping pets calm.
- Calming supplements- these must be provided by the pets’ parents.

Any dog that still excessively barks will be banned from returning for daycare or boarding. As much as we love dogs, our staff does not want to hear barking all day either. Loud barking can cause hearing loss, ear damage, and low morale. If we can hear it in the store, we will put an end to it.

Kayla and Liz will be taking training classes and attending daycare and boarding seminars to continue our education in this field. This is something our staff already attends for grooming as continued education is extremely important to the success of our business.

Keep in mind, the Downtown area can be loud on its own. The cars flying down the street, people hollering at all hours, homeless people screaming at one another, police sirens almost daily, train and fire house, as well as “gunshots” that have been heard on multiple occasions. We believe any noises coming from our building will be drown out.

Odor Control:

We work hard to keep a clean environment at Downtown Pups. A few things we currently do or plan to do to help with odor control:

- We currently use Cintas services to keep our salon clean. (Neutral Disinfectant) that helps kill diseases and fights odors. Cintas also takes our rugs and washes them weekly.
- We use candles, air fresheners, plug-ins, mop daily and use air purifiers to reduce any odor/dander that comes with owning a pet shop.
- Outside cleaning will include cleaning the yards at least twice daily, rinsed down to limit urine & fecal smells.

Detergents and Cleaners

THE WYSIWASH SANITIZING SYSTEM

With Wysiwash, sanitizing kennels is as easy as hosing them down! The Wysiwash Sanitizing System is our original product line that we have been continually improving for over 20 years. Designed to be easy to use, the Wysiwash Sanitizing System kills viruses and bacteria, deodorizes smells, and neutralizes mold all in one step. The EPA-approved formula is safe to use around animals and humans, yet tough enough to kill infectious diseases like Parvovirus, Feline Calicivirus, and Feline Panleukopenia.

Active Ingredient (Mixed Solution): Hypochlorous Acid

Delivery Method: Hose-End Sanitizer with Concentrated Jacketed Caplets

- MULTI-SURFACE USE
- COMPLETE ODOR CONTROL
- NO MIX & NO RINSE SOLUTION
- MIXED SOLUTION IS NON-IRRITATING TO ANIMALS & HUMANS
- **BIODEGRADABLE & SAFE TO USE ON GRASS AND PLANTS**

RESCUE

Virox Animal Health takes a Deliberately Different™ approach to biosecurity and infection prevention with revolutionary chemical disinfection technologies combined with in-use protocols to optimize effectiveness. Legacy disinfectants have more trade-offs than Rescue™ such as human and environmental safety, disinfection efficacy, cleaning efficacy, and compatibility.

After many years of validation and acceptance within the animal health scientific community, Virox received EPA (United States Environmental Protection Agency) registrations for a broad-spectrum of animal health specific claims for Rescue™ - a product that provides unparalleled solutions in the fight against deadly pathogens. Our technology platforms provide a responsible, sustainable, and effective disinfection solutions for hands, surfaces and devices... and pets love it!

Selecting the ideal disinfectant requires more than just focusing on what the product kills. Potent disinfectants are easy to formulate, however can be harsh to the user, animals, and the environment. The challenge is to remain potent and minimize toxicity.

Accelerated Hydrogen Peroxide® (AHP®) has accomplished this like no other. We are a Deliberately Different™ alternative to legacy chemistries that can be harsh to the user and the environment and are largely ineffective against many of the key pathogens in the animal health market. AHP is unique in its ability to help keep humans and animals free from infection, while being safe for users and patients. Rescue™ is the ideal choice for companion animal facilities.

Other reasons to support our expansion:

We will “beautify” our area with flowers along the fence line. This can also help reduce any odors. As well as artwork on the windows (as seen at DTP currently)

We have an artist on staff that will update window art every month, and will be painting a mural on the fence facing the alley way. We plan to coordinate our art theme with the Downtown Partnership for the alleyway.

Opening daycare and boarding facility can generate AT LEAST 15 new jobs in Hopewell.

Downtown Pups already brings in a good amount of foot traffic, expanding could triple that traffic and bring more POSITIVE attention to Hopewell.

We host events throughout the year that bring in a great amount of traffic to the Hopewell area.

Our clients are currently traveling to Richmond and Chesterfield for daycare and boarding. Why turn away Hopewell residents and have them traveling outside of the city when we are willing and able to provide the service for them.

We have never had complaints for the city about the odor or our current establishment.

We have already been approved for Daycare at our currently establishment with no regulations. When we operated daycare we never had any complains of odor or noise.

The apartments beside 246 E. Broadway are dog friendly, there are at least 6 local dogs being walked on E. Broadway. We should be making the city more dog friendly for our locals!

Thank you for taking the time to read over our condition requests. We hope we can come to an agreement.

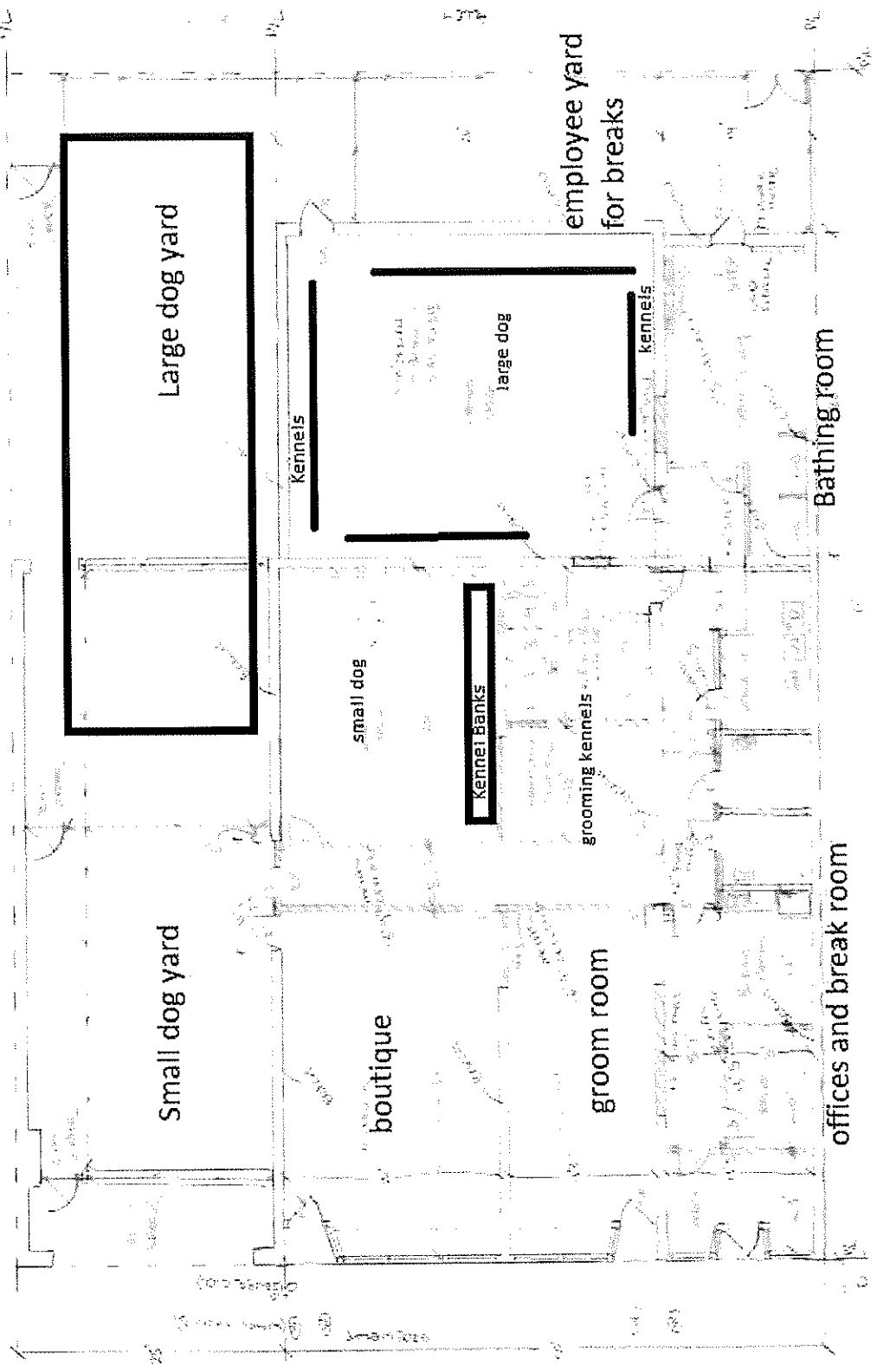
Liz & Kayla

Downtown Pups

[Info.downtownpups@gmail.com](mailto:info.downtownpups@gmail.com)

804-446-3592

Fig. 1. General layout of the kennel (plan view)





Downtown Pups, LLC
246-252 E. Broadway Avenue
Conditional Use Permit
Staff Report prepared for the Planning Commission Regular Meeting
May 4, 2023

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. TENTATIVE SCHEDULE OF MEETINGS:

Planning Commission Public Hearing	May 4, 2023	Pending
City Council Work Session	TBD	No Action
City Council Public Hearing	TBD	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	B-1, Downtown Central Business District
Acreage:	246 E. Broadway: 0.126 acres 252 E. Broadway: 0.063 acres
Owner:	Web Comm LLC
Location of Property:	E. Broadway Avenue between E. Randolph Road and Hopewell Street
Election Ward:	Ward 2
Land Use Plan Recommendation:	The Downtown Commercial/Business Mixed Use
Strategic Plan Goal:	N/A
Map Location(s):	Parcel #080-0470 & Parcel #080-0465
Zoning of Surrounding Property:	North: B-1 South: B-1 East: B-1 West: B-1

Public Notification:

Ads in Progress-Index – 4/20/2023 & 4/27/2023
Adjacent Property Owner Letters – 4/26/2023

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Downtown Pups LLC, agent of the owner of 246 E. Broadway Avenue, also identified as Sub-Parcel #080-0470, and 252 E. Broadway Avenue, also identified as Parcel #080-0465, for a Conditional Use Permit to operate a Pet Shop with incidental overnight boarding kennel.

IV. APPLICABLE CODE SECTIONS:

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

Article IX-B, Downtown Central Business District, Section A. Use Regulations

Structures to be erected and land to be used shall be only for the following uses:

- 55. Pet Shops with incidental Boarding Kennel, with Conditional Use Permit.

Article XVIII, General Provisions, Section G, 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 XVIII, General Provisions, Section G, Sub-Section c.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 XVIII, General Provisions, Section G, Sub-Section d.

d. Approval Criteria

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

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

appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.

6. The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.
7. The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

V. SUBJECT PROPERTY:

The subject properties are located in the 240 block of E. Broadway, approximately 150 feet southwest of the intersection of E. Broadway and Hopewell Street. The structure at 246 E. Broadway is a one-story commercial building constructed in 1965 and is currently unoccupied. The adjoining property identified as 252 E. Broadway (Parcel #080-0465) is currently vacant of any structures and is proposed to be enclosed by a fence and used as outdoor play area for dogs hosted at 246 E. Broadway. Second floor apartments exist on both sides of the subject properties (244 E. Broadway and 256 E. Broadway. Second floor apartments are also located across E. Broadway in the Butterworth Lofts and Cornez Manor.



VI. OWNER'S POSITION:

Downtown Pups, LLC is currently located at 222 E. Broadway and is planning to move to a larger location at 246 E. Broadway. Downtown Pups, LLC is requesting a Conditional Use Permit to provide on-site boarding kennel with daytime and overnight hours as part of their business expansion. The adjacent property at 252 E. Broadway is currently vacant and will be fenced as a dog run for the boarding kennel. The applicant's application states that employees will be on-site to care for and clean up after the dogs and prevent excessive barking. The applicant contends that the expansion will not affect other businesses or residents.

VII. ZONING/STAFF ANALYSIS:

The Downtown Commercial Mixed Use land category supports retail and personal services. The pet store located in the downtown area provides area residents with convenient access to services for their pets, a service that may be equally accessed as often as a hairdresser or barber.

Boarding kennel presents two challenges in a mixed-use environment, specifically relative to potential odor from the outdoor dog run area and noise from barking dogs.

Although these challenges can have negative impacts, primarily on the residents living in and around the kennel operation, Staff believes that adequate measures can be required to mitigate these impacts through the Conditional Use Permit process.

VIII. STAFF RECOMMENDATION:

Staff has reviewed the application and offers the following:

1. The proposed end use of the building in question meets the land use category designation outlined in the Comprehensive Plan.
2. Staff finds that the applicant has proven that this application meets Criteria 1 – 7.

Staff supports the approval of this Conditional Use Permit application and recommends the following conditions:

1. This conditional use permit to operate a pet shop with incidental dog boarding shall be granted to Elizabeth Spence and/or Kayla Walker exclusively, for a period not to exceed twenty-four (24) months from the date of approval.
2. The Applicant shall be responsible for complying with all approved conditions. The property shall be inspected by Staff and a written report shall be provided to the Animal Control Officer and City Council at six (6) month intervals after the permit is approved for a period of two (2) years. After such time, Staff shall conduct an inspection and draft a report one (1) time per year.

3. No one dog shall stay overnight at the kennel for more than twenty-nine (29) days within a two-month period, except for emergencies as authorized by the Zoning Administrator, with an exception made for persons in the US military.
4. The operator shall keep a list of the name, tag number, dates of stay and guardian's name, address and phone number of each dog staying at the facility for any period of time. Such list shall be available for inspection by City officials at any time.
5. The use of the outside yard area shall be permitted seven (7) days a week between the hours of 7 a.m. and 7 p.m. during Eastern Standard time and between the hours of 7 a.m. and 9 p.m. during Daylight Savings time. Any lighting must be shielded and downward facing.
6. All care and areas where the dogs are kept or travel shall be kept in a clean and sanitary manor in accordance with the Code of Virginia pertaining to comprehensive animal care and all other applicable local, state and federal laws.
7. There shall be no drop and pick up of dogs permitted except for between the hours of 6:30 a.m. and 7 p.m.
8. All interior and exterior areas associated with the care and keeping of animals including the outside yard and any sidewalks or parking areas shall be kept free and clean of waste daily and at a minimum shall be policed and cleaned twice daily.
9. Sufficient trash and refuse receptacles shall be provided within the building to accommodate the waste/refuse generated by the pet shop and boarding kennel operations.
10. Solid animal waste generated from the pet shop and boarding kennel operations both inside and outside shall be double bagged and placed in enclosed containers interior to the building for a minimum of weekly disposal in accordance with an approved Refuse Disposal Plan approved by the City of Hopewell.
11. Liquid animal waste shall be collected on the interior of the facility via absorbent material, double bagged, and placed in containers used as provided in Condition 12 above. The outside yard shall be treated with biodegradable detergents and disinfectants to remove odors and the propagation of vermin.
12. Only pet safe, biodegradable detergents and disinfectants shall be used for washing down kennels and any areas for the care and keeping of the animals.
13. The structure to be occupied by dogs shall be designed/treated such that any noise generated from the interior of the structure shall not exceed 65 decibels at the

nearest lot line or common wall, whichever is closer. This decibel level is consistent with the maximum level of daytime noise set forth in the city's Noise Ordinance (Chapter 23 of the Hopewell Code of Ordinances). Within 30 days of occupancy, a Sound Transmission Study shall be conducted and the results submitted to the Zoning Administrator for review and approval. If necessary, the Applicant shall take steps necessary to meet the noise regulations established by this Condition.

IX. PLANNING COMMISSION RESOLUTION:

Option 1

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends to deny the request submitted by Downtown Pups LLC and Elizabeth Spence.

Option 2

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends to approve the request submitted by Downtown Pups LLC and Elizabeth Spence with no conditions.

Option 3

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends to approve the request submitted by Downtown Pups LLC and Elizabeth Spence with the following conditions:

CONDITIONAL USE PERMIT REQUEST
Pet Shop, with incidental Kennel Boarding
246-252 E. Broadway

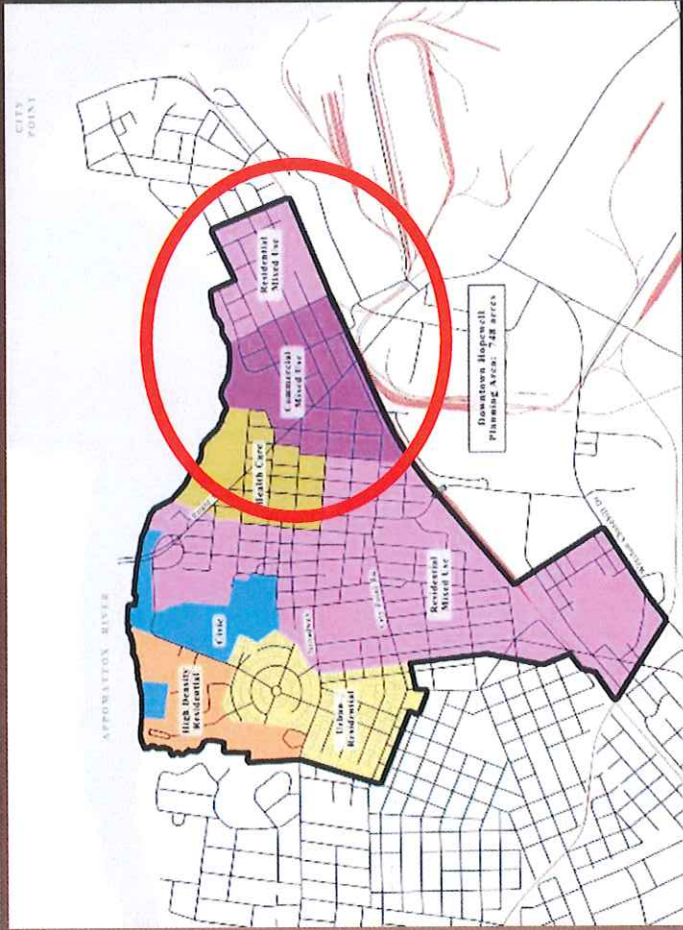
CITY COUNCIL WORK SESSION

May 9, 2023

CUP REQUEST: Pet Shop, with incidental Kennel Boarding at 246-252 E. Broadway

- APPLICANT: Downtown Pups, LLC
- WARDS: 2
- CURRENT ZONING: B-1, recently added 'Pet Shop, with incidental Boarding Kennel with Conditional Use Permit'
- REQUEST: Add 'Pet Shop, with incidental Boarding Kennel with Conditional Use Permit'
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners

CUP REQUEST: Pet Shop, with incidental Kennel Boarding at 246-252 E. Broadway



CUP REQUEST: Pet Shop, with incidental Kennel Boarding at 246-252 E. Broadway

- PET SHOPS, with incidental Boarding Kennel are currently permitted in B-1 with a CUP.
- COMPREHENSIVE PLAN: Downtown Commercial Mixed-Use designation supports retail and personal services.
- Pet boarding is considered a personal service for pet owners.
- Applicants have been working with Staff on conditions for approval.

Staff Recommendation

Staff recommends approval of the CUP with the following conditions:

1. CUP granted exclusively to Elizabeth Spence & Kayla Walker.
2. City staff will provide written report every 6 months for 2 years.
3. No one dog shall board for more than 29 days, excluding military.
4. Operator must keep dog owner list.
5. Outside run area limited to hours of 7AM to 7PM (9PM daylight savings)
6. Must remain clean according to Code of Virginia requirements.
7. Dog pickup/drop-off only between 6:30AM and 7:00PM.
8. Cleaning regimen of at least twice daily.

Staff Recommendation

Staff recommends approval of the CUP with the following conditions:

9. Maintain adequate refuse containers.
10. Double-bag solid waste; interior storage of waste bins.
11. Interior liquid waste collected with absorbent material; exterior treatment with cleaners.
12. Cleaners must be pet-safe and biodegradable.
13. Noise must not exceed 65 decibels exterior to the building.

Planning Commission Recommendation

To be determined at May 4, 2023 meeting.

**CUP REQUEST: Pet Shop, with incidental Kennel
Boarding at 246-252 E. Broadway**

QUESTIONS?

REGULAR MEETING

CONSENT
AGENDA

C-4

DATE: May 03, 2023
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – April 2023

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
GRAY, BETELHEM	HEALTHY FAMILIES	COMMUNITY HEALTH WORKER	04/05/2023
VIERA, JOSEPH	SHERIFF	PT SHERIFF DEPUTY	04/05/2023
DAVIS, SAMANTHA	SOCIAL SERVICES	BEN PRG SP IV	04/05/2023
BARLOWE, FAITH	HEALTHY FAMILIES	FAM REC SPEC HEALTHY FAMILIES	04/06/2023
BAILEY, JESSICA	COMMONWEALTH ATTORNEY	DEP COMM ATTY IV	04/17/2023
TALLEY, CHAMPAGNE	HEALTHY FAMILIES	COMMUNITY HEALTH WORKER	04/19/2023
TYLER, SHANASHANNA	HOPEWELL WATER RENEWAL	LAB TECH TRAINEE	04/19/2023
ALLEN, JACK	PUBLIC WORKS	PW MAINT SPEC SENIOR	04/19/2023
BEIRO, JOSEPH	PWS GARAGE	FLEET MECHANIC	04/19/2023
STEARNES, TYLER	RECREATION	REC PROGRAM SUPV	04/19/2023
LEBRUN, AMY	TREASURER	GEN CLK	04/19/2023

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
ELLIS, MELVYN	COMMONWEALTH ATTORNEY	PT TEMP ADMIN ASST	04/01/2023
GENTRY, CAROLYN	COMMONWEALTH ATTORNEY	PT TEMP ADMIN ASST	04/01/2023
PARHAM, JORDAN	SOCIAL SERVICES	FAMSERVSPEC II	04/03/2023
SCHMIDT, JOHN	STORMWATER	SW MS4 COORDINATOR	04/07/2023
ABRAMS, WILLIAM	POLICE	POLICE OFFICER NON CAR DEV	04/12/2023
FIERRO, ROBERT	COMMONWEALTH ATTORNEY	DEP COMM ATTY IV	04/14/2023
BLAKE, JOSHUA	RECREATION	PT GYM ATTEND	04/26/2023
STIFF, JEFFREY	HOPEWELL WATER RENEWAL	OPS MAINT MGR RENEWAL	04/30/2023

CC: Concetta Manker, Interim City Manager
 Jay Rezin, IT
 Laura Guglielmo, Sr. Executive Assistant
 Kim Hunter, Payroll
 Michael Terry, Finance Director
 Arlethia Dearing, Customer Service Mgr.

INFORMATION/PRESENTATION

CRIME STATICS REVIEW



Police Department

CRIME SUMMARY

MAY 9, 2023



HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY

Reporting Date: May 3, 2023

Year-to-Date Comparison	Thru April 30th				% Change to Average
	2022	2023	# Change	% Change	
MURDER	2	4	2	100%	2
FORCIBLE RAPE	2	0	-2	-100%	1
ROBBERY	10	3	-7	-70%	8
AGGRAVATED ASSAULT	17	24	7	41%	17
Violent Crime Total	31	31	0	0%	28
ARSON	0	2	2	#DIV/0!	1
BURGLARY	17	12	-5	-29%	24
LARCENY	104	85	-19	-18%	107
MOTOR VEHICLE THEFT	17	18	1	6%	19
Property Crime Total	138	117	-21	-15%	152
Total Major Crime	169	148	-21	-12%	179

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

5 Year Average to 4/30



HOPEWELL POLICE DEPARTMENT
Reporting Date: May 1, 2023

Opioid Overdoses

Suspected Opioid Overdoses 4/30						
	2018	2019	2020	2021	2022	2023
Fatal	2	6	3	5	3	9
Non-fatal	9	14	20	24	18	35
Grand Total	11	20	23	29	21	44

Subject to change as
forensic results are returned





HOPEWELL POLICE DEPARTMENT
Reporting Date: May 3, 2023

Shots Fired

Shots Fired Thru 4/30					
2018	2019	2020	2021	2022	2023
38	23	37	39	40	28





Technology Success

From 2/26/2023 – 4/10/2023

- 5 stolen vehicles recovered
- Stolen firearm recovered
- Catalytic Converter Thief arrested





Special Events

1. Cobblestone Neighborhood Watch Meeting 5/17/2023 1300H
2. Tip A Cop 5/18/2023 1700H – 2000H Texas Roadhouse, Colonial Heights.
 - We will be there with Hopewell Sheriff's Office to raise money for Special Olympics.
3. National Gun Violence Awareness Day 6/2/2023 1500H – 1800H Atwater Park
 - Partnering with Hopewell Healthy Families and distributing gun safety awareness information, gun locks and how to use them.
4. Torch Run 6/9/2023: Community members can donate to our team page.





Looking towards the Future

Additional Technology

- Expand current technologies to additional key areas throughout the city

Status of Current Technology Deployment

- 90% completed
- Tentative completion date: 05/15/2023

Real Time Crime Center

- Intelligence gathering
- Bringing together and analyzing all data points
- Staffing and talent needed for the center

GVI (Gun Violence Intervention/Ceasefire)

- Timeline: Complete Implementation June 2023



FINANCE REPORT

**City of Hopewell, VA
Finance Department**

**Financial Report
05.09.2023**

<u>Topic</u>	<u>Section</u>
• Financial and Compliance Reporting	1
• Operations and Assignments	2
• Budget FY2023-2024	3
• Internal Reporting	4

Section 1

Financial and Compliance Reporting

City and Schools Progress Fiscal Year 2019

Audit Status as of 04.30.2023:

As noted below the Auditor had advised their efforts to complete fieldwork continues and drafting of the 2019 financial report was initiated with a preliminary draft anticipated 04.20.2023.

However, on 04.23.2023 City Management was advised by the Auditor that their work on the Fiscal Year 2019 audit and draft was delayed due to the pause to respond to the State Audit Risk Assessment Team inquiries. Having responded, the Auditor advised City Management they have resumed their work on the Fiscal Year 2019 audit and plan to provide a draft as soon as possible.

Audit Status as of 03.31.2023:

As noted below with recovery of the Auditor's staff from COVID-19, completion of fieldwork was resumed beginning March 1. The Auditor has advised that drafting of the 2019 financial report has been initiated with a preliminary draft anticipated 04.20.2023.

Audit Status as of 02.28.2023:

The Auditor advised that five (5) audit engagement staff members assigned to the City of Hopewell to complete the Fiscal Year 2019 audit had severe COVID -19 experiences. The completion of fieldwork and audit report issuance was not able to be done by the end of February 2023.

Section 1

Financial and Compliance Reporting

(continued)

Audit Status as of 02.28.2023:

The combination of recovery and deployment of other available audit staff, the completion of fieldwork and report issuance begun March 1st.

Note: Attachment A provides additional information

- Closing, Reporting and Audit Workflow (CRAW) Process
- LEG.APA002 Audit Delay Notification

City and Schools Fiscal Year 2020

Pre-Audit Project Update as of 04.30.2023:

During the 02.09.2023 Special Meeting City Council authorized the Finance Director to identify seven (7) temporary accounting professionals that would be available to assist the City and/or Schools to prepare their financial records and documents for the Fiscal Year 2020 audit.

Section 1

Financial and Compliance Reporting (continued)

City and Schools Fiscal Year 2020

Pre-Audit Project Update as of 04.30.2023:

Three (3) pre-audit accounting professionals were identified as available and commenced working at the City by the end of the month of February 2023.

The remaining four (4) pre-audit accounting professionals are on board with one of the four being assigned to assist and support Schools.

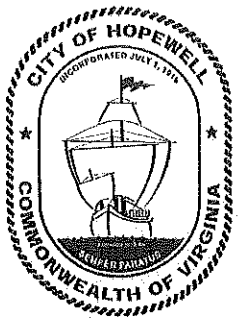
Attachment A

**City of Hopewell, Virginia
Closing, Reporting and Audit Workflow (CRAW)**

Date Start	Date Due	% Completion Status	Comment(s)
---------------	-------------	------------------------	------------

Project Planning - Addendum

<u>Fiscal Year Ended June 30, 2019</u>	02.01.22	12.31.22	95%	Overall estimated % of completion as of 04.30.23
Phase:				
Annual Comprehensive Financial Report (ACFR)				
			100%	Complete 12.31.22
			100%	Complete 12.31.22
			100%	Complete 12.31.22
			100%	Complete 12.31.22
			100%	Complete 12.31.22
			100%	Complete 12.31.22
			45%	Pending Auditor
			45%	Pending Auditor
			0%	Pending Auditor
			0%	Pending Auditor



City of Hopewell

300 North Main Street
Hopewell, VA 23860

City of Hopewell

Annual Comprehensive Financial Reports

The City of Hopewell's remediation implementation plan to bring current Annual Comprehensive Financial Reports (ACFR) --- Status Update:

- **FY 15-16 ACFR – Completed 10.24.2018**
- **FY 16-17 ACFR – Completed 06.10.2019**
- **FY 17-18 ACFR – Completed 10.22.2021**
- **FY 18-19 ACFR – Estimated completion 05.31.2023**
- **FY 19-20 ACFR – Estimated completion 08.31.2023**
- **FY 20-21 ACFR – Estimated completion 10.31.2023**
- **FY 21-22 ACFR – Estimated completion 12.31.2023**
- **FY 22-23 ACFR – Estimated completion 03.31.2024**

Delays due to:

- **Finance Department staff turnover, transition and staffing**
- **Post implementation system issues**
- **COVID 19**

Section 2

Operations and Assignments

- Accounts Payable
- Payroll
- Accounting
- Procurement
- Real Estate Assessor
- Financial Reporting and Budget

Section 2

Operations and Assignments

Accounts Payable 04.30.2023:	Number	Amount	
Process Invoices	1410	\$	4,200,155
Created Purchase Orders by AP	25	\$	240,496
Printed Checks/Wires/EFT	505	\$	4,200,155

Payroll:	Gross Pay	Employees
04.06.2023	\$ 988,278	426
04.20.2023	\$ 966,048	421

Note A: City's Monthly & Quartely Payroll Reporting (Federal & State) are Current.

Section 2

Operations and Assignments (Continued)

City of Hopewell, VA Operations and Assignments

Accounting:

Coordinated with Treasurer Office, Information Technology, Water Renewal and other the Departments on timely & accurate accounting and recording of transactions in Munis.

Procurement:

Automated Clearing House / Electronic Funds Transfer (ACH/EFT) Program Update:

The total active vendors – 3946

Since 07.2022 to 04.30.2023 the Finance Department has increased the amount of ACH/EFT vendors from 55 to 343.

The vendors that are not being paid by ACH/EFT include the following:

Section 2

Operations and Assignments (Continued)

Procurement:

Automated Clearing House / Electronic Funds Transfer (ACH/EFT) Program Update:

- Utility companies- due to sending remits for individual accounts (Dominion Electric, Verizon, Sprint, etc.)
- One Time payees- Recreation Refunds, Courts, etc.
- Insurance payments for health care, etc.
- Credit Card payments- not allowed
- Certain Bond Payments- not allowed

Real Estate Assessor:

Assessor and our external contractors completed the reassessment process (residential and industrial properties) and responding to inquiry.

Section 2

Operations and Assignments (Continued)

Financial Reporting and Budget:

- Continued assistance to Departments with FY2023 budget inquiry and assistance.
- Continued to provide technical support and guidance pertaining to the FY2024 Operating and Capital Budget process.

Section 3

Budget FY 2023-2024

Budget Development Tasks FY 2023-2024	Date Start	Date Due	% Completion Status	Comment(s)
<u>Perform Assessment & Planning Requirements for FY 2023 - 2024 Budget Development:</u>	11.01.22	11.30.22	100%	Task completed 11.30.22
Annual Operating Capital Project Capital Improvement Plan (CIP)				
<u>Draft Proposed City Budget Calendar for FY 2023 - 2024</u> City Manager City Attorney City Administration & Staff School Administration & Staff City Council School Board	01.06.23	01.31.23	100%	Task completed 01.31.23
<u>Communicate Draft to Stake Holders:</u>	01.31.23	02.20.23	100%	Task completed 01.31.23
<u>Finalize City Budget Calendar for FY 2023 - 2024</u>	02.21.23	02.28.23	100%	Task completed 01.31.23
<u>Implement City Budget Calendar for FY 2023 - 2024</u>	03.01.23	05.26.23	50%	Work in Process 04.30.23
<u>Prepare the approved FY24 City Budget for loading to the City's accounting administrative system (MUNIS)</u>	06.15.23	06.19.23		
<u>Review & verify the loaded approved FY24 City Budget to the City's accounting administrative system (MUNIS)</u>	06.21.23	06.23.23		
<u>Confirm & verify City departments having access to their loaded approved FY24 City Budget to the City's accounting administrative system (MUNIS)</u>	06.26.23	06.28.23		
Finance Department preparing DRAFT FY 2023-2024 Financial Plan (i.e. City budgetary document)	07.14.23	09.29.23		
New format online FY2024 Financial Plan posted to City Web Site				

Section 4

Internal Reporting

City Manager's Report on Transfers 07.01.2022 to 4.30.2023					
Activity Date	Account Description	Fund Type	From	To	Comment(s)
7/1-31/2022	Recreation Department Recreation Department	Rec Fund Rec Fund	\$ 4,000	\$ 4,000	Transfer for Pool Management Co to supplement lifeguard
8/1-31/2022	City Manager Transfers for Reporting Period-None				
9/1-30/2022	City Manager Transfers for Reporting Period-None				
10/1-31/2022	City Manager Transfers for Reporting Period-None				
11/1-30/2022	City Manager Transfers for Reporting Period-None				
12/1-31/2022	City Manager Transfers for Reporting Period-None				
1/1-31/2023	Economic Development Voter Registrar	General Fund General Fund	35000	35000	Transfer for Special Election (February 21st)
2/1-28/2023	City Manager Transfers for Reporting Period-None				
3/1-31/2023	Recreation Department Recreation Department	Rec Fund Rec Fund	\$ 4,000	\$ 4,000	Transfer for Pool Management Co to supplement lifeguard
4/1-30/2023	City Manager Transfers for Reporting Period-None				

DEFENSE FRIENDLY COMMUNITY

INTRODUCTION TO ADC





One Community. One Mission.

Vision

Building strong communities that support America's military in every defense community/state in the nation.

Mission

ADC builds resilient communities that support America's military. We are the connection point for leaders from communities, states, the military and industry on community-military issues by enhancing knowledge, information sharing, and best practices. With nearly 300 communities, states, regions, and affiliated industry organizations, ADC represents every major defense community/state in the nation.



One Community. One Mission.



Values

- We are committed to our mission of education, conducting our business with the highest ethical standards, and ensuring our actions are transparent;
- We are committed to creating great places for our service members, their families and veterans to live, work and play by building collaboration between states, communities and the military;
- We believe in the importance of supporting communities and states when changes in military missions impact local and regional economies;
- We value community-military partnerships that promote the value of military installations, and strengthen communities and states through collaborative relationships and sustainable regional planning.



One Community. One Mission.



JOIN ADC

ADC membership is organization-based; therefore everyone from your organization can receive benefits when you join. To maintain ADC membership, an annual contribution is required. The contribution amounts are based on organization type.

MEMBER BENEFITS

- Discounted registration prices for the Installation Innovation Forum, the Defense Communities National Summit, and other year-round events
- Access to ADC's membership directory
- Access to member-only resources, such as defense policy webinars
- Opportunity to submit article recommendations for inclusion in our widely read daily newsletter, OnBase.
- The opportunity to submit nominations for ADC awards, such as your community for the [Great American Defense Communities](#) program or for certain individuals for a [Defense Community Champions](#) award
- Ability to nominate and vote for members of the ADC Board of Directors



One Community. One Mission.



ONLINE KNOWLEDGE SOURCE FOR DEFENSE COMMUNITY RESOURCES

Knowledge Online for Defense Communities connects you with ADC's data base of reports, resources, articles, and videos on all the key topics of interest to America's defense communities and the military.

From ADC's news stories published in On Base to original reports and important resources from federal partners, you'll find it all at ADC online.

Easy to use and easy to search, start by typing in a topical keyword, publication name, or a date in the search bar below to explore our knowledge base of 100+ resources that are of specific interest to defense communities and installations.

PUBLIC HEARING

COMMUNICATIONS FROM CITIZENS

UNFINISHED
BUSINESS

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: Congressionally Directed Project: City Hall Generator Replacement Match Funding

ISSUE: The City was awarded a Local Pre-disaster Mitigation Grant via a Congressionally Directed Project to replace the back-up generator at City Hall. We are in the process of going through the formal application and are now required to commit to paying the matching portion of the grant. The total project cost is \$373,500. The City share is \$185,500.

RECOMMENDATION: Staff Recommends that City Council Approve the funding for the matching portion of the grant.

TIMING: Action is requested on 5/9/23

BACKGROUND: The City Hall generator is 31 years old. There have been a number of times in the last few years that the generator has needed fixing, in order to operate during a power failure. It is essentially beyond its serviceable life. This generator supports all of our critical IT infrastructure as well as our Public Safety Radio System, in addition to a few other functions in City Hall. The new generator will back up the entire building to allow for full operations in the event of a power failure.

ENCLOSED DOCUMENTS:

STAFF: Benjamin Ruppert, Fire Chief, Robert Williams, Coordinator of Emergency Management

SUMMARY:

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

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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

ADJOURNMENT