

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

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

CITY COUNCIL

John B. Partin, Jr., Mayor, Ward #3
Jasmine E. Gore, Vice Mayor, Ward #4
Rita Joyner, Councilor, Ward #1
Michael B. Harris, Councilor, Ward #2
Janice B. Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6
Dominic R. Holloway, Sr, Councilor, Ward #7

Dr. Concetta Manager, Interim City Manager
Danielle Smith, City Attorney
M. Jackson, A. Reyna, Interim City Clerks

February 14, 2023

REGULAR MEETING

Closed Meeting: 6:30 PM

Worksession: 7:00 PM

Regular Meeting: 7:30 PM

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

CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A) to discuss and consider business contracts and personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council; and to the extent such discussion will be aided thereby, (A)(4) for the protection of the privacy of individuals personal matters not related to public business.

Roll Call

RECONVENE OPEN MEETING

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

Roll Call

WORK SESSION

7:00 P.M.

WS-1 Zoning Amendment Request B1 Zoning - Chris Ward

WS-2 Stormwater Resilience Plan and Overview - Stephen Edwards

REGULAR MEETING

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

Prayer by Reverend Danny Tucker, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Rita Joyner.

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: 5/19/2020, 11/10/2020, 12/17/2020, 1/10/2023, 1/19/2023, 2/7/2023

C-2 Pending List:

C-3 Information for Council Review:

C-4 Personnel Change Report & Financial Report:

C-5 Public Hearing Announcements:

C-6 Routine Approval of Work Sessions:

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda

Information/Presentations

1. Community Crime Update - Police Chief, AJ Starke
2. Finance Report - Finance Director, Michael Terry

Public Hearings

PH-1 Conditional Use Permit, Cedar Ln. - Chris Ward

PH-2 Spot Blight Properties - Chris Ward

COMMUNICATIONS FROM CITIZENS

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

Unfinished Business

None

Regular Business

R-1 - Consider Including Stormwater Fees with Real Estate Taxes - Stephen Edwards

R-2 - Uniforms - Chief Starke

- Reports of City Manager:**
1. Plan for Bringing Billing In House
 2. Ring Cameras for Citizens

Reports of City Attorney:

Reports of City Clerk:

Board/Commission: Vacancies

Architectural Review Board: 2 Vacancy
Ashford Civic Plaza Commission: 2 Vacancies
Board of Equalization/Board of Zoning Appeals: 2 Vacancies
Community Policy and Management Team: 2 Vacancies
Crater District Area Agency on Aging: 1 Vacancy
District 19 Community Services Board: 1 Vacancy
Dock Commissions: 3 Vacancies
Downtown Design Review Committee: 2 Vacancies
Historic Preservation Committee: 4 Vacancies
Hopewell Redevelopment and Housing Authority: 2 Vacancy

Recreation Commission: 1 Vacancy - HHS Senior Class Representative
School Board: 1 Vacancy
Social Services Advisory Board: 2 Vacancies

Reports of City Council:

Committees

Councilors Request

Presentations from Boards and Commissions

Other Council Communications

Adjournment

CLOSED MEETING

WORK SESSION

WS-1



**Zoning Ordinance Amendment
Article IX-A, Downtown Central Business
District (B-1)
Section A. Use Regulations
Adding 'Boarding Kennel' incidental to 'Pet
Shop'**

*Staff Report prepared for the Hopewell City Council February
14, 2023 meeting*

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 MEETING SCHEDULE:

Planning Commission	February 2, 2023	Public Hearing
City Council	February 14, 2023	Work Session
City Council	February 28, 2023	Public Hearing

II. PUBLIC NOTIFICATION

Legal ads ran in the Progress-Index on January 22 and 27, 2023 for the Planning Commission public hearing.

III. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	No Change Requested
Existing Zoning:	B-1, Downtown Central Business District
Election Ward:	Ward 1 / Ward 2
Land Use Plan Recommendation:	Downtown Commercial Mixed Use

IV. EXECUTIVE SUMMARY:

The City has received a request from Downtown Pups, LLC to amend Article IX-A of the Hopewell Zoning Ordinance to add 'Boarding Kennel' as an incidental use to 'Pet Shop' which is currently a permitted use in the B-1 District. The store, Downtown Pups, is currently located at 222 E. Broadway and is planning to move to a larger location at 246 E. Broadway. They would like to add boarding kennel as an allowable use in the B-1 district because they have many current customers requesting the service.

V. APPLICANT'S REQUEST:

Downtown Pups, LLC is requesting the addition of boarding kennel to the B-1 zoning district. As a result of discussions with Development Staff, the applicant has modified the request to include the requirement of a Conditional Use Permit approval.

VI. RELEVANT ZONING ORDINANCE LANGUAGE:

Staff provides the following relevant references to future land use planning and zoning district amendments.

Article XXI, Amendments, Section B

1. No zoning ordinance shall be adopted, amended, or re-enacted unless City Council has referred the proposal to the Planning Commission for its recommendation. The commission shall hold at least one (1) public hearing on such proposed amendment, after notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. Following the hearing, the Planning Commission shall prepare and by motion adopt its recommendations, which may include changes in the original proposal resulting from the hearing, and shall transmit such recommendations, together with any explanatory matter, to the City Council.
2. In recommending the adoption of any amendment to this ordinance, the Planning Commission shall fully state its reasons for any such recommendations, describing any change in conditions, if any, that it believes makes the amendment advisable and specifically setting forth the manner in which, in its opinion, the amendment would be in harmony with the comprehensive plan of the city and would be in furtherance of the purpose of this ordinance.

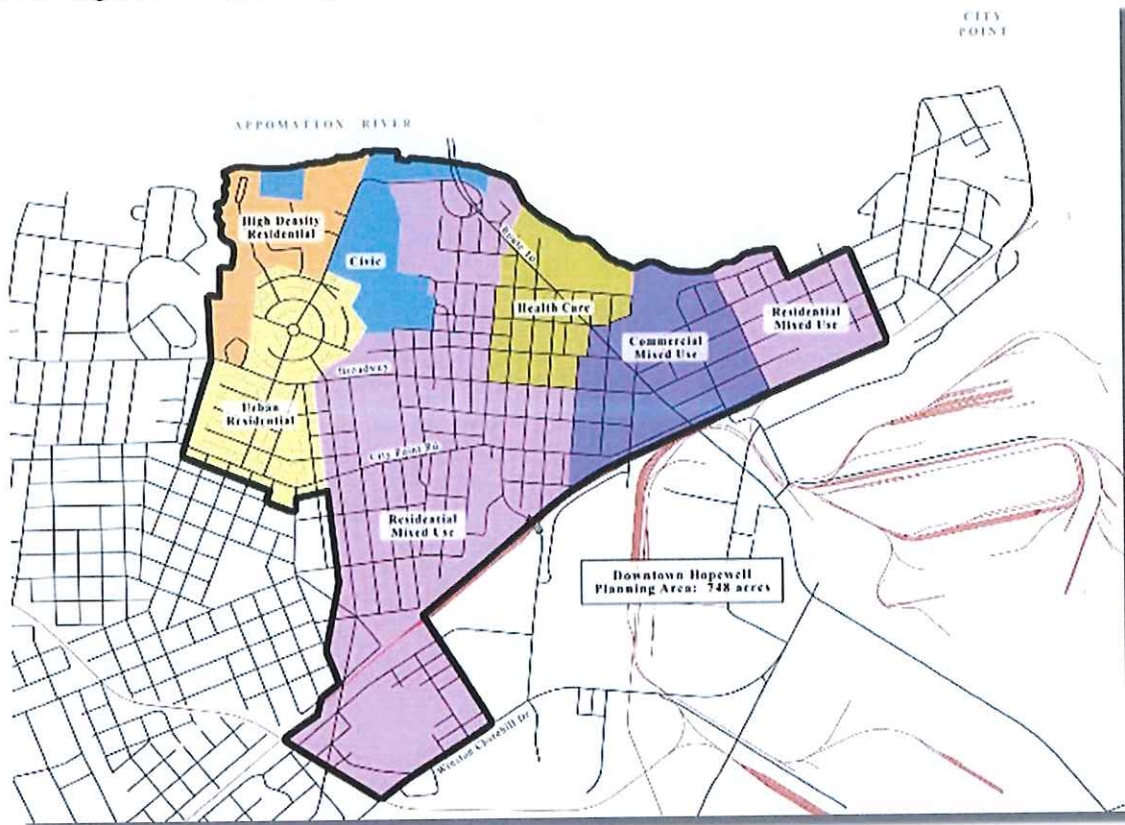
Staff also provides the following language, also from Article XXI, Amendments.

E. Not Provided For:

1. If, in any district established under this ordinance, a use is not specifically permitted and an application is made by a property owner to the administrator for such use, the administrator shall refer the application to the planning commission. The planning commission shall make its recommendations to the governing body within sixty (60) days as to whether (a) to amend the ordinance to allow the unrestricted use in that district, (b) to amend the ordinance to allow the use with a conditional use permit, (c) to amend the ordinance by rezoning the district and thereby allow the use, or (d) to deny the use in that district. The planning commission may hold a separate public hearing or a joint public hearing, as provided by law, with the governing body.

downtown core area, while the latter promotes higher density residential on the periphery of the core central business area (pg. 106)

The applicant property is located along E. Broadway, which is located in the Downtown Commercial Mixed-Use area. The Downtown area is also addressed under Priority Planning Area #1 (pg. 126).



The Downtown Hopewell Planning Area Future Land Use Map
Source: 2028 Hopewell Comprehensive Plan, Chapter 6, page 136

The Priority Planning Area 1 Action Plan identifies the '(e)nhancement of downtown mix of uses with the continued revitalization of East Broadway and contiguous blocks.' The expansion of an established downtown business who will offer additional services to its customers supports this ideal.

Recall that the Future Land Use Map categories outline future uses of property and sets the vision for development/redevelopment. The Zoning Ordinance is the legal document that sets the rules to implement the vision of the Comprehensive Plan. The City has not yet undergone a complete update of the Zoning Ordinance to reflect the vision of the 2028 Comprehensive Plan, although incremental updates have taken place since the Comprehensive Plan's adoption in April 2018. However, these amendments were not made in the B-1 District. Therefore, the current B-1 District is not necessarily reflective of the 2028 Plan.

VIII. STAFF ANALYSIS:

When reviewing a request for an amendment to the Zoning Ordinance, Staff must determine if the use is compatible with the current zoning district and how it aligns with the Future Land Use Map. Although the impetus for the request to amend the Zoning Ordinance is to allow the use for a particular property, the decision to allow or disallow a use affects all parcels within the entire zoning district.

The applicant currently operates a pet store in the downtown area that offers pet supplies and services including dog grooming. Customers with dogs patronize the store Monday through Friday from 8:00AM to 5:00PM. When the business first opened, they offered dog day care but stopped offering that service due to limited space. The applicant has been in business since 2019 and has established a loyal customer base that is requesting additional services including overnight kenneling. As a result, the applicant has identified a new, larger business location within the downtown area that will allow them to offer additional services.

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. Such measures may include soundproofing, limited hours for outdoor use, and daily deodorization of the dog run.

IX. STAFF RECOMMENDATION:

Staff recommends approval of the addition of the 'Boarding Kennel use with Conditional Use Permit approval' incidental to the permitted use of 'Pet Shop' in the Downtown Central Business District (B-1) for the following reasons:

- The Comprehensive Plan supports the expansion of personal services in the Downtown Commercial Mixed Use land category. Staff considers pet grooming and dog day care/boarding kennel as a personal service.
- Conditions can be set that require soundproofing and odor elimination to mitigate any potential negative impacts.
- The applicant and property owner understand the potential negative impacts of odor and noise and have agreed to undertake measures to mitigate these impacts.

- A 'sunset' provision can be set as a condition of approval requiring the applicant to re-apply for boarding kennel approval after a certain amount of time. This sunset provision will allow City Council to reconsider approval based on any complaints or other issues that may have arisen during the boarding kennel time of operation.

VIII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission recommended with a vote of 4-0 to amend Article IX-A Downtown Central Business District (B-1), Section A, to add 'Pet Shop, with incidental Boarding Kennel with Conditional Use Permit' as an Allowable Use.

City of Hopewell VA
Permits & Inspect... - 202210351ZOA - 2022
DIVISION: 0000 debra mc... 12/13/2022 01:33PM
VALITA - OWNER
ZONING ORDINANCE AMENDMENT - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CHECK: 1054

Application #: 2022 1035

Permit #: _____



The City
of
Hopewell, Virginia

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

ZONING ORDINANCE AMENDMENT/USES NOT PROVIDED FOR APPLICATION

Application fee: \$300

The Hopewell Planning Commission meets the 1st Thursday of each month. The deadline for submittal of a Hopewell Zoning Ordinance Amendment application is shown in the attached Planning Commission calendar. This amendment application, the fee, any supporting documentation and any other information deemed pertinent or necessary by the Zoning Administrator for the Planning Commission to make their decision are required to be submitted jointly. If any of these items are not included, it is considered an incomplete application and will not be accepted.

I (we) the undersigned do hereby respectfully petition and make application to the Hopewell City Council to amend the City of Hopewell Zoning Ordinance text as hereinafter requested, and in support of this application, the following facts are shown.

APPLICANT: Downtown Pups, LLC

ADDRESS: 246 E. Broadway
Hopewell, VA 23860

PHONE #: (804)-446-3592 FAX #: _____

EMAIL: info.downtownpups@gmail.com

- 1) I (WE) WISH TO PROPOSE THAT THE FOLLOWING SECTION(S) OF THE HOPEWELL ZONING ORDINANCE BE AMENDED.

"51. Pet Shops"

- 2) I (WE) WISH TO PROPOSE THAT THE TEXT BE REVISED TO ACCOMPLISH THE FOLLOWING PURPOSES (S) AND/OR TO READ AS FOLLOWS: (ATTACH ADDITIONAL SHEETS IF NECESSARY)

"51. Pet shops, to include boarding with a conditional use permit"

- 3) PLEASE DEMONSTRATE HOW THE AMENDMENT WILL BE IN HARMONY WITH THE PURPOSE OF THE SPECIFIC DISTRICT IT WHICH IT WILL BE ADDED.

The amendment of the existing zoning to including boarding as part of a pet shop will be in harmony with the Downtown Central Business District (B-1) zoning. This amendment will contribute to the district's intended purposes by specifically expanding the retail and service business in the downtown business core. This Amendment will continue to show the vitality of Hopewell as an interactive place for people and their pets.

- 4) PLEASE GIVE THE REASON FOR FILING THE PROPOSED ZONING ORDINANCE AMENDMENT.

As a growing responsible local business, we have been requested by our clients to expand our service offering to include pet boarding. This is the logical expansion of our pet shop business, to service this client demand. We are requesting zoning change to allow boarding with a conditional use permit. As there is not boarding in the immediate area, this change will increase the vitality of Hopewell by bringing more people, pets, foot traffic, activities and business.

AS OWNER OF PROPERTY IN THE CITY OF HOPEWELL 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(S) SIGNATURE

12/06/2022

DATE

Elizabeth Spence

APPLICANT(S) PRINTED NAME

OFFICIAL USE ONLY

DATE RECEIVED: _____ DATE OF FINAL ACTION: _____

ACTION TAKEN:

_____ 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

12/13/2022 01:33PM debra m.
019913-0004 000175625
Payment Effective Date 12/13/2022

PERMITS / INSPECTIONS

OWNER

ZONING ORDINANCE

AMENDMENT - REVIEW

2022 Item: 202210351Z0A 300.00

Payment Id: 285121

.....
300.00

Subtotal 300.00

Total 300.00

CHECK 300.00

Check Number 1054

Change due 0.00

Paid by: OWNER



Thank you for your payment.

CUSTOMER COPY

ZONING AMENDMENT REQUEST
to add Boarding Kennel use incidental to
a Pet Shop in B-1

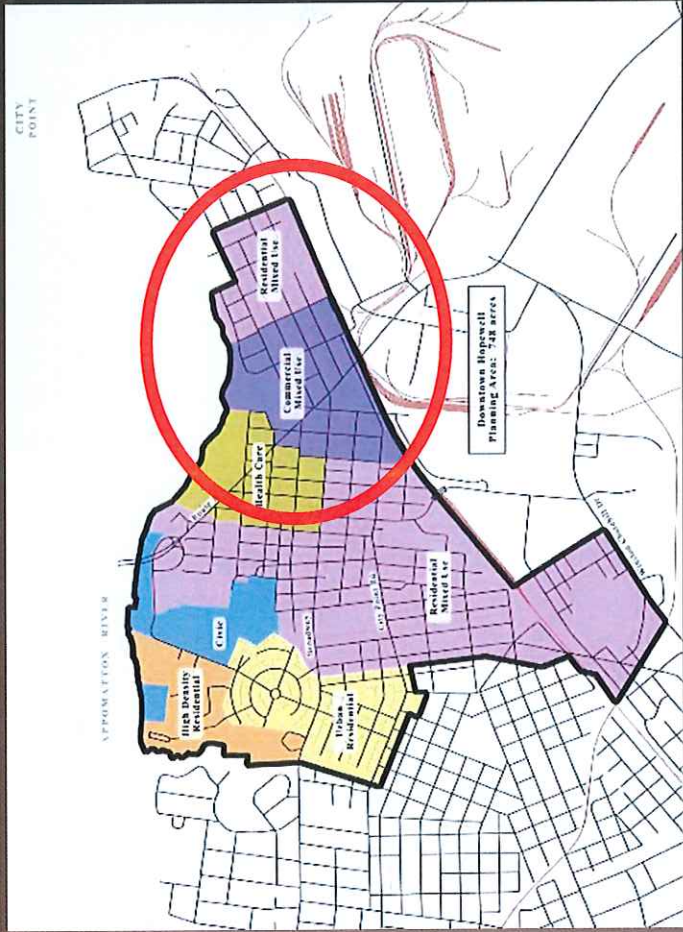
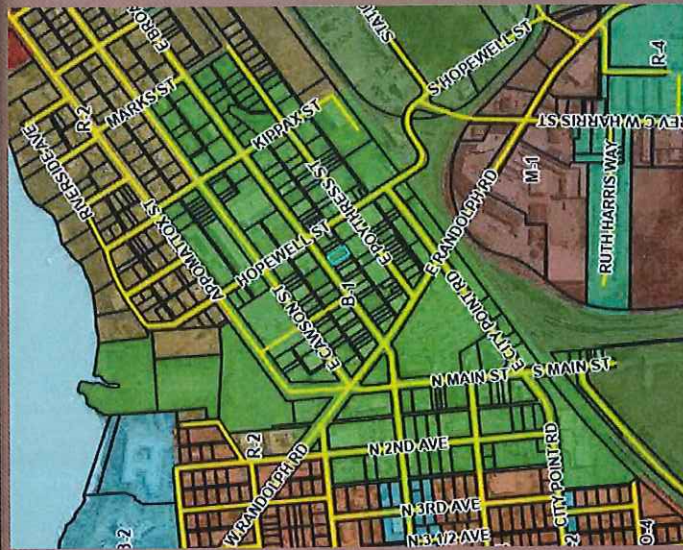
CITY COUNCIL WORK SESSION

February 14, 2023

ZOA REQUEST: Boarding Kennel incidental to Pet Shop in B-1

- APPLICANT: Downtown Pups, LLC
- WARDS: 1 & 2
- CURRENT ZONING: B-1 allows 'Pet Shop' but not kenneling
- REQUEST: Add 'Pet Shop, with incidental Boarding Kennel with Conditional Use Permit'
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners

ZOA REQUEST: Boarding Kennel incidental to Pet Shop in B-1



ZOA REQUEST: Boarding Kennel incidental to Pet Shop in B-1

- PET SHOPS are currently permitted in B-1.
- Downtown Commercial Mixed-Use designation supports retail and personal services.
- Pet boarding is considered a personal service for pet owners.
- Use may present challenges in a mixed-use environment such as odor and noise.
- Conditions could be imposed through the requirement of a Conditional Use Permit to mitigate potential impacts such as sound proofing, hour limitations, deodorization.
- Furthermore, a 'sunset' clause could be established that requires the review and re-approval of any CUP to permit a boarding kennel.

Staff Recommendation

Staff recommends adding 'Pet Shop, with incidental Boarding Kennel with Conditional Use Permit' for the following reasons:

- The proposed use complies with the Comprehensive Plan.
- Boarding kennel use would only be permitted with CUP approval and when the primary use is Pet Shop.
- Requiring CUP approval will allow review of each individual application where conditions may be imposed to address potential impacts for the incidental boarding kennel use.

Planning Commission Recommendation

Planning Commission recommends adding 'Pet Shop, with incidental Boarding Kennel with Conditional Use Permit' for the following reasons:

- The proposed use complies with the Comprehensive Plan.
- Boarding kennel use would only be permitted with CUP approval and when the primary use is Pet Shop.
- Requiring CUP approval will allow review of each individual application where conditions may be imposed to address potential impacts for the incidental boarding kennel use.

ZOA REQUEST: Boarding Kennel incidental to Pet Shop in B-1

QUESTIONS?

The Applicants

Elizabeth Spence

Kayla Walker

WS-2



CITY OF HOPEWELL
OFFICE OF STORMWATER MANAGEMENT

Stephen Edwards, Stormwater Program Manager





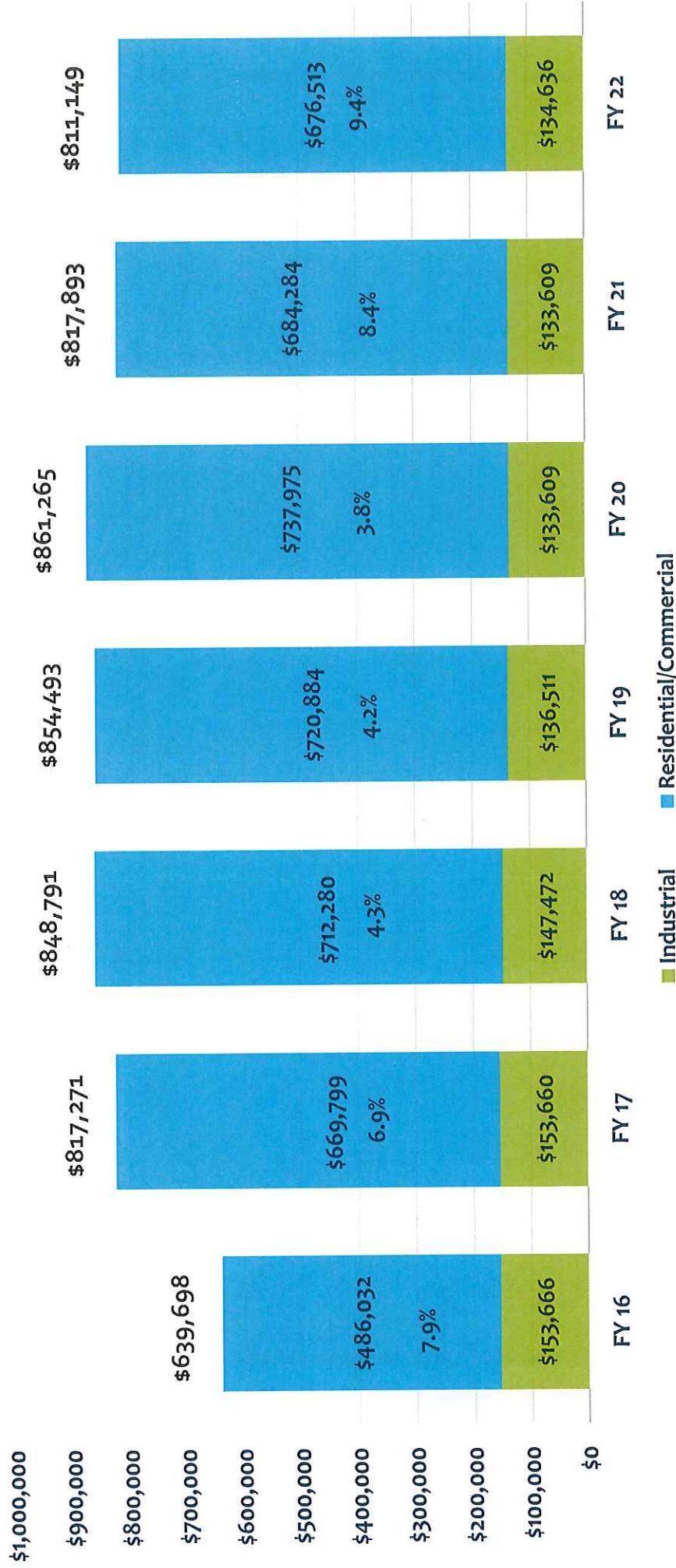
STORMWATER UTILITY FEE

- Spending \$104k a year on Data Integrators
- Unable to collect 100% of stormwater fees

Level of Service	Revenue	
	Predicted (FY 15)	Actual (FY 22)
LOS 1 \$4/ERU	\$914K	\$811K



STORMWATER UTILITY FEE COLLECTIONS



Industrial Residential/Commercial

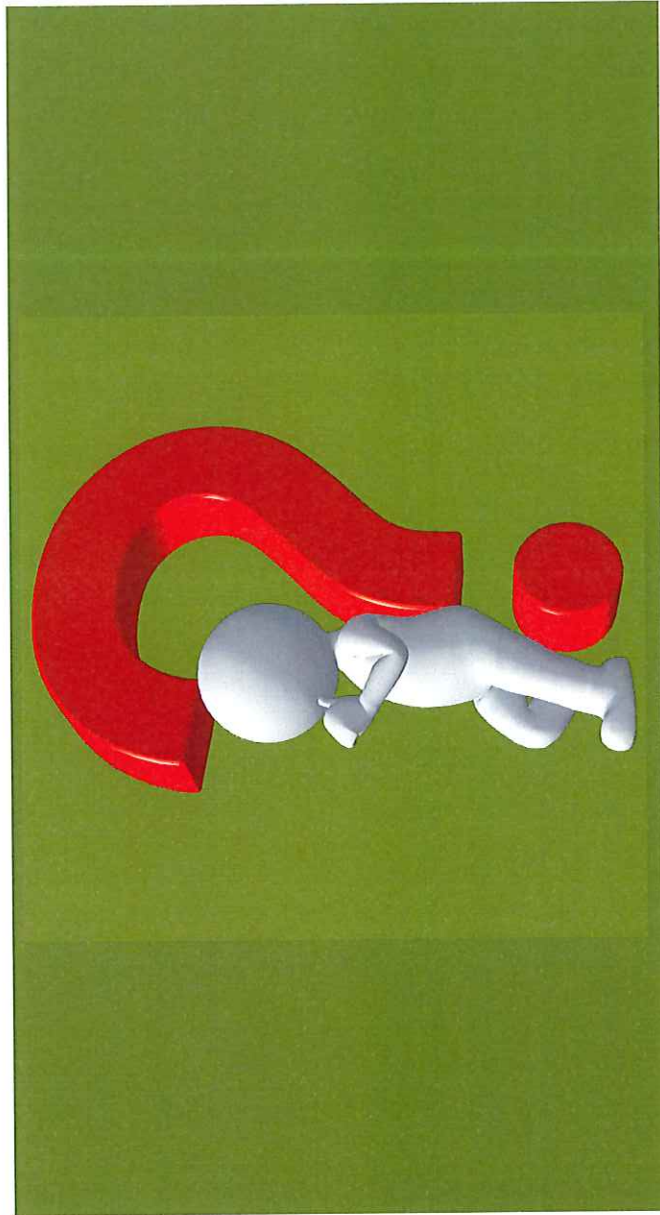
FUNDING DEFICIENCY



Recommendation:

- Place SW Utility Fee on the Real Estate Tax.
 - No longer using Data Integrators will free up \$104K a year
 - \$104K will go toward stormwater infrastructure projects
 - Achieve 100% residential/commercial fee collection





REGULAR MEETING

CONSENT AGENDA

C-1

MINUTES OF THE MAY 19, 2020 CITY COUNCIL REGULAR MEETING

A regular meeting of the Hopewell City Council was held Tuesday, May 19, 2020, at 6:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

- PRESENT:** Jasmine Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2
John B. Partin, Jr., Councilor Ward 3
Janice B. Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6
- John M. Altman, Jr., City Manager
Camisha M. Brown, Assistant City Clerk
- ABSENT:** Sandra R. Robinson, City Attorney

ROLL CALL

Mayor Gore opened the meeting at 6:32 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. At 6:33 p.m., Mayor Gore requested a roll call, as follows:

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

BUDGET WORK SESSION

The City Manager presented the proposed FY21 Operating and Capital Budget. Mr. Altman gave an overview of the proposed FY21 budget. Council had discussion of budgets with the following departments: Finance, Information Technology, Commissioner of the Revenue, Treasurer. Directors and/or representatives from each department presented their budget to Council and answered any questions they had related to the proposed budget.

Due to Councilor Randolph and Vice Mayor Bennett dropping of the call, Mayor Gore called a recess for 3 minutes at 9:28 p.m. in order for the Clerk to contact the Councilors to re-establish a quorum. Vice Mayor Bennett re-joined the call and Councilor Randolph attempted to re-join but was having technical difficulties. The meeting resumed at 9:32 p.m.

ADJOURN

Councilor Denton requested to be excused from the meeting. The meeting was adjourned at 9:32 P.M. due to a lack of quorum.

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

MINUTES OF THE NOVEMBER 10, 2020 CITY COUNCIL REGULAR MEETING

A regular meeting of the Hopewell City Council was held Tuesday, November 10, 2020, at 5:30 P.M. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

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

John M. Altman, Jr, City Manager
Sandra R. Robinson, City Attorney
Camisha M. Brown, Interim City Clerk

ROLL CALL

Mayor Gore opened the meeting at 5:31 P.M. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in via telephone, or video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore requested a roll call, as follows:

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

CLOSED MEETING

At 5:31 P.M., Councilor Pelham moved to go into closed meeting pursuant to Va. Code Sections § 2.2-3711 (A)(1) to discuss and consider personnel matters, including appointments to boards and commissions; (A)(29) to discuss the award of certain public contracts (Including Finance Director Services) involving the expenditure of public funds, the terms and scope of such contract and where discussion in open session would adversely affect the bargaining position of the City, and to the extent such discussions will be aided thereby, and (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Partin seconded the motion. Upon roll call, the vote resulted:

Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	-- (not present on call at the time)
Councilor Randolph	-	yes
Councilor Holloway	-	yes

Motion passed 6-0

RECONVENE OPEN MEETING

At 7:30 p.m., Councilor Pelham moved that Council come out of Closed Session. The motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

CERTIFICATION

Immediately thereafter, Council responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

REGULAR MEETING

At 7:32 p.m. Mayor Gore called the meeting to order, and requested a roll call.

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

PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

The prayer was led by Herbert Bragg, Director, Intergovernmental & Public Affairs, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Partin.

AMEND/ADOPT AGENDA

Councilor Pelham moved to adopt the regular meeting agenda. The motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

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:** October 6, 2020 and October 27, 2020
- C-2 **Pending List:**
- C-3 **Routine Approval of Work Sessions:**
- C-4 **Personnel Change Report & Financial Report:** November 5, 2020
- C-5 **Ordinances on Second & Final Reading:**
- C-6 **Routine Grant Approval:** Cameron Foundation Provisional Grant
- C-7 **Public Hearing Announcement:**
- C-8 **Information for Council Review:**
- C-9 **Resolutions/Proclamations/Presentations:**

Councilor Partin moved to adopt the Consent Agenda. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PH-1 FY 21 Hopewell Public Schools Budget Amendment- March Altman, City Manager, advised Council that Hopewell Public School's received additional federal grant funding for the FY 2021 operating budget in the amount of \$1,600,794. HPS is requesting City Council budget and appropriate these funds to the School Operating Fund (Fund 14). Mayor Gore opened the Public Hearing at 7:30 p.m., after receiving no comments from the offices of the City Clerk, City Manager or City Attorney, Mayor Gore closed the Public Hearing at 7:39 p.m. Councilor Denton moved that City Council approve the budget and supplemental appropriation request amending the FY 2021 Hopewell Public Schools budget, as presented as well as the resolution. Both Councilor Pelham and Mayor Gore stated that they supported the grant funding for the schools but were in opposition of the Office on Youth funds being transferred over. Her motion was seconded Councilor Partin. Upon the roll call, the vote resulted:

Councilor Partin	-	yes
Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	no

Motion passed 4-3

PH-2 Conditional Use Permit for 106 North Main Street- Tevya Griffin, Director, Department of Development presented to Council. The City has received a request from Mark Mueller, owner of 106 North Main Street, for a Conditional Use Permit to allow apartments on the second floor when the average square footage is less than 900 in the Downtown Business District (B-1). Director Griffin answered questions that were brought to her at the Work Session. She advised Council that they were able to provide additional parking for the apartments. She also advised that the Planning Commission approved this request. There were questions and discussion among

Council. Mayor Gore opened the Public Hearing at 7:47 p.m., after receiving no comments, the Public Hearing was closed at 7:47 p.m. Councilor Denton moved for City Council to approve the Conditional Use Permit to allow apartments on the second floor. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PH-3 Conditional Use Permit Amendment for 1818 Liberty Avenue- Director Griffin provided information to Council. The applicant is the builder for the home at 1818 Liberty Avenue. City Council approved a Conditional Use Permit to build the home in 2019. At that time the applicant requested a driveway be constructed on the property. The City Council approved the permit without a driveway. The buyer, now owner, of property desires a driveway to avoid parking on the street. The builder is asking for permission to construct the driveway. The Planning Commission also reviewed this application and is requesting it be approved by Council. Mayor Gore opened the Public Hearing at 7:51 p.m., there were no comments received and the Public Hearing was closed at 7:52 p.m. Councilor Pelham moved to approve of the Conditional Use Permit Amendment for the pavement driveway for 1818 Liberty Avenue and to reimburse the \$300 application fee. The motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PH-4 Modification to Development Standards for 900 Industrial Street- Director Griffin presented to Council that the Virginia American Water Company has ongoing major construction work taking place at their property located off of Industrial Street. They have created an unpaved parking lot for more than five vehicles. This is a violation of the Zoning Ordinance. They are requesting a modification to park cars in this lot for one year. Mayor Gore opened the Public Hearing at 8:02 p.m., no comments were received and the Public Hearing was closed at 8:02 p.m. Councilor Partin moved

that Council accept the modification to development standards at 900 Industrial Street through the end of 2021. His motion was approved by Councilor Holloway. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PH-5 HRHA Rezoning- The City has received a request from the Hopewell Redevelopment and Housing Authority (HRHA) to rezone property identified as Sub-Parcel #'s 042-0095, 042-0195, and 042-0252, form R-3, Residential, Medium Density District and B-3, Corridor Development District to R-4, Residential. The properties are located off of Winston Churchill Drive between Westover Avenue and Highland Avenue. There was discussion amongst Council. Mayor Gore opened the Public Hearing at 8:42 PM, there were no comments. The Public Hearing was closed at 8:43 PM.

EXTEND MEETING

Councilor Partin moved to extend the meeting until the completion of IR-3. His motion was seconded by Councilor Denton. Councilor Pelham requested to make an amended motion to extend to 10:30 PM. The motion was seconded by Mayor Gore. Upon roll call, the vote resulted:

Councilor Partin	-	no
Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	no
Councilor Randolph	-	no
Councilor Holloway	-	yes

Motion failed 4-3

The original motion by Councilor Partin was to extend the meeting until the completion of IR-3. The motion was seconded by Councilor Denton. Upon roll call, the vote resulted:

Councilor Partin	-	yes
Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	no

Motion passed 4-3

After additional discussion, Councilor Pelham moved to postpone lay on the table the decision for this zoning request until Council can meet with the entire HRHA board to get a better understanding of this process and to have a meeting on the 2nd of December and put this request on the December 8th agenda. The motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	-- (abstained)
Councilor Randolph	-	no
Councilor Holloway	-	yes

Motion passed 5-1

**Vice Mayor Bennett stated she had a Conflict of Interest for this item.*

R-1 City of Hopewell Draft 2021 General Assembly Legislative Program- Mr. Altman advised Council that Herbert Bragg, Director, Intergovernmental & Public Affairs was present in the meeting and would be presenting the draft 2021 General Assembly Legislative program. In anticipation of the 2021 General Assembly Session, City Administration has prepared the City’s Annual Legislative Program for presentation to City Council and the City’s state legislative representatives. As a result of taking a proactive approach to issues that are considered by the Virginia General Assembly, City officials and City Administration continues striving to improve the City’s ability to deliver quality services. Councilor Pelham moved to adopt the Legislative agenda extracting the discussion item of at large Mayor and Vice Mayor with the Public Hearing scheduled for the 23rd or 24th of November. The motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

R-2 Yasha Business Consulting, LLC. - Mr. Altman discuss the contract up for approval by Council for Yasha Business Consulting. There has been discussion in regards to the contract in Closed Session. The City Attorney sent the contract to all of Council, the contract is fifteen months at the cost of

154,000.08 and there is an option for renewal pending the completion of the City's CAFRs. Councilor Partin moved to approve the contract with changes made in Closed Session and to have the Finance Director report directly to the City Manager. His motion was seconded by Councilor Denton. Councilor Pelham stated that she is not in support of this contract due to the company not fulfilling the prior contract to complete the CAFRs which are still behind. She felt that Council should not pay that amount of money due to the prior track record. Mayor Gore stated she had had this item on the agenda for months for discussion. She said that there are items that Council needed to address in regards to the contract and have more due diligence. Councilor Partin called for the vote to end discussion, Councilor Pelham objected to the call for the vote. Upon roll call, the vote resulted:

Councilor Partin	-	yes
Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes

Motion passed 5-2

Upon the roll call for the original motion made by Councilor Partin, the vote resulted:

Councilor Partin	-	yes
Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes

Motion passed 5-2

Reports of City Attorney: NONE

Reports of City Clerk: NONE

Reports of City Council: NONE

Committees: NONE

Individual Councilors:

IR-1 City Council Legislative Agenda Meeting Schedule/Submission- Mayor Gore stated that this item was placed on the Agenda by her and that there had already been discussion and a plan put in place.

IR-2 Request Joint Meeting with School Board to Discuss Education- Mayor Gore advised Council that she had placed this item on the agenda for Council to discuss having a joint meeting with the School Board to address the needs of the citizens and students during COVID-19. She stated that Council needed to have a stronger line of communication on what the school system is doing, especially right now, and wanted to discuss how communication would be moving forward with the pandemic. She would also like to discuss attendance. Councilor Randolph stated she would like to have meetings more often with the School Board. Mayor Gore answered stating that she wanted to meet a few times during the year and not just during budget sessions. Vice Mayor Bennett wanted to know how soon Council could schedule a meeting. Council decided to have the City Manager and City Clerk reach out to the School Board to establish a date that works for them to meet with Council.

IR-3 Satellite Workforce Office Establishment- Mayor Gore advised Council that the City currently has removed space that can be used to set up a satellite office to support unemployment/workforce and other community needs. Partners are currently available to provide support for residents of Hopewell within the City limits under the Crater Workforce Board. Councilor Denton moved to give the authority to the City Manager to look for the future into options and bring back to Council. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

ADJOURN

Due to the motion to extend the meeting until completion of IR-3, the meeting adjourned at 10:25 PM.

Johnny Partin, Mayor

Alyson Reyna, City Clerk Pro Tem

MINUTES OF THE DECEMBER 17, 2020 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was held on Thursday, December 17, 2020, at 6:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code §2.2-33708 (A) (3).

PRESENT: Jasmine Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7
Brenda Pelham, Councilor, Ward 6
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2
John B. Partin, Councilor, Ward 3

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Camisha M. Brown, Assistant City Clerk

ROLL CALL

Mayor Gore opened the meeting at 6:30 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. Mayor Gore requested a roll call.

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present
Councilor Denton	-	no response
Councilor Pelham	-	present

CLOSED SESSION

A motion was made by Councilor Partin and seconded by Councilor Pelham to go into closed meeting, pursuant to Va. Code Sections §2.2-3711 (A)(1), to discuss and consider personnel matters, including consideration and discussion of prospective candidates for permanent and/or temporary employment and appointment for the City Clerk position. Upon the roll call, the vote resulted:

Councilor Denton	-	no response
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 6-0

Due to a technical issue, Councilor Denton joined the rest of the Councilors in closed session at 6:45 p.m.

RECONVENE OPEN MEETING

Motion was made by Councilor Partin and seconded by Councilor Denton to come out of closed session. There was no discussion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

CERTIFICATION

Immediately thereafter, Council responded to the question pursuant to Va. Code §2.2-3712 (D): Were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

Mayor Gore called the meeting to order at 7:45, and requested a roll call. Upon the roll call, the responses resulted:

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

AMEND/ADOPT AGENDA

Motion was made by Councilor Partin and seconded by Councilor Denton to adopt the special meeting agenda. There was no discussion. Upon the roll call the vote resulted:

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

Motion passed 7-0

SB-1 CARES Funding – Discussion with presentation of the COVID-19 budget update by Mr. Altman. There is \$141,000 in CARES funds remaining, and lengthy discussions regarding the best use of these funds. Mr. Altman reminded Council that in a previous meeting, Council approved to recapture 15% of these funds. Topics for discussion included purchasing additional testing, upgraded KN95/N95 face masks and hand sanitizer, and software upgrades and systems. There was also lengthy discussion about the purchase of a delivery truck to create a “mobile market” to offer fresh food to the community. After further discussion, Mayor Gore polled Council with the following options: 1) to spend the money on additional testing, 2) to spend the money on software upgrades; 3) to spend the money on the purchase of a delivery truck for the “mobile market”; or 4) spend none of the money and recapture the entire 15%.

After a very lengthy discussion, it was collectively decided by Council to go with the 15% using all of the leftover funds that are projected to go toward that initiative and having a future conversation.

SB-2 Employee Bonuses – Mr. Altman presented a menu of options that displayed the calculations of different bonus pay for full time, part time, and non-department head employees.

Councilor Denton made a motion to go with the City Manager's recommendation to go with all non-department heads at \$75,000 and below, full time and part time employees to receive the bonus amount of \$800. The motion was seconded by Mayor Gore, and from there, the motion was up for discussion.

Mr. Altman's recommendation did not tie into a dollar amount, just all department heads and part time employees. He suggested that for sake of equity, Council should explore the line in the presentation that displayed all full time and part time employees. Councilor Denton amended her motion to exclude the amount of \$800.

Councilor Pelham stated that equity should not be controlled by department head, but by the salary range. She expressed that there are some department heads that make \$100,000, and there are other department heads that make only \$75,000; that doesn't negate the fact that they have a greater need than the person that can take care of himself better with that higher salary. She further stated that it is more equitable to include those department heads that are on the low end of the salary, and that it's not equitable to exclude them just because they have a title, and that they don't have the money to sustain like the one with the higher salary. Finally she asked that Council keep that in consideration, and with that, she requested to make a substitute motion. Her motion was that Council provide a \$900 bonus for all those who make \$80,000 and less.

The motion failed for lack of a second.

After further discussion, Councilor Denton accepted the friendly amendment of the motion to go with the option of \$800 to all full-time and part-time employees at \$245,600. At the roll call, the vote resulted:

Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 5-2

SB-3 Rules of Procedure – This discussion was led by Councilor Denton. She made a motion to change Procedure Rule #203 from ten minutes per speaker to three minutes per speaker. This resulted in a point of order being called, followed by a lengthy discussion regarding the question of whether a Councilor is able to make a motion for his or her own presentation, and she stated that someone else can make that motion.

Councilor Denton went on to list a total of five rules of procedure several other rules to present to Council: #203 (discussion limitation), #302 (special meetings), #303 (agenda), #306 (time limit), and #407 (waiver of rules). The main discussion referred to the issue of Procedure #203. Councilor Pelham stated that she was not in favor of cutting into people's right to speak; freedom

of speech is a constitutional right, and when some issues are limited, those issues cannot be voiced in three minutes, especially when there is discussion regarding the technical nature of budget and CAFRs. She suggested that a work session be called in January to address and discuss the rules.

Councilor Randolph made a motion to extend the meeting, and her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	no
Councilor Partin	-	yes
Mayor Gore	-	no

Motion passed 4-3

City Attorney Sandra Robinson informed Council that the information presented before then (rule #203) was not the most recent version, and this rule has since been voted on twice (May of 2018 and June of 2019), and rule #203 has changed considerably. Her concern was that the information was the old version of the rules that has been superseded.

ADJOURN

Councilor Pelham immediately moved to adjourn the meeting, and Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	no
Councilor Randolph	-	no
Councilor Holloway	-	no
Councilor Partin	-	no
Mayor Gore	-	yes

Motion failed 5-2

Councilor Denton asked Ms. Robinson to read the current version of Rule #203 to Council, which was approved on May 14, 2019 and reaffirmed by affirmative vote on June 24, 2019. Although Ms. Robinson agreed that Councilor Denton's list should be approached one by one, Ms. Robinson only read aloud Rule #203.

After continued discussion regarding the other rules, Mayor Gore stated for the record that Council does not have accurate rules before them and hearing verbal suggestions for one rule after another, and being stuck on a section trying to figure out what Councilor Denton is trying to present, compared to what is the current rule. She also asks that Council take into consideration that the rules can be addressed during the reorganization meeting on January 5, 2021. After continued discussion, Mayor Gore asked for a poll from Council to determine agreement of the January 5 date to address the rules.

Councilor Randolph agreed to the date if the City Attorney could send out the full scope of the new rules.

Councilor Pelham agreed to the date and to expand to other changes to the rules.

Councilor Denton agreed to the date, but not ready to decide on anything until all rules are addressed.

Vice Mayor Bennett agreed to the date, and asked if she can review the updated rules.

Councilor Holloway agreed to the date, and she thanked Ms. Robinson for letting Council know about the updated rules of procedure.

At Mayor Gore's request, Ms. Robinson stated that she can send out the amended rules as soon as possible for Council to review.

After further discussion, it was collectively agreed by Council to send their suggestions for the rules to Ms. Robinson on December 23, and for Ms. Robinson to return her feedback by December 28. There was no opposition or objection to this agreement.

Councilor Pelham made a motion to adjourn the meeting; her motion was seconded by Councilor Holloway.

Council collectively agreed to adjourn without final roll call.

Jasmine E. Gore, Mayor

Camisha M. Brown, Assistant City Clerk

January 10, 2023
Regular Council Meeting
Hopewell City Council

A regular council meeting of the Hopewell City Council was convened on Tuesday, January 10, 2023 in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT:

Councilors/Elected Officials

Johnny Partin, Mayor (Ward 3)
Rita Joyner, Councilor (Ward 1)
Michael Harris, Councilor (Ward 2)
Jasmine E. Gore, Councilor (Ward 4)
Dominic Holloway, Councilor (Ward 7)

Staff

Dr. Concetta Manker, Interim City Manager
Danielle Ferguson Smith, City Attorney
Danielle Ferguson Smith, Clerk Pro Tem [pore]

CALL TO ORDER

Mayor Partin called the meeting to order at 6:30 p.m. The City Attorney served as Clerk pro tempore due to the vacancy in the positions of City Clerk and Deputy City Clerk.

ROLL CALL

Roll call was taken by the City Attorney in the order as follows:

Councilor Joyner	-	Present
Councilor Harris	-	Present
Mayor Partin	-	Present
Councilor Gore	-	Present
Councilor Denton	-	Absent
Councilor Pelham	-	Absent
Councilor Holloway	-	Present

Quorum established.

CLOSED SESSION

Mayor Partin moved to go into closed session pursuant to Va. Code Section §2.2-3711(A) to discuss and consider business contracts and personnel matters, including board and commission

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Regular Council Meeting
Hopewell City Council

appointments; the assignment and performance of specific appointee and employees of City Council; and to the extent such discussion will be aided thereby, (A) (4) for the protection of the privacy of individuals personal matters not related to public business.

The motion was made by Councilor Holloway and seconded by Councilor Joyner. Mayor Partin called for the vote by roll call; the vote resulted:

Roll Call:

Mayor Partin	-	Yes
Councilor Joyner	-	Yes
Councilor Harris	-	Yes
Councilor Gore	-	Yes
Councilor Holloway	-	Yes

Motion Passes: 5-0

The City Council went into closed session.

RECONVENE OPEN MEETING

Due to technical difficulties, the motion to come out of closed meetings was not heard. At the roll call, the vote resulted:

Roll Call:

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

Motion Passes: 7-0

CERTIFICATION PURSUANT TO VA. 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? At the roll call, the responses resulted:

Roll Call:

Mayor Partin	-	Yes
Councilor Joyner	-	Yes
Councilor Harris	-	Yes
Councilor Gore	-	Yes
Councilor Denton	-	Yes

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Councilor Pelham - Yes
Councilor Holloway - Yes

Motion Passes: 7-0

Mayor Partin inquired if there was a motion to approve Mr. Phillip Hughes to the Downtown Design Review Committee and Councilors Joyner, Harris, Pelham and Holloway to the Community Development and Block Grant Committee. Motion was made by Councilor Holloway and seconded by Councilor Denton. At the roll call, the vote resulted:

Roll Call:

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

Motion Passes: 7-0

Work session was called to order at approximately 7:30p.m.

WORK SESSION

WS-1 Conditional Use Permit Request, 101 S. Main Street – Chris Ward, presented on the conditional use permit requested from JRT Virginia Properties LLC as it relates to 101 S. Main Street, the former Hopewell Marina Building. JRT Virginia Properties, LLC would like to revitalize the historic building and create mixed use ground floor apartments with commercial space in the front and living space in the back; apartments in the second floor; and a commercial space in the corner. Based on the seven criteria for considerations for conditional use permits, staff and the Planning Commission Board agree to approve the request.

Councilor Denton inquired as to whether the live/work mixed use that is being presented would be against any code currently in place since these are projected to be on the same level (commercial in front and residential in the back) as opposed to the traditional mixed use already in the City of Hopewell (commercial on the ground floor and residential on the second floor). Mr. Ward clarified that the mixed use does not have to be limited to a certain manner and can include the live/work presented by JRT Virginia Properties, LLC.

Councilor Denton voiced a concern on the size of the apartments, as there were 19 apartments total in a 1600 sq. ft. building; further inquiring if there would be 2 bedroom apartments or only single bedroom dwellings. Mr. Ward presented that although it would be smaller sized apartments they are in line with other apartments on the market now being done within historic

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Hopewell City Council

buildings. He further clarified that in order to maintain integrity of these historic properties, build would need to be around walls and columns currently in place.

Councilor Pelham voiced her concern on it being too small for families with children. She further inquired as to whether someone would inspect the pipes of this old building and if there has been any information on whether this is marketable and pricing. Mr. Ward assured that all inspections would need to be done to Code as it relates to pipes in any building and did not have any information as of yet on pricing. He further clarified that the developer would present to City Council on January 24 in order address some of the concerns.

Councilor Joyner indicated that she was in support of the development and voiced that it would appeal to younger generations and change the aesthetic of downtown Hopewell.

Councilor Harris inquired as to the impact the railroad tracks would have on the building as it runs alongside the building. Mr. Ward offered the anticipation of high frequency impact windows being installed to mitigate the movement from the railroad crossing being used and reiterated that details would be discussed with the developer on January 24.

Mayor Partin called the Regular Meeting to begin at approximately 7:50pm. Roll call was taken by the City Attorney in the order as follows:

Councilor Joyner	-	Present
Councilor Harris	-	Present
Mayor Partin	-	Present
Councilor Gore	-	Present
Councilor Denton	-	Not present at the moment
Councilor Pelham	-	Present
Councilor Holloway	-	Present

Quorum established.

REGULAR MEETING

Prayer was led by Reverend Tucker followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Gore.

Mayor Partin called for a motion to adopt or amend the regular meeting agenda. Councilor Holloway moved to adopt the regular meeting agenda. Councilor Pelham seconded his motion. No discussion was heard, at roll call the vote resulted:

Roll Call:

Mayor Partin	-	Yes
Councilor Joyner	-	Yes
Councilor Harris	-	Yes

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Councilor Gore	-	Yes
Councilor Denton	-	Not present at the moment
Councilor Pelham	-	Yes
Councilor Holloway	-	Yes

Motion Passes: 6-0

Mayor Partin called for a motion to adopt or amend the consent agenda. Councilor Gore called to move item C-7 into work session. Her motion was seconded by Councilor Holloway. No discussion was heard, at roll call the vote resulted:

Roll Call:

Mayor Partin	-	No
Councilor Joyner	-	Yes
Councilor Harris	-	Yes
Councilor Gore	-	Yes
Councilor Denton	-	No
Councilor Pelham	-	Yes
Councilor Holloway	-	Yes

Motion Passes: 5-2

Councilor Denton made a motion to adopt the amended consent agenda. Councilor Gore seconded her motion. No discussion was heard, at roll call the vote resulted:

Roll Call:

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

Motion Passes: 7-0

INFORMATION/PRESENTATIONS

Community Crime Update - Chief Starke provided a snapshot on the uptick in violent crime in the City of Hopewell in the last five years, highlighting that there was also a simultaneous increase in “shots fired incidents” since 2020.

Finance Report- Mr. Michael Terry, Finance Director reported that the 2019 financial report is now in the auditors hands for review. He further presented on the projected momentum for which

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the remaining audit years would be completed and that he is awaiting recommendations based on the APA assessment.

COMMUNICATIONS FROM CITIZENS

Susan Daye (Ward 5) voiced that she heard that Operation Cease Fire is in the works but was wondering why there was no discussion on Operation Bold Blue Line. She indicated that the City needs to send a message and will only be able to convey that message if offenders start going to jail for their actions.

Mayor Partin addressed the constituent and others in this regard indicating that there will be further discussion on this matter later on in the agenda in R-1 with the discussion with Chief Starke.

UNFINISHED BUSINESS

UB-1. Appoint the Vice Mayor, in accordance with Chapter IV, Sec 4 (a) of the City Charter. Mayor Partin opened the floor for nominations for Vice Mayor. Councilor Holloway nominated Councilor Gore for Vice Mayor for the City of Hopewell City Council. Councilor Pelham seconded his nomination. Hearing no other nomination, the floor was closed for a vote. At roll call, the vote resulted:

Roll Call:

Mayor Partin	-	Yes
Councilor Joyner	-	Yes
Councilor Harris	-	Yes
Councilor Gore	-	Yes
Councilor Denton	-	No
Councilor Pelham	-	Yes
Councilor Holloway	-	Yes

Motion Passes: 6-1

UB-2- Establish City Council regular meeting dates for 2023. Councilor Holloway moved to approve the regular meeting dates for 2023. His nomination was seconded by Councilor Pelham. No discussion was heard, at roll call the vote resulted:

Roll Call:

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

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Councilor Holloway - Yes

Motion Passes: 7-0

UB-3. Adopt Resolution regarding adverse weather or other emergency conditions.

Councilor Denton motioned to adopt resolution regarding adverse weather or other emergency conditions. Councilor Pelham seconded her nomination. No discussion was heard, at roll call the vote resulted:

Roll Call:

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

Motion Passes: 6-0

REGULAR BUSINESS

R-1. Crime Reduction Discussion (Chief Starke). Chief Starke began speaking on Crime Reduction indicating that he was relieved to see that the citizens of Hopewell have been responsive to the recent surge in crime. He explained that he has a series of initiatives that he would like to focus on in addition to the advancement of technology. He explained that he is in conversation with the City Attorney as they look at changing the pursuit policy and the need for more training as it relates to pursuit protocol. Chief Starke indicated that he would like to have more emphasis on traffic stops and work with probation and parole to implement curfew checks. He stated that he would like to bring more focus on guns, gangs and narcotics as he seeks partnerships with state and federal agencies. In addition he has sought out a DMV grant “Click it or Ticket” and would like to do more command walks and create “Chat and Chew” opportunities to foster community relations. He is seeking local business partnership to have jobs available for graduates of the “Good to Great” program and keep them off the streets. He would also like to start up the Citizens Academy, which is an 8-week program that educates the public on the how and why things are done.

Councilor Joyner requested that Chief Starke address the citizen comment on the Bold Blue Line. Chief Starke explained that the City of Hopewell attended a meeting on the Bold Blue Line initiative but realized when he was there that the City of Hopewell was not identified as locality participant; however, he has made it clear that the City of Hopewell would like to have a “seat at the table”. Councilor Joyner clarified that Bold Line was a part of Operation Cease Fire and reiterated the sentiment that the City of Hopewell was not selected not that the City did not want to participate. Vice Mayor Gore requested that a letter is sent to governor and a copy sent to the state delegate saying that Hopewell would like to be a part of Bold Blue Line.

January 10, 2023
Regular Council Meeting
Hopewell City Council

Vice Mayor Gore and Councilor Holloway both voiced their support for bringing back community policing and requested that councilmembers are notified when community walks are taking place so that they may also participate. Vice Mayor Gore indicated that is looking into more detailed dates on nuisance laws and arrests with the City Attorney's office and would like to look at the gaps when the data is collected.

Mayor Partin indicated that some constituents voiced a want for curfews to be put into place and requested Chief Starke speak on what a curfew would look like. Chief Starke explained that they would have to decide on the age to include in the curfew and the parameters to draft an ordinance to that effect. He further explained that it would not be successful without full community support. Councilor Pelham indicated that a curfew would not curb a daytime shooting.

COUNCILOR REQUEST

CR-1. Council consider posting for City Finance Director position by Hopewell City Charter Chapter VI, City Clerk and Finance Director (Pelham). Councilor Pelham would like the City Manager to research what is needed to assist the Finance Director and expressed a need for a City Clerk. Councilor Denton felt that it was not the best time to do so as she felt that we should see what the state suggestions are. There was majority consensus to move forward with this request.

CR-2. Request the City Manager to develop a list of revenue sources, projected revenue and funds collected throughout the City. Example include Personal Property Tax real Estate Tax, BPOL, Meals/Sales Tax, Sewer/Trash Bill, Fire/Medicaid reimbursement (Gore). Vice Mayor Gore believes that the request for a list of revenue sources, projected revenue and funds collected would assist in budget projections and assist in the assessments of where gaps in revenue sources are. Interim City Manager, Dr. Manker asked for patience in this request, as there are a number of vacant positions and obtaining that information could be slower than usual. There was a majority consensus to move forward with this request.

CR-3. Request that the city Manager provides options to City Council to bring sewer/trash billing in-house (Gore). Mayor Partin interjected to state that this is a discussion already in the works and that it will be a work session item in the next two weeks.

The meeting adjourned at about 9:27 p.m.

Danielle Ferguson Smith, City Attorney

Johnny Partin, Mayor

MINUTES OF THE JANUARY 19, 2023 SPECIAL CITY COUNCIL MEETING

The City of Hopewell City Council held a Special Council Meeting on Thursday, January 19, 2023 at 6:30 P.M. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Vice Mayor (Ward 4)
Rita Joyner, Councilor (Ward 1)
Michael B. Harris, Councilor (Ward 2)
Janice B. Denton, Councilor (Ward 5)
Brenda S. Pelham, Councilor (Ward 6)
Dominic R. Holloway, Sr, Councilor (Ward 7)

STAFF: Danielle Ferguson Smith, City Attorney
Dr. Concetta Manker, City Manager
Alyson Reyna, City Clerk Pro Tem

ABSENT: Johnny Partin, Mayor (Ward 3)

Vice Mayor Gore called the meeting to order at 6:32.

CLOSED SESSION

Councilor Holloway motioned to go into closed session. The motion was seconded by Councilor Pelham, pursuant to Va. Code Sections § 2.2-3711 (A) to discuss and consider potential business contracts for Risk Assessment and Compliance Audit Services.

Roll Call:

Vice Mayor Gore	-	yes
Councilor Joyner	-	yes
Councilor Harris	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Holloway	-	yes

Motion Passed: 6-0

RECONVENE OPEN MEETING

At 9:14 P.M. Councilor Holloway motioned to come out of closed session, and was seconded by Councilor Pelham.

Roll Call:

Vice Mayor Gore	-	yes
Councilor Joyner	-	yes

Councilor Harris	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Holloway	-	yes

Motion Passed: 6-0

REGULAR BUSINESS

Dr. Concetta Manker presented the Group Violent Intervention (GVI) Meeting / Ceasefire Report Out. Dr. Manker stated that Councilor Joyner and Councilor Holloway attended a meeting with Real Life, on the discussion topics of potential partnership, roll-out for Operation Ceasefire, and future receipt of a memorandum of understanding (MOU) to be reviewed by the Council. The meeting also detailed how the City of Hopewell would participate, number of partners in the community, and division of labor into quarters.

The first quarter would include problem analysis and board development. The second quarter would shift the focus to training, the third quarter, beginning around June 1, 2023, is the target goal to have the first two quarters of framework in place. Quarter four will be the adoption and institution of these strategies and integrated into the community.

Vice Mayor Gore asked the Council if there are any questions regarding Dr. Manker’s report out, received no response, and asked if there is a motion to adjourn. Councilor Holloway called the motion to adjourn, seconded by Councilor Denton.

Roll Call:	Councilor Holloway	-	yes
	Vice Mayor Gore	-	yes
	Councilor Harris	-	yes
	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Councilor Joyner	-	yes

Motion Passed: 6-0

ADJOURN

By rule of Council, this meeting ended at 9:21 P.M.

Alyson Reyna, Clerk Pro Tem

Johnny Partin, Mayor

INFORMATION/ PRESENTATION

COMMUNITY CRIME UPDATE

Chief's Crime Summary

February 9, 2023

HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY

Reporting Date: February 6, 2023

Year-to-Date Comparison	Thru February 5th				5 Year Average	% Change to Average
	2022	2023	# Change	% Change		
MURDER	1	4	3	300%	1	233%
FORCIBLE RAPE	0	0	0	#DIV/o!	0	-100%
ROBBERY	3	2	-1	-33%	4	-52%
AGGRAVATED ASSAULT	5	7	2	40%	7	0%
Violent Crime Total	9	13	4	44%	13	3%
ARSON	0	1	1	#DIV/o!	0	150%
BURGLARY	6	5	-1	-17%	12	-58%
LARCENY	37	29	-8	-22%	53	-45%
MOTOR VEHICLE THEFT	7	10	3	43%	12	-15%
Property Crime Total	50	45	-5	-10%	77	-41%
Total Major Crime	59	58	-1	-2%	89	-35%

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

5 Year Average to 2/28

Domestic and Intimate Partner Violence

- Recent reports of aggravated assault – domestic
- Domestic/Intimate Partner homicides every 3 – 6 years, last was 2019

HOPEWELL POLICE DEPARTMENT
 Reporting Date: February 6, 2023

Suspected Opioid Overdoses 2/28							
	2018	2019	2020	2021	2022	2023	Grand Total
Fatal	0	4	1	3	2	5	15
Non-fatal	4	8	6	13	8	11	50
Grand Total	4	12	7	16	10	16	65

Subject to change as
 forensic results are returned

Violent Crime Task Force started 1/26

- 9 Individuals arrested on 17 Felony Warrants, 2 Misdemeanor
- 4 Search Warrants
- Seized:
 - Multiple firearms
 - 29 grams of cocaine
 - 112 grams of crack cocaine
 - 17 grams of heroin
 - 20 MDMA pills
 - Oxycodone pill
 - 1 gram methamphetamine
 - \$2779 US Currency

FINANCE REPORT

**City of Hopewell, VA
Finance Department**

**Financial Report
02.14.2023**

<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:

The Auditor continued to review documents and schedules submitted by City and Schools to the end of the month. Also, drafting of the 2019 financial report was initiated with a preliminary draft anticipated being available mid February.

Note: Attachment A provides additional information

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

Attachment A

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

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

Project Planning - Addendum

Fiscal Year Ended June 30, 2019 02.01.22 12.31.22 **95%** Overall estimated % of completion as of **01.31.23**

Phase:

Annual Comprehensive Financial Report (ACFR)

Cash reconciliations	100%	Complete 12.31.22
Beginning general ledger balance reconciliation	100%	Complete 12.31.22
Year end closing process	100%	Complete 12.31.22
Fund Balance classifications	100%	Complete 12.31.22
Pension Plan	100%	Complete 12.31.22
Other Postemployment Benefits (OPEB)	100%	Complete 12.31.22
Government Wide Reconciliations	5%	Pending Auditor
Financial Statement Preparation	5%	Pending Auditor

Auditor of Public Accounts (APA) Report

Single Audit Report 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 02.28.2023
- FY 19-20 ACFR – Estimated completion 03.31.2023
- FY 20-21 ACFR – Estimated completion 05.31.2023

Delays due to:

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

Section 2

Operations and Assignments

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

Section 2

Operations and Assignments

Accounts Payable:	Number	Amount
Process Invoices	1509	\$ 5,762,261
Created Purchase Orders by AP	45	\$ 336,968
Printed Checks/Wires/EFT	709	\$ 5,762,261
Payroll:	Gross Pay	Employees
01.12.2023	\$ 961,239	439
01.26.2023	\$ 949,007	428
Note A: City's Monthly & Quartely Payroll Reporting (Federal & State) is Current.		
Note B: City's Calendar 2022 Annual Reporting (W-2's & VA-6) completed as of 01.31.2023.		

Section 2

Operations and Assignments (Continued)

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 – 3898

Since 07.2022 to 01.31.2023 the Finance Department has increased the amount of ACH/EFT vendors from 55 to 305.

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

- 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

Section 2

Operations and Assignments (Continued)

Procurement: (continued)

Prepared and filed the annual 1099's for calendar year 2022:

- 1099's electronically filed to IRS on 01.27.2023
- IRS accepted 1099's electronically filed on 01.30.2023
- 1099's mailed to vendors 01.31.2023

Real Estate Assessor:

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

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.

Fiscal Services and Compliance:

Finance Director in conjunction with the City's financial advisors Davenport LLC and bond counsel successfully completed the Virginia Regional Authority (VRA) No Default Tax Compliance Certification for fiscal year ended 06.30.2022.

Section 3

Budget FY 2023-2024

Budget Development Tasks FY 2023-2024	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2023 - 2024 Budget Development: Annual Operating Capital Project Capital Improvement Plan (CIP)	11.01.22	11.30.22	100%	Task completed 11.30.22
<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	10%	Work in Process 01.31.23
<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 01.31.2023					
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 Mgmt Co. to supplement life guard staff
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				
01/1-31/2023	Economic Development Voter Registrar	General Fund General Fund	\$ 35,000	\$ 35,000	Transfer for Special Election (February 21, 2023)

PUBLIC HEARING

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request for Conditional Use Permit (CUP) to construct a single-family dwelling on non-conforming Sub-Parcel #079-0005, Cedar Lane.

ISSUE: Russell Johnson seeks the approval of a CUP to construct a 1,298SF, one-story dwelling on the non-conforming Sub-Parcel #079-0005 located at the corner of Cedar Lane and E. Broadway, as required under Article XXI of the Hopewell Zoning Ordinance.

RECOMMENDATION: Staff and Planning Commission recommend denial of the CUP request for the following reasons:

1. The proposed house design (one-story, 1,298sf, front-facing garage suburban patio home) is incompatible with the surrounding homes (average of 1,900sf, brick, 1.5 story Cape Cods) and fails to meet the standards set forth in Article XXI – Amendments, Section 1, d(4).
In particular, the proposed house design does not conform to the character of the neighborhood and the exterior architectural appeal and functional plan will be at variance with those structures already in the neighborhood.

TIMING: City Council action is requested on February 14, 2023.

BACKGROUND: City Council was presented this application at the work session held on October 11, 2022

FISCAL IMPACT: None

ENCLOSED DOCUMENTS:

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 | | | |

- CUP Application
- Staff Report
- Presentation

STAFF: Christopher Ward, Director, Department of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

Cedar Lane – Parcel #079-0005 Conditional Use Permit

FEBRUARY 14, 2023



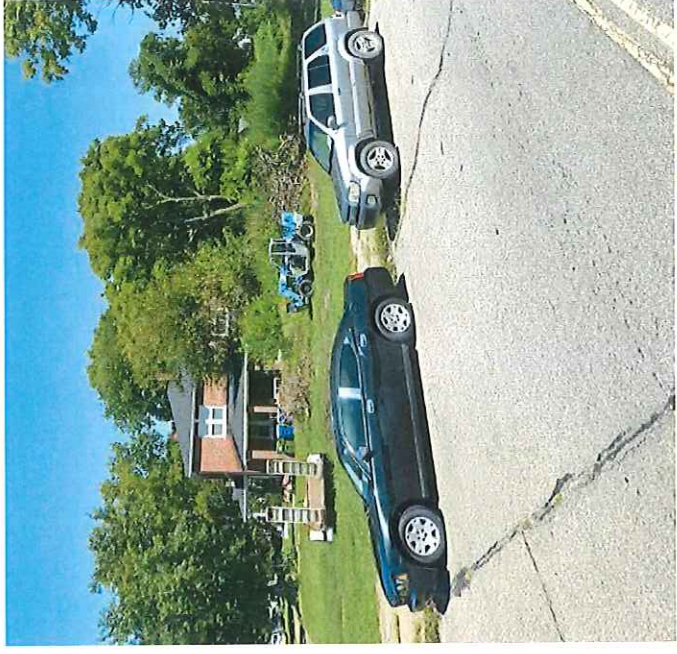
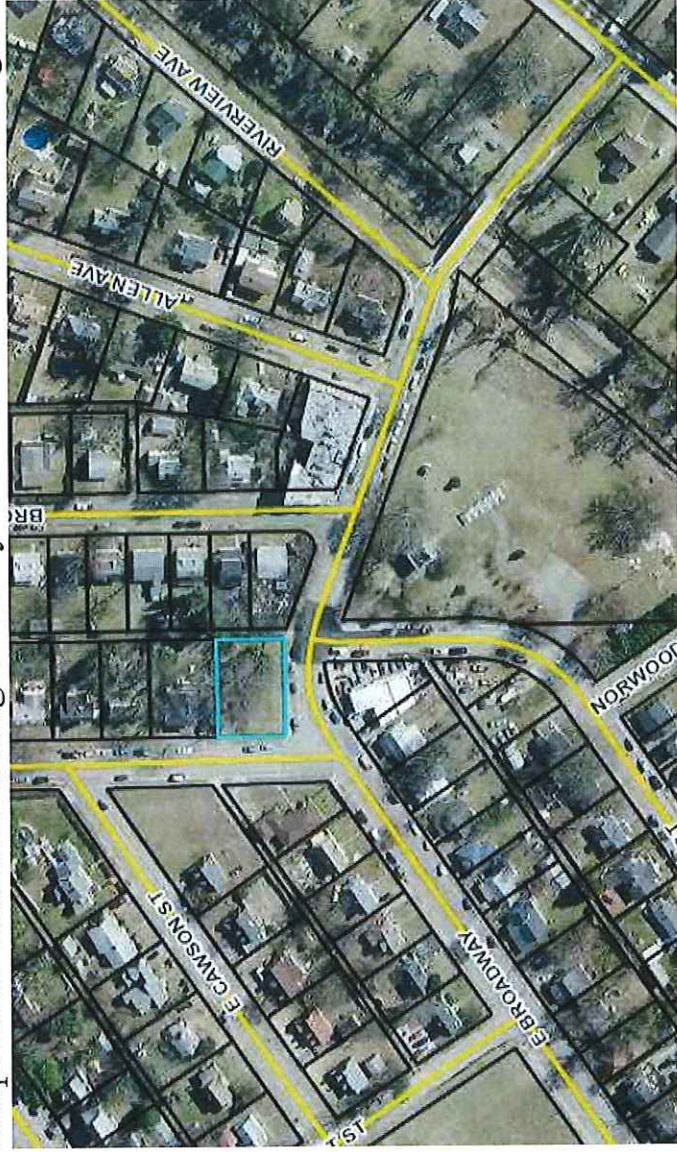
Cedar Ln. – Parcel #079-0005

- ❖ Applicant: Russell Johnson.
- ❖ Property located in Ward 1.
- ❖ Zoned R-1 Low Density Residential.
- ❖ Owner and Adjacent property owners notified by letter.
- ❖ Ad in Progress-Index on Feb 1st & 8th.



Cedar Ln. – Parcel #079-0005

Request to construct a single-family home on a non-conforming lot in the R-1 district.



Cedar Ln. – Parcel #079-0005

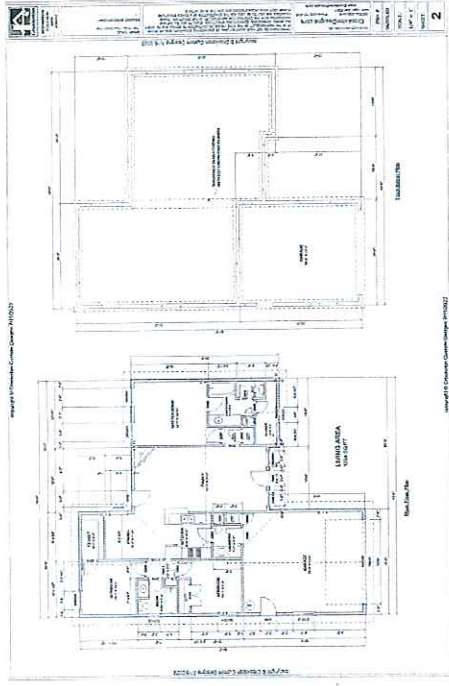
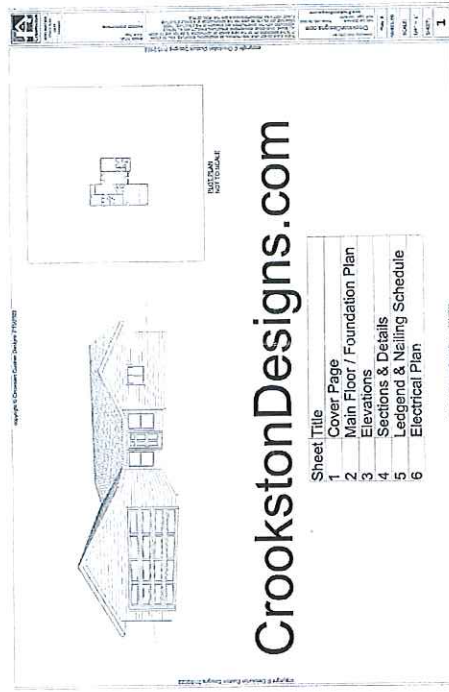
Minimum lot size in R-1 is 80 feet wide and 12,000sf.

Cedar Lane – Parcel #079-0005 is 82 feet wide and 9,430sf.



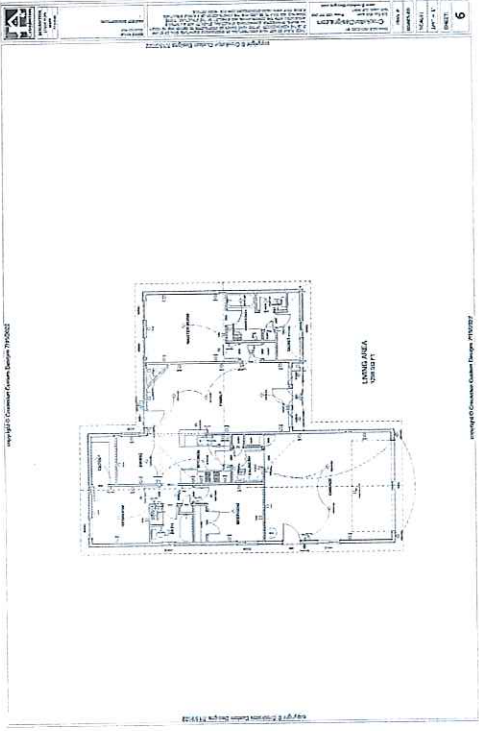
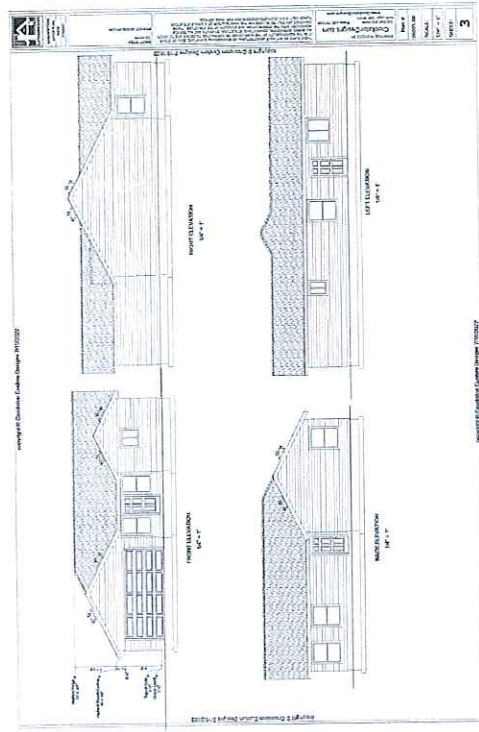
Cedar Ln. – Parcel #079-0005

Applicant proposes construction of 2 story, 1,297sf home to meet all district setbacks.

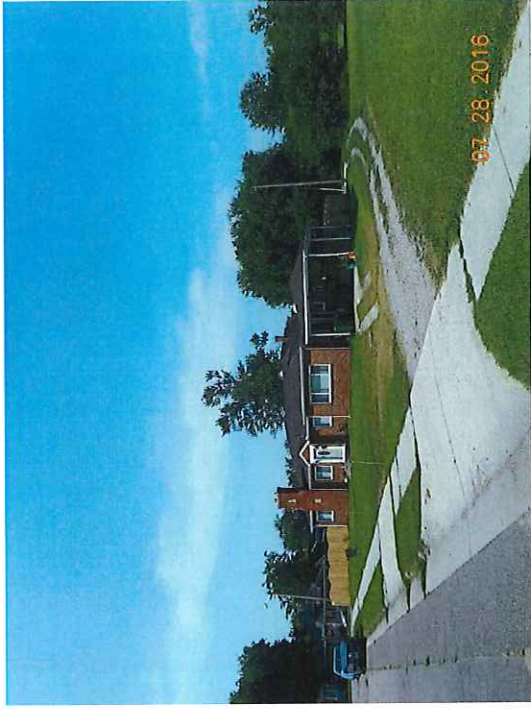


Cedar Ln. – Parcel #079-0005

Applicant proposes construction of 1 story, 1,298sf home to meet all district setbacks.



Cedar Ln. – Parcel #079-0005



300 Cedar
1 story – 1948sf – 3BR – 2.5 Bath



808 E Cawson
1.5 story – 948sf – 3 BR – 1 Bath



Cedar Ln. – Parcel #079-0005



311 Cedar
2 story – 3,358sf – 5 BR – 2.5 Bath



313 Cedar
1.5 story – 1,664sf – 4 BR – 2 Bath



Cedar Ln. – Parcel #079-0005



315 Cedar
1.5 stories – 1,869sf – 5 BR – 2 Bath



317 Cedar
1.5 stories – 1,435sf – 2BR – 1 Bath



Cedar Ln. – Parcel #079-0005



319 Cedar
1.5 stories – 2,240sf – 5 BR – 2.5 Bath



321 Cedar
1.5 stories – 2,141sf – 4BR – 1.5 Bath



Cedar Ln. – Parcel #079-0005

SURROUNDING PROPERTIES - PARCEL #079-0005

ADDRESS	STORIES	HOUSE SQ. FT.	WIDTH	DEPTH	LOT SQ. FT.	MATERIAL	YR BUILT	TYPE
1 311 CEDAR	2	3358	70	115	8,050	BRICK	1927	SF
2 313 CEDAR	1.5	1664	60	115	6,900	BRICK	1945	SF
3 315 CEDAR	1.5	1869	60	115	6,900	BRICK	1945	SF
4 317 CEDAR	1.5	1435	60	115	6,900	BRICK	1945	SF
5 319 CEDAR	1.5	2240	60	115	6,900	BRICK	1945	SF
6 321 CEDAR	1.5	2141	60	115	6,900	BRICK	1945	SF
7 323 CEDAR	1.5	1547	60	115	6,900	BRICK	1945	SF
8 325 CEDAR	1.5	1649	60	115	6,900	BRICK	1945	SF
9 327 CEDAR	1.5	1652	50	115	5,750	BRICK	1945	SF
10 300 CEDAR	1	1948	80	110	8,800	BRICK	1954	SF
11 809 BROADWAY	1.5	1266	60	108	6,480	SIDING	1942	SF
12 813 E CAWSON	1.50	2030	150	110	16,500	SIDING	1939	SF
AVERAGE	1.50	1,900	69	114	7,823			

#079-0005	1	1298	82	115	9,430	SIDING		SF
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Cedar Ln. -- Parcel #079-0005

SURROUNDING PROPERTIES - PARCEL #079-0005

BY LOT SIZE

ADDRESS	STORIES	HOUSE SQ.FT	WIDTH	DEPTH	LOT SQ.FT	MATERIAL	YR BUILT	TYPE
1 327 CEDAR	1.5	1652	50	115	5,750	BRICK	1945	SF
2 809 BROADWAY	1.5	1266	60	108	6,480	SIDING	1942	SF
3 313 CEDAR	1.5	1664	60	115	6,900	BRICK	1945	SF
4 315 CEDAR	1.5	1869	60	115	6,900	BRICK	1945	SF
5 317 CEDAR	1.5	1435	60	115	6,900	BRICK	1945	SF
6 319 CEDAR	1.5	2240	60	115	6,900	BRICK	1945	SF
7 321 CEDAR	1.5	2141	60	115	6,900	BRICK	1945	SF
8 323 CEDAR	1.5	1547	60	115	6,900	BRICK	1945	SF
9 325 CEDAR	1.5	1649	60	115	6,900	BRICK	1945	SF
10 311 CEDAR	2	3358	70	115	8,050	BRICK	1927	SF
11 300 CEDAR	1	1948	80	110	8,800	BRICK	1954	SF
12 #079-0005	1	1298	82	115	9,430	SIDING		SF
13 813 E CAWSON	1.50	2030	150	110	16,500	SIDING	1939	SF



Cedar Ln. -- Parcel #079-0005

SURROUNDING PROPERTIES - PARCEL #079-0005 BY HOUSE SIZE

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	809 BROADWAY	1.5	1266	60	108	6,480	SIDING	1942	SF
2	#079-0005	1	1298	82	115	9,430	SIDING		SF
3	317 CEDAR	1.5	1435	60	115	6,900	BRICK	1945	SF
4	323 CEDAR	1.5	1547	60	115	6,900	BRICK	1945	SF
5	325 CEDAR	1.5	1649	60	115	6,900	BRICK	1945	SF
6	327 CEDAR	1.5	1652	50	115	5,750	BRICK	1945	SF
7	313 CEDAR	1.5	1664	60	115	6,900	BRICK	1945	SF
8	315 CEDAR	1.5	1869	60	115	6,900	BRICK	1945	SF
9	300 CEDAR	1	1948	80	110	8,800	BRICK	1954	SF
10	813 E CAWSON	1.5	2030	150	110	16,500	SIDING	1939	SF
11	321 CEDAR	1.5	2141	60	115	6,900	BRICK	1945	SF
12	319 CEDAR	1.5	2240	60	115	6,900	BRICK	1945	SF
13	311 CEDAR	2	3358	70	115	8,050	BRICK	1927	SF



Conditional Use Permit Considerations

1. Will the proposed conditional use be in compliance with all regulations of the applicable zoning district?
2. Will the proposed conditional use endanger the public health, safety, morals, comfort, or general welfare?
3. Will the proposed conditional use be injurious to the use and enjoyment of other property in the immediate vicinity?
4. Will the proposed conditional use conform to the character of the neighborhood within the same zoning district in which it is located?
5. Will the exterior architectural appeal and functional plan of any proposed structure be at variance with the exterior architectural appeal and functional plan of the structures already constructed in the immediate neighborhood?
6. Does the public interest and welfare supporting the proposed conditional use sufficiently outweigh the individual interests which are adversely affected by the establishment of the proposed use?
7. Will the proposed use result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance?

Article XXI, D, 1(d) of the Hopewell Zoning Ordinance

Staff Recommendation

Staff recommends the denial of the proposed Conditional Use Permit application for the following reasons:

The proposed house design (one-story, 1,298sf, front-facing garage suburban patio home) is incompatible with the surrounding homes (average of 1,900sf, brick, 1.5 story Cape Cods) and fails to meet the standards set forth in Article XXI – Amendments, Section 1, (d)4.

- In particular, the proposed house design does not conform to the character of the neighborhood, and;
- The exterior architectural appeal and functional plan WILL be at variance with those structures already in the neighborhood.



Planning Commission Recommendation

The Planning Commission recommends on a 3-0 vote to deny the proposed Conditional Use Permit application for the following reasons:

The proposed house design (one-story, 1,298sf, front-facing garage suburban patio home) is incompatible with the surrounding homes (average of 1,900sf, brick, 1.5 story Cape Cods) and fails to meet the standards set forth in Article XXI – Amendments, Section 1, (d)4.

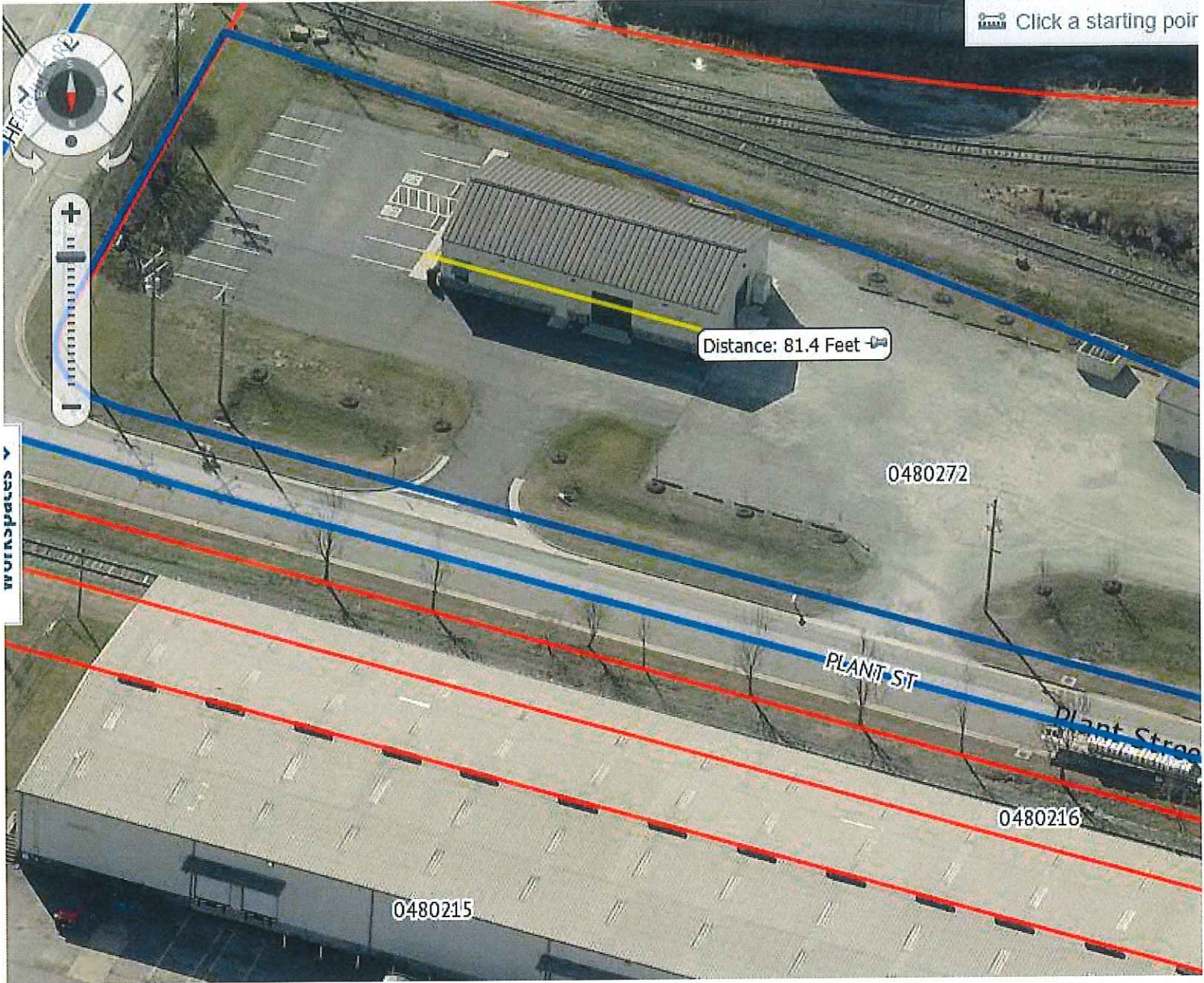
- In particular, the proposed house design does not conform to the character of the neighborhood, and;
- The exterior architectural appeal and functional plan WILL be at variance with those structures already in the neighborhood.



Proposed Resolution

Denial of the Conditional Use Permit application to construct a single-family dwelling on the non-conforming Sub-Parcel #079-0005.





Workspaces

Distance: 81.4 Feet

0480272

PLANT ST

0480216

0480215

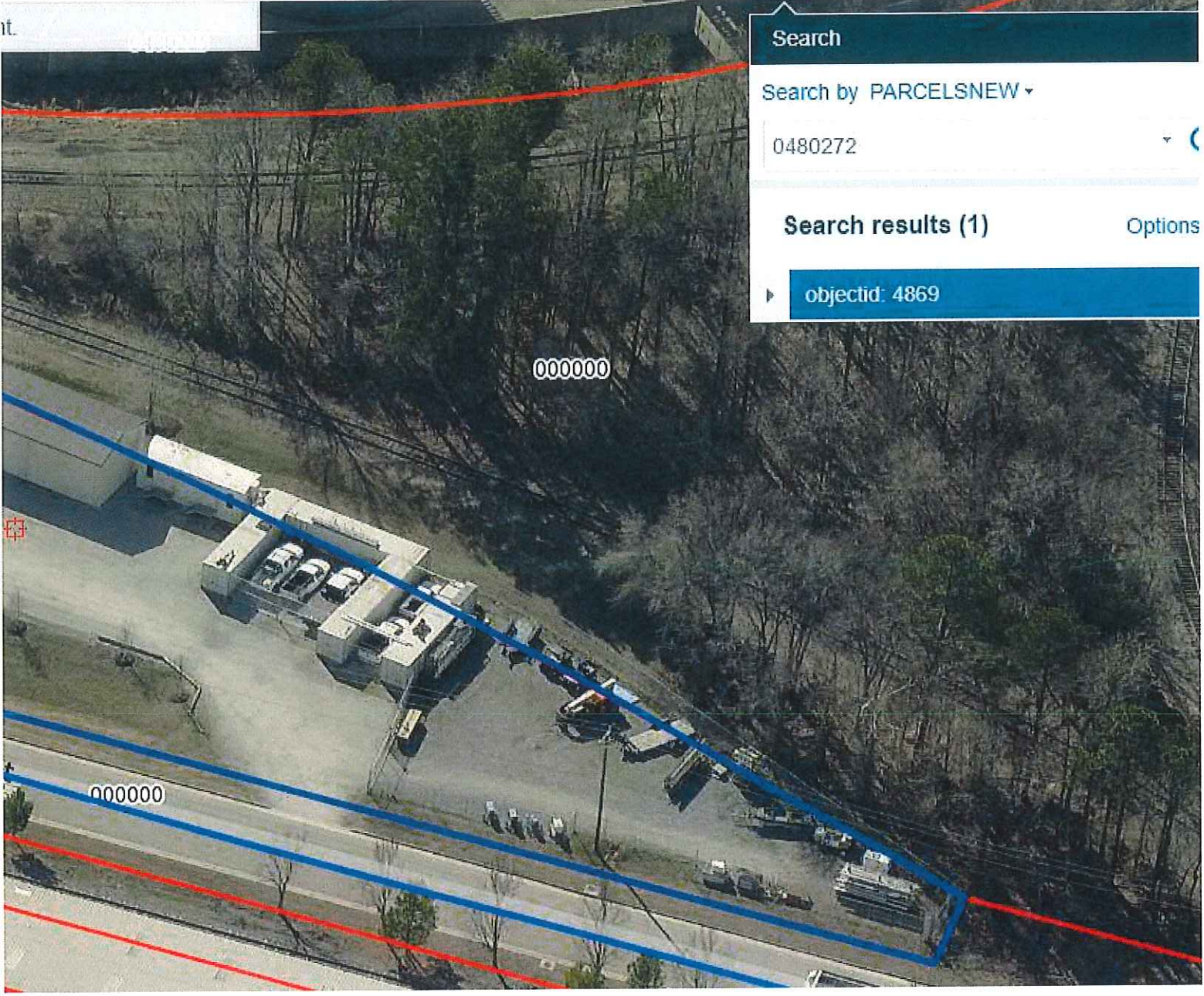
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The City
of
Hopewell, Virginia

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

Application #: 20220680

Permit #: _____

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

W-1
A1

APPLICATION #

APPLICANT: RUSSELL JOHNSON

ADDRESS: 5431 LINGLE LANE
N. CHESTERFIELD VA

PHONE #: 766-392-2657 FAX #: _____

EMAIL ADDRESS: russellherealtor912@gmail.com

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: CARLOS CARRASQUILLO

ADDRESS: 00 CEDAR LANE
HOPEWELL VA

PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION:
00 CEDAR LANE

PARCEL #: 079-0005 ACREAGE: .22 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:

VACANT LOT

THE CONDITIONAL USE PERMIT WILL ALLOW:

CONSTRUCTION OF A SINGLE FAMILY 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.

CONSTRUCTION OF A SINGLE FAMILY HOME

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

IT WILL NOT BE DETRIMENTAL

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.

HOME WILL CONFORM TO COMPREHENSIVE
PLAN

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

8-64-2022

DATE

Russell Johnson

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____

DATE OF ACTION _____

APPROVED _____ DENIED _____

APPROVED WITH THE FOLLOWING CONDITIONS:

What are Conditional Use Permits?

They allow certain uses to locate in a zoning district. The uses are found in the Zoning Ordinance under "Use Regulations" of each district.

What must be submitted to apply for a Conditional Use Permit?

- A completed "Conditional Use Permit" application, which is available at the Department of Neighborhood Assistance & Planning.

Who issues Conditional Use Permits?

Hopewell's City Council issues conditional use permits.

- A site plan, if required, in accordance with Article 16 of the Zoning Ordinance, including the front, rear, and side elevations and floor plans of the proposed buildings.
- A \$300 application fee.

What are the requirements for Issuance of a Conditional Use Permit?

1. 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.
2. The proposal will not be detrimental to public welfare or injurious to the property or improvements in the neighborhood.
3. The proposal as submitted or modified will conform to the Comprehensive Plan and the purposes and the expressed intent of the Zoning Ordinance.

What is the process for obtaining a Conditional Use Permit?

1. The application, site plan, and fee are submitted to the Department of Neighborhood Assistance & Planning.
2. The Department will submit the application to the Planning Commission to hold a public hearing. The Planning Commission makes a recommendation to City Council.
3. The recommendation of the Planning Commission is forwarded to City Council. City Council holds a public hearing to consider the request. After reviewing the application, the Council

How long does the process take?

The conditional use permit application process usually takes approximately 2 1/2 months.

will approve it, approve it with conditions, or deny it.

4. If the Council grants the permit, it is only valid for the specific use it covers in the specified location.

Conditional Use Permits

For more information contact:

Department of Development
300 N. Main St.
Hopewell, VA 23860
(804) 541-2220
DevDept@hopewellva.gov



Land Development Brochure

Updated September 2019



Summary

Parcel ID 0790005
 Tax ID 0790005
 Neighborhood 2
 Property Address Cedar Ln
 Hopewell, VA 23860
 Legal Description PARCEL OF LAND N E COR BDWY & CEDAR LANE SUBDIVISION: WEST CITY POINT ANNEX
 (Note: Not to be used on legal documents)
 Acreage N/A
 Class 1 - 1 Single Family Urban
 Tax District/Area 01

[View Map](#)

Owner

Primary Owner
[Carrasquillo Carlos](#)
 321 S 14th Ave
 Hopewell, VA 23860

Site Description

Zoning R1

Land

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Lot Site - Low		82.500	0.000	82.000	115.000	1.00	0.86		21,000.00	21,000.00	21,000.00	L -5%	21,000.00

Land Detail Value Sum 21,000.00

Transfers

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
6/22/2020	DEMET JAMES D & NICKIE L - TRUSTEES			200001236	\$7,000
1/29/2008	DEMET JAMES D			080000304	\$0
7/29/1980	PANAGAKES APHRODITE C LIFE ESTATE		169/232		\$8,000
5/6/1976	THEODORE ANNE P		WB 9/608		\$0
7/16/1963	A				\$0

Valuation

Assessment Year		01/01/2021	01/01/2019	01/01/2017	01/01/2015	01/01/2013
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$21,000	\$21,000	\$18,300	\$18,300	\$11,000
(Assessed Value)	Improvements	\$0	\$0	\$0	\$0	\$0
	Total	\$21,000	\$21,000	\$18,300	\$18,300	\$11,000

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

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

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Version 2.3.211



Overview



Legend

-  Parcels
-  Roads
-  Water

Parcel ID	0790005	Alternate ID	0790005	Owner Address	CARRASQUILLO CARLOS
Sec/Twp/Rng	n/a	Class	1 Single Family Urban		321 S 14TH AVE
Property Address	CEDAR LN HOPEWELL	Acreage	n/a		HOPEWELL, VA 23860
District	01				
Brief Tax Description	PARCEL OF LAND NE COR BDWY & CEDAR LANE SUBDIVISION: WEST CITY POINT ANNEX (Note: Not to be used on legal documents)				

Date created: 8/5/2022
Last Data Uploaded: 8/5/2022 7:28:11 AM

Developed by  Schneider
GEOSPATIAL



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

018932-0002 Darlene L 08/05/2022 03:39PM
Payment Effective Date 08/05/2022

PERMITS / INSPECTIONS

OWNER

CONDITIONAL USE PERMIT -
REVIEW

2022 Item: 20220680|CUP 300.00
Payment Id: 275572

300.00

Subtotal 300.00
Total 300.00

CHECK 300.00
Check Number 1183

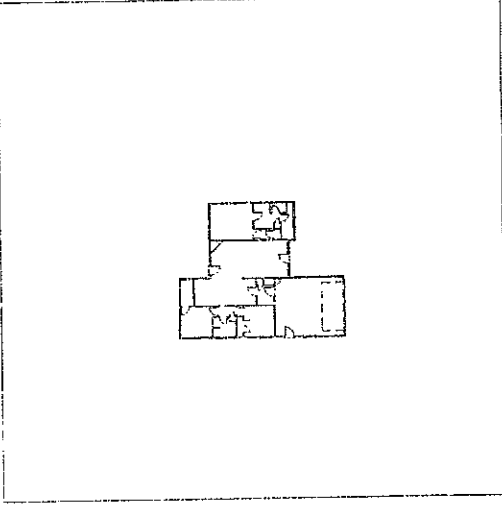
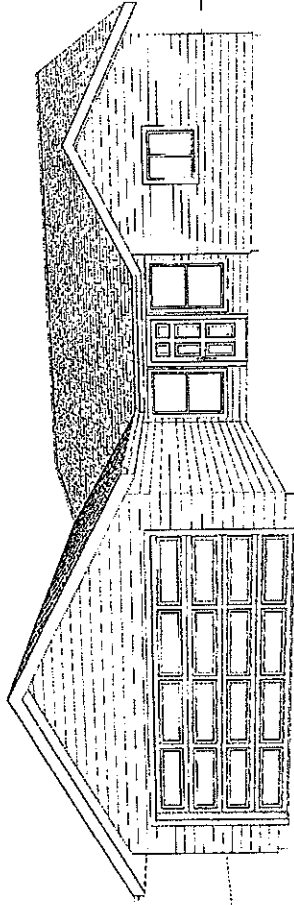
Change due 0.00

Paid by: OWNER



Thank you for your payment.

CUSTOMER COPY



LOT PLAN
NOT TO SCALE

CrookstonDesigns.com

Sheet	Title
1	Cover Page
2	Main Floor / Foundation Plan
3	Elevations
4	Sections & Details
5	Ledgend & Nailing Schedule
6	Electrical Plan



DESCRIPTION:
STOCK PLAN
DATE:
7/15/2022

PROJECT DESCRIPTION:
COVER PAGE

SHEET TITLE:
SHEET: 1

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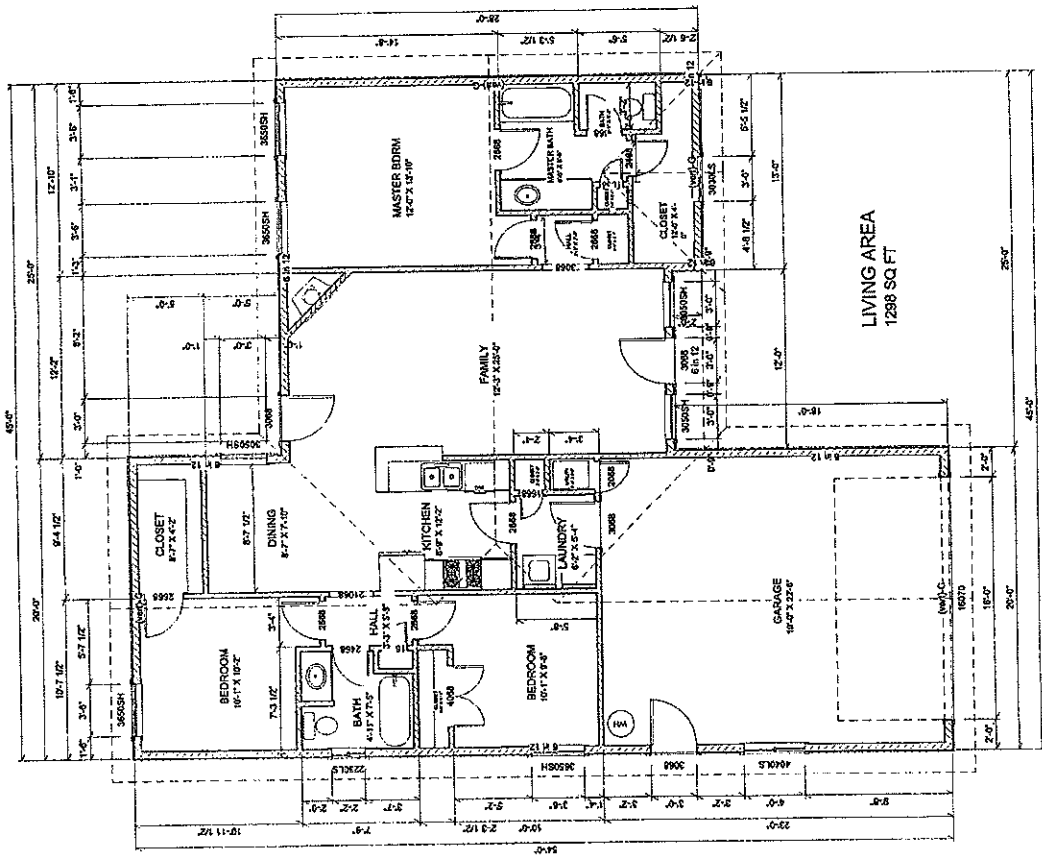
Plan #:
06005.00

SCALE:
1/4" = 1'

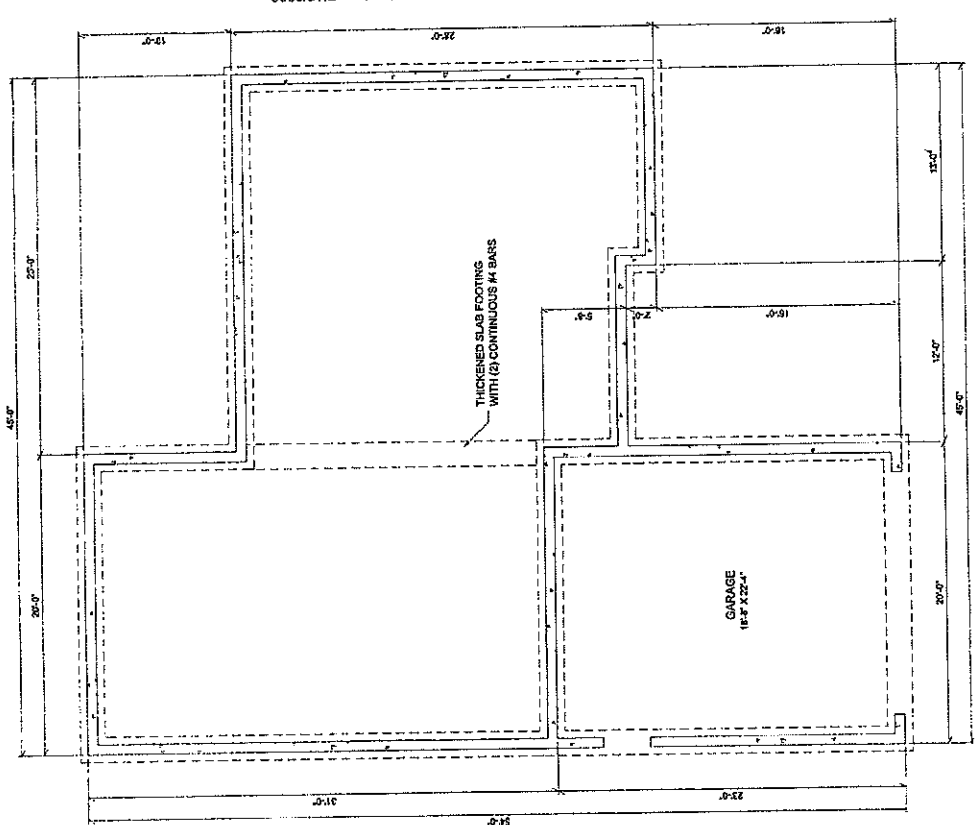
SHEET:
1

1

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Main Floor Plan



Foundation Plan

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	SCALE:	1/4" = 1'			SHEET:	2

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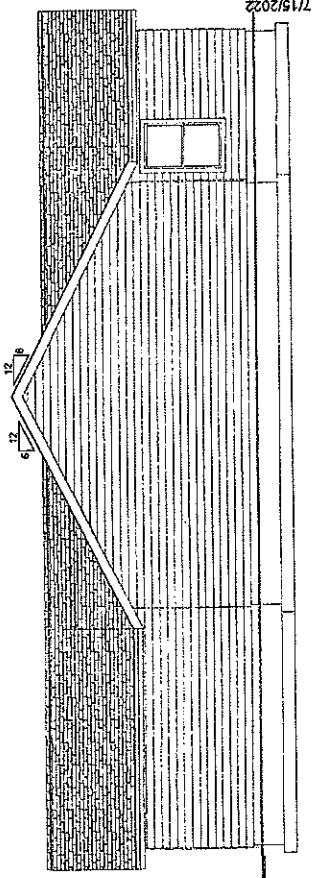


DESCRIPTION: STOCK PLAN
DATE: 7/15/2022

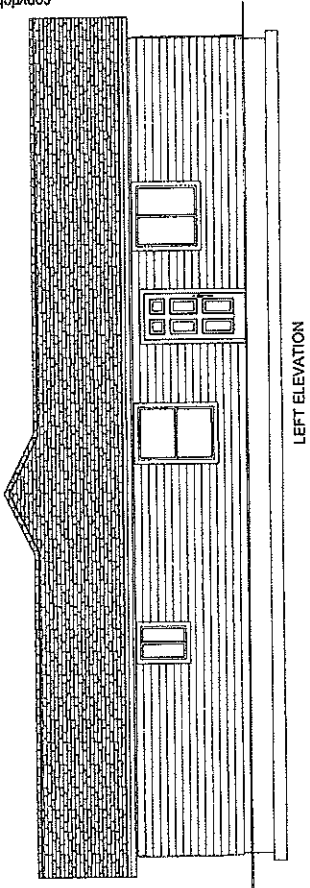
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Provo, UT 84601
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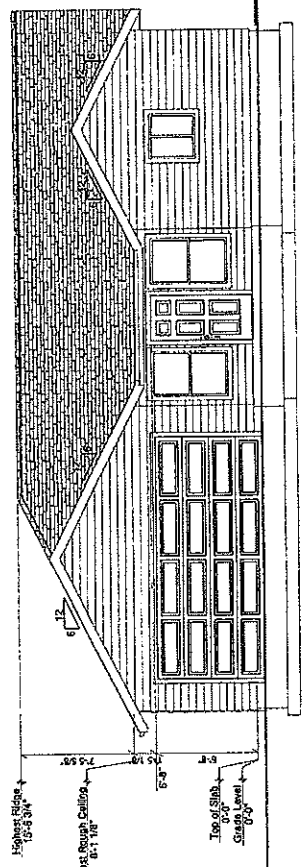
Plan #
06005.00
SCALE:
1/4" = 1'
SHEET:
3



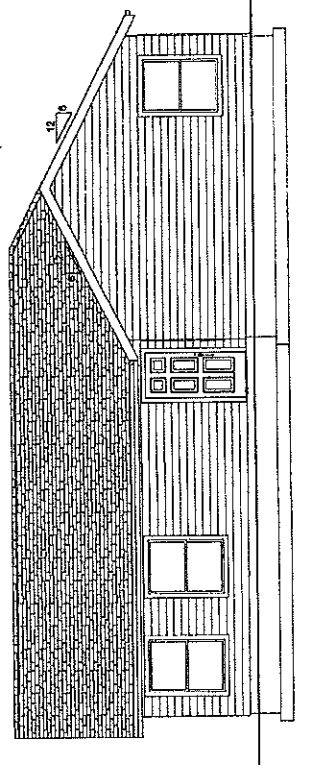
RIGHT ELEVATION
1/4" = 1'



LEFT ELEVATION
1/4" = 1'



FRONT ELEVATION
1/4" = 1'



BACK ELEVATION
1/4" = 1'

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DESIGN & CONSTRUCTION

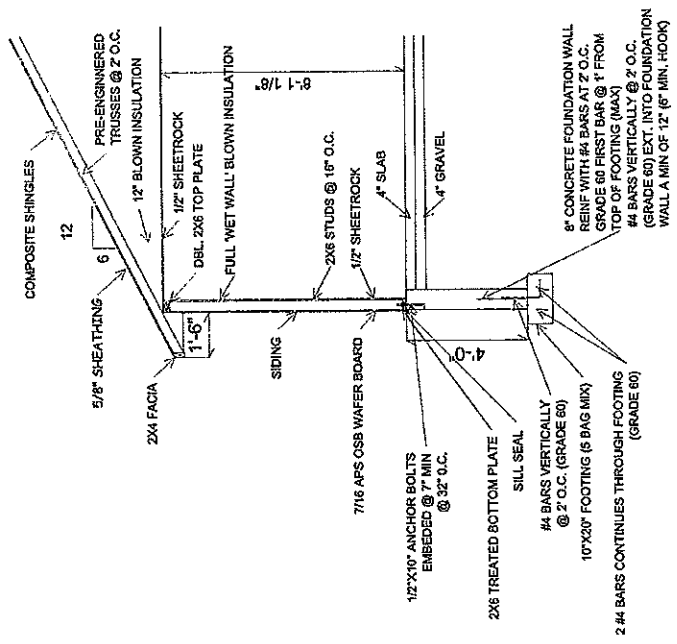
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DATE: 7/15/2022
PROJECT: 20220001

PROJECT DESCRIPTION:
SHEETS & DETAILS
SHEET TITLE:

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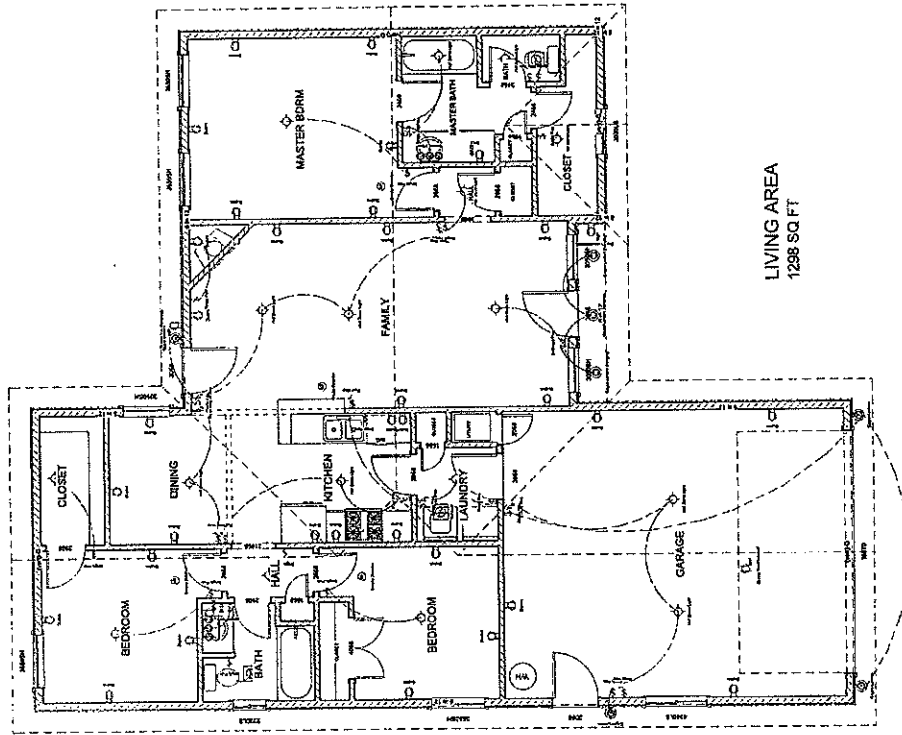
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TYPICAL CROSS SECTION

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DATE:	7/15/22
PROJECT DESCRIPTION:	

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SHEET:	6

PLAN SYMBOLS

	WINDOW OPENING
	DOOR OPENING
	TUB OR SHOWER
	COOK RANGE WITH OVEN
	REFRIGERATOR
	LAUNDRY WASHER & DRYER
	DISH WASHER
	WALL OVEN
	DOUBLE KITCHEN SINK
	SINGLE UTILITY SINK
	BATHROOM SINK
	PEGRESTAL SINK
	TOILET
	BATH TUB WITH SHOWER
	LARGE SOAKER TUB
	SHOWER
	WATER HEATER
	FORGED AIR FURNACE
	INSERT FIRE PLACE
	WOOD STOVE

FASTENING SCHEDULE

CONNECTION	FASTENING (A) (ft)	LOCATION
1. Deck to sill or girder	3-3" x 0.131" nails 3-3" x 14 gauge staples	Joist nail
2. Bridging to joist	2-6d common (2-1/2" x 0.131") 2-3" x 0.131" nails	Joist nail
3. 1" x 6" subfloor or joist to each joist	3-3" x 14 gauge staples	Joist nail
4. Joist to joist	2-6d common (2-1/2" x 0.131") 2-3" x 0.131" nails	Joist nail
5. Joist to joist or girder	2-6d common (2-1/2" x 0.131") 2-3" x 0.131" nails	Joist nail
6. Sill plate to joist or rafter	16d (3-1/2" x 0.131") 16d (3-1/2" x 0.131")	Joist nail
7. Top plate to stud	2-16d common (2-1/2" x 0.131") 2-3" x 0.131" nails	Joist nail
8. Stud to sole plate	4-3" x 0.131" nails	Joist nail
9. Double studs	3-3" x 14 gauge staples	Joist nail
10. Double top plates	3-3" x 14 gauge staples	Joist nail
11. Blocking between joist or rafter to top plate	3-3" x 14 gauge staples	Joist nail
12. Rim joist to top plate	3-3" x 14 gauge staples	Joist nail
13. Top plates, hips and intersections	3-3" x 14 gauge staples	Joist nail
14. Ceiling joist to parallel cables	3-3" x 14 gauge staples	Joist nail
15. Ceiling joist to plate	3-3" x 14 gauge staples	Joist nail
16. Ceiling joist to parallel cables	3-3" x 14 gauge staples	Joist nail
17. Ceiling joist, knee brace partitions	3-3" x 14 gauge staples	Joist nail
18. Rafter to plate	3-3" x 14 gauge staples	Joist nail
19. Rafter to plate	3-3" x 14 gauge staples	Joist nail
20. 1" diagonal brace to each stud and plate	2-6d common (2-1/2" x 0.131") 2-3" x 0.131" nails	Joist nail
21. 1" x 6" sheathing to each bearing	3-8d common (2-1/2" x 0.131") 3-8d common (2-1/2" x 0.131")	Joist nail
22. Rafter to 1" x 6" sheathing to each bearing	3-8d common (2-1/2" x 0.131") 3-8d common (2-1/2" x 0.131")	Joist nail
23. Bulk-up corner studs	3-3" x 14 gauge staples	Joist nail
24. Bulk-up glider and beams	3-3" x 14 gauge staples	Joist nail
25. 2" joists	3-3" x 14 gauge staples	Joist nail
26. Collar to rafter	3-3" x 14 gauge staples	Joist nail
27. Jack rafter to hip	3-3" x 14 gauge staples	Joist nail
28. Roof rafter to 2-by ridge beam	3-3" x 14 gauge staples	Joist nail
29. Joist to band joist	3-3" x 14 gauge staples	Joist nail
30. Ledger strip	3-3" x 14 gauge staples	Joist nail
31. Wood structural panels and pardeckboard (S) Subfloor, roof and wall sheathing (to framing)	3-3" x 14 gauge staples	Joist nail
32. Panel siding (to framing)	3-3" x 14 gauge staples	Joist nail
33. Fiberglass sheathing (S)	3-3" x 14 gauge staples	Joist nail
34. Interior paneling	3-3" x 14 gauge staples	Joist nail

Common or box nails are permitted to be used except where otherwise stated.
 Nails spaced at 6 inches on center at eaves, 12 inches on center at gables, 16 inches at supports where spans are 48 inches or less, and 18 inches at intermediate supports and shear walls, refer to Section 2305. Nails for wall sheathing are permitted to be common, box or casing.
 Common or dished shank 6d-2" x 0.119", 8d-2 1/2" x 0.119", 10d-3" x 0.119", 12d-3 1/2" x 0.119", 14d-4" x 0.119", 16d-4 1/2" x 0.119", 18d-5" x 0.119", 20d-5 1/2" x 0.119", 22d-6" x 0.119", 24d-6 1/2" x 0.119", 26d-7" x 0.119", 28d-7 1/2" x 0.119", 30d-8" x 0.119", 32d-8 1/2" x 0.119", 34d-9" x 0.119", 36d-9 1/2" x 0.119", 38d-10" x 0.119", 40d-10 1/2" x 0.119", 42d-11" x 0.119", 44d-11 1/2" x 0.119", 46d-12" x 0.119", 48d-12 1/2" x 0.119", 50d-13" x 0.119, 52d-13 1/2" x 0.119, 54d-14" x 0.119, 56d-14 1/2" x 0.119, 58d-15" x 0.119, 60d-15 1/2" x 0.119, 62d-16" x 0.119, 64d-16 1/2" x 0.119, 66d-17" x 0.119, 68d-17 1/2" x 0.119, 70d-18" x 0.119, 72d-18 1/2" x 0.119, 74d-19" x 0.119, 76d-19 1/2" x 0.119, 78d-20" x 0.119, 80d-20 1/2" x 0.119, 82d-21" x 0.119, 84d-21 1/2" x 0.119, 86d-22" x 0.119, 88d-22 1/2" x 0.119, 90d-23" x 0.119, 92d-23 1/2" x 0.119, 94d-24" x 0.119, 96d-24 1/2" x 0.119, 98d-25" x 0.119, 100d-25 1/2" x 0.119, 102d-26" x 0.119, 104d-26 1/2" x 0.119, 106d-27" x 0.119, 108d-27 1/2" x 0.119, 110d-28" x 0.119, 112d-28 1/2" x 0.119, 114d-29" x 0.119, 116d-29 1/2" x 0.119, 118d-30" x 0.119, 120d-30 1/2" x 0.119, 122d-31" x 0.119, 124d-31 1/2" x 0.119, 126d-32" x 0.119, 128d-32 1/2" x 0.119, 130d-33" x 0.119, 132d-33 1/2" x 0.119, 134d-34" x 0.119, 136d-34 1/2" x 0.119, 138d-35" x 0.119, 140d-35 1/2" x 0.119, 142d-36" x 0.119, 144d-36 1/2" x 0.119, 146d-37" x 0.119, 148d-37 1/2" x 0.119, 150d-38" x 0.119, 152d-38 1/2" x 0.119, 154d-39" x 0.119, 156d-39 1/2" x 0.119, 158d-40" x 0.119, 160d-40 1/2" x 0.119, 162d-41" x 0.119, 164d-41 1/2" x 0.119, 166d-42" x 0.119, 168d-42 1/2" x 0.119, 170d-43" x 0.119, 172d-43 1/2" x 0.119, 174d-44" x 0.119, 176d-44 1/2" x 0.119, 178d-45" x 0.119, 180d-45 1/2" x 0.119, 182d-46" x 0.119, 184d-46 1/2" x 0.119, 186d-47" x 0.119, 188d-47 1/2" x 0.119, 190d-48" x 0.119, 192d-48 1/2" x 0.119, 194d-49" x 0.119, 196d-49 1/2" x 0.119, 198d-50" x 0.119, 200d-50 1/2" x 0.119, 202d-51" x 0.119, 204d-51 1/2" x 0.119, 206d-52" x 0.119, 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978d-245" x 0.119, 980d-245 1/2" x 0.119,

PH-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Consideration of declaring specific properties on the City’s Spot Blight list as ‘Blighted’ with Approval of Abatement Plan.

ISSUE: Three (3) properties (905 Arlington, 3104 St. Charles, and 1800 Trenton) are severely dilapidated structures that have been placed on the City’s Spot Blight list and require an abatement plan to mitigate the blighting influence on neighboring structures.

RECOMMENDATION: The City seeks the declaration of 905 Arlington Rd., 3104 St. Charles St., and 1800 Trenton Ave. as ‘blighted’ and the approval of demolition as an effective abatement plan for each property,

TIMING: City Council action is requested on February 14, 2023.

BACKGROUND: City Council was presented this application at the work session held on October 11, 2022

FISCAL IMPACT: None

ENCLOSED DOCUMENTS:

- CUP Application
- Staff Report
- Presentation

STAFF: Christopher Ward, Director, Department of Development

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	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			

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



Spot Blight Public Hearing

HOPEWELL CITY COUNCIL

FEBRUARY 14, 2023

Spot Blight Ordinance

- ▶ Chapter 19 – Housing Code, Article VI – Spot Blight Abatement
- ▶ Requires notification of property owner via certified mail that a preliminary determination of blight has been made.
- ▶ Owner has thirty (30) days to provide a written abatement plan.
- ▶ If no reasonable abatement plan is submitted, the City Council may deem the property ‘blighted’ and propose an abatement plan.
- ▶ If City implements an abatement plan, the cost of the abatement is placed as a lien on the property.

- **Public Safety** - Does the building represent a potential danger to occupants or the public?

- **Structural integrity** - Is the building in jeopardy due to structural issues?

- **Fire hazard** - Does the building represent a fire hazard to surrounding buildings?

- **Context** - Where the building is located in proximity to a neighborhood, is the building an eyesore?

- **Attractive Nuisance** - Is the building open and accessible and does it attract an illicit activity?

- **General Appearance** - The general appearance of the building and its surrounding appurtenances.

Objective Score: Cumulative score (6-60)

Spot Blight Scoring

- Building Official
- Fire Marshall
- Building Inspector
- Director of Development

Rated 1 to 10 with 10 being the worst.

SCORING

45-60: Demolition

Below 45: Possible Rehab

SPOT BLIGHT

15-Nov-22

	905 Arlington				3104 St. Charles				1800 Trenton				
PUBLIC SAFETY	Does the building represent a potential danger to occupants or the public?	9	8	10	10	10	9	10	9	8	10	8	10
STRUCTURAL INTEGRITY	Is the building in jeopardy due to structural issues?	9	8	10	10	10	9	10	9	8	10	8	10
FIRE HAZARD	Does the building represent a fire hazard to surrounding buildings?	8	10	9	10	10	9	10	9	9	10	9	10
CONTEXT	Where the building is located in proximity to a neighborhood - the building an eyesore?	7	7	8	10	10	9	10	9	9	10	8	10
ATTRACTIVE NUISANCE	Is the building open and accessible and does it attract an illicit activity?	9	9	8	8	10	9	10	8	10	10	8	10
GENERAL APPEARANCE	The general appearance of the building and its surrounding appurtenances.	7	8	7	9	10	10	9	10	8	9	7	10
TOTAL		49	50	48	57	60	59	54	60	52	53	48	60
AVERAGE		51.0				58.3				53.3			

905 Arlington Rd.

Score 51





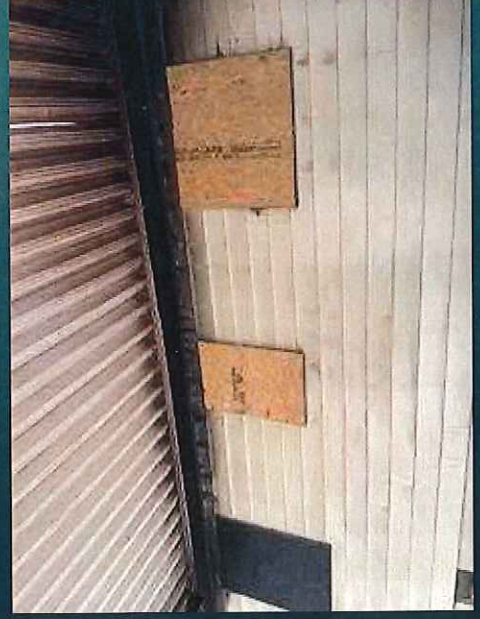
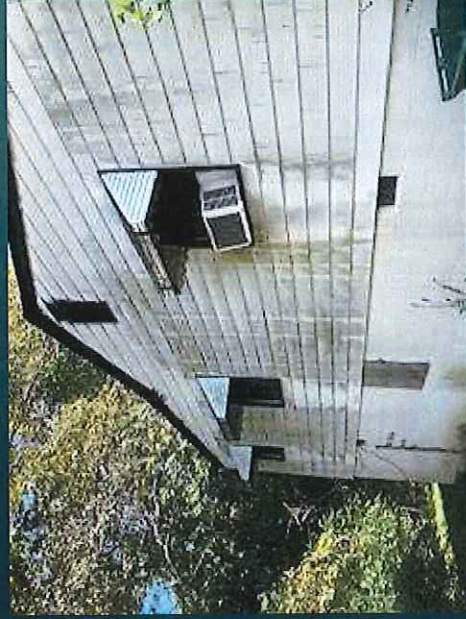
3104 St. Charles St.

Score 58.3



1800 Trenton Ave.

Score 53.3



Recommended Ordinance

- ▶ Adopt an abatement plan for each of three properties presented.
- ▶ The abatement plan for each is demolition.



905 ARLINGTON



3104 ST. CHARLES



1800 TRENTON

RECAPTURE OF PROGRAM FUNDS

City has demolished 13 Residential Structures.

Total Demo Costs - \$70,130

Total Lien Amount - \$101,335 (Trash/Debris & TG)

Total Collected - \$44,873

Subtotal Outstanding - \$56,462 from liens

Subtotal Outstanding RE Taxes - \$31,114

TOTAL OUTSTANDING - \$87,576



Thank you

Questions?

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

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- Culture & Recreation
- Economic Development
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- Housing
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- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Move Stormwater Fees Over to Real Estate Taxes

ISSUE: Using Data Integrators services cost \$104k a year, and the Stormwater Department has been unable to collect 100% of the stormwater fees using this service.

RECOMMENDATION: Move the stormwater fees over to the real estate tax.

TIMING: Immediate

BACKGROUND: The stormwater fee has been in place since 2016, and the department has never been able to achieve 100% collections.

ENCLOSED DOCUMENTS: Stormwater Fee Presentation

STAFF: Stephen Edwards, Stormwater Program Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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



CITY OF HOPEWELL

OFFICE OF STORMWATER MANAGEMENT

Stephen Edwards, Stormwater Program Manager



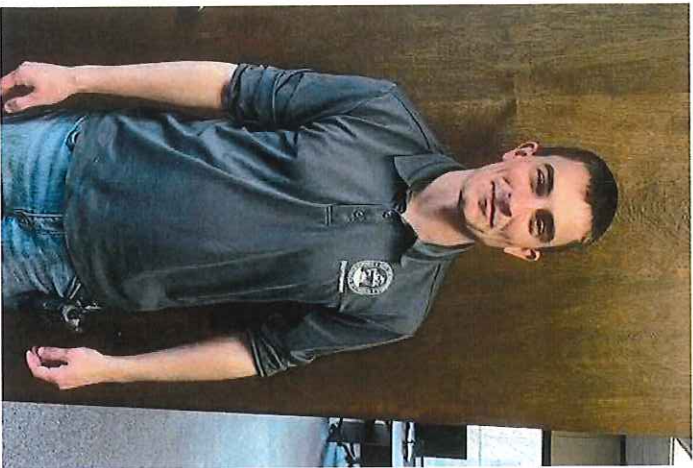
OUTLINE



- Stormwater Team
- Stormwater Program Overview
- Responsibilities
- Stormwater Resilience Plan
- Completed Projects by SW Division
- Active Projects
- Stormwater Program Deficiencies



STORMWATER TEAM



John DeGroot
SW Utility Engineer



John Schmidt
MS4 Coordinator



Charles Banton, Jr.
**Sr. SW Maintenance
Specialist**



Victor Mazzei
**SW Maintenance Crew
Leader**





STORMWATER PROGRAM OVERVIEW

- The City of Hopewell is a Phase II Municipal Separate Storm Sewer System (MS4) as required by the Clean Water Act
 - Required to develop MS4 Program Plan (see City website)
 - Required to develop a Chesapeake Bay and Local TMDL Action Plan
 - Established Stormwater Utility Fee to cover the program cost
- The MS4 Permit requires the Stormwater Program Personnel to prepare an annual report due on October 1st of every year.
- The current MS4 Permit is a 5-year permit (expires Oct. 1, 2023)



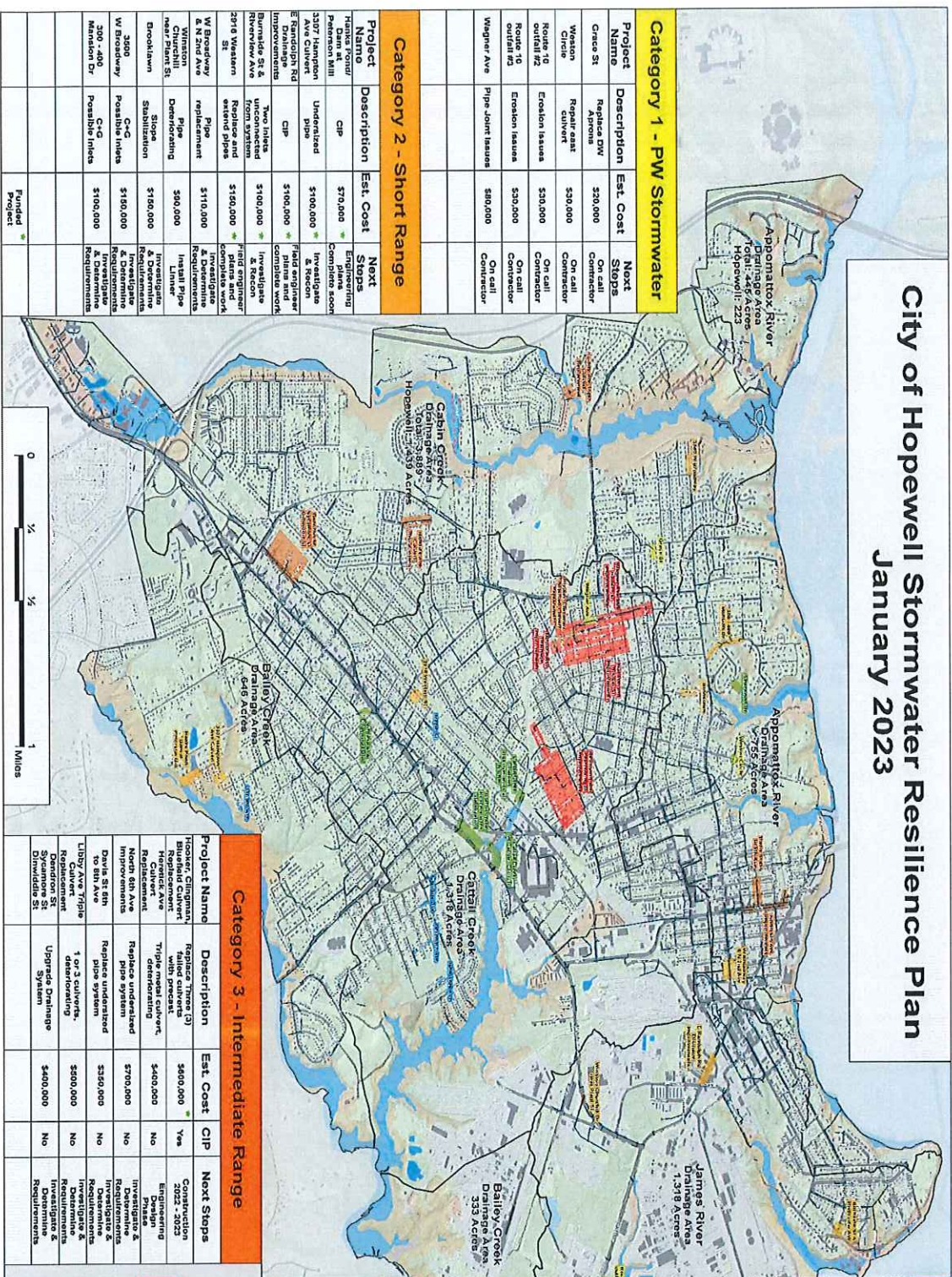
RESPONSIBILITIES

- Customer Service
- Site Plan Review
- Regulator of land-disturbing activities through permitting, site inspections, and enforcement
- Stormwater Conveyance maintenance and repair
- Protector of wetlands/waterways
- Development and Implementation of the TMDL Action Plan
- Hydraulic/Hydrologic Calculations
- Enforcer of Environmental Laws/Regs.
- Development and Implementation of Good House Keeping Measures for City Municipal Facilities
- Environmental Oversight for City Municipal Facilities
- Public Education and Outreach
- Illicit Discharge Detection and Elimination
- Pollution Prevention
- Annual Reporting
- VSMP Administrators
- Primary Contact for DEQ/EPA



City of Hopewell Stormwater Resilience Plan

January 2023



Category 1 - PW Stormwater

Project Name	Description	Est. Cost	CIP	Next Steps
Grace St	Replace DW Apprais	\$20,000	No	On call contractor
Wilson Circle	Repair east culvert	\$30,000	No	On call contractor
Route 19 outfall #2	Erosion issues	\$30,000	No	On call contractor
Route 19 outfall #3	Erosion issues	\$30,000	No	On call contractor
Wagne Ave	Pipe joint issues	\$80,000	No	On call contractor

Category 2 - Short Range

Project Name	Description	Est. Cost	CIP	Next Steps
Hanna Road	CIP	\$70,000	No	Engineering Complete soon
3307 Hampton Ave Culvert	Underlaid pipe	\$100,000	No	Investigate
Franklin Rd	CIP	\$160,000	No	Field engineer complete work
Blumley St & Riverview Ave	Two inlets unconnected	\$160,000	No	Investigate
2918 Weston St	Replace and extend pipes	\$160,000	No	Field engineer complete work
W Broadway & N 2nd Ave	Pipe replacement	\$110,000	No	Investigate
Winston Church St	Pipe Demolishing	\$80,000	No	Investigate
Brooklawn	Slope Stabilization	\$160,000	No	Investigate
3300 W Broadway	C-4C Possible inlets	\$160,000	No	Investigate
300 - 400 Madison Dr	C-4C Possible inlets	\$100,000	No	Investigate

Category 3 - Intermediate Range

Project Name	Description	Est. Cost	CIP	Next Steps
Horton, Cinnamon, Blythe	Replace three (3) with precast	\$60,000	Yes	Construction 2022 - 2023
Hydrick Ave	Triple metal culvert, deteriorating	\$400,000	No	Engineering
North 8th Ave	Replace underlaid pipe system	\$700,000	No	Investigate & Phase
Davis St 6th to 8th Ave	Replace underlaid pipe system	\$350,000	No	Investigate & Phase
Libby Ave Triple	1 or 3 culverts, deteriorating	\$600,000	No	Investigate & Phase
Dandson St	Upgrade Drainage System	\$400,000	No	Investigate & Phase

Category 4 - Long Range

Project Name	Description	Est. Cost	CIP	Next Steps
Wagon Wheel	Recovery and drainage	\$4,000,000	Yes	Recovery and drainage
Wagon Wheel	Recovery and drainage	\$4,000,000	Yes	Recovery and drainage
Wagon Wheel	Recovery and drainage	\$4,000,000	Yes	Recovery and drainage

Category 5 - Channel - Outfall

Project Name	Description	Est. Cost	CIP	Next Steps
Cabin Creek	Increase culvert	\$1,000,000	Yes	Awaiting CIP
Cabin Creek	Inlet at NS RR	\$1,200,000	Yes	Construction
Cabin Creek	Inlet at Shawville	\$1,200,000	Yes	Construction
Edgewood Blvd	Erosion of channel	\$1,000,000	Yes	Investigate & Phase
Shirwood Dr	Erosion of channel	\$1,000,000	Yes	Investigate & Phase
Catal Creek	Slope Stabilization	\$1,000,000	Yes	Investigate & Phase
Mt. Carmel Church	Slope Stabilization	\$1,000,000	Yes	Investigate & Phase

Legend

- Outfalls
- Stormwater Pipes
- Retention Management Area
- Structure in Road Right
- Structure in Road Left
- Land Cover
- Water
- Woods
- Thicket and Shrub
- Herbaceous
- Barren
- Impervious (Other)
- Impervious (Road)

COMPLETED PROJECTS BY SW DIVISION



Anchor Point Boulevard	Rebuilt failed storm sewer inlet	\$14,449.90
2813 Pickett Street	Replaced 120 l.f. of collapsed 15" single wall HDPE pipe with a new 15" double wall HDPE pipe	\$10,372.89
Dolin Street & N. 14th Ave.	Replaced 40 l.f. of 12" pipe.	\$6,884.32
2326 Maclin Circle	Repaired inlet and pipe joints.	\$2,547.28
Dellrose Drive	Rebuilt failed storm sewer inlet	\$6,120.43
Winston Churchill Dr. & High Ave.	Reset end wall and repaired pipe	\$2,693.22
S Mesa Drive near W. Grant	Repaired sinkhole and pipe joints	\$2,949.40
Broadway and N 15th Ave.	Lined 215 l.f. of 24" RCP storm sewer pipe along with 2 manhole rehabilitations.	\$49,386.75
2701 1/2 Princess Anne St.	Lined 100 l.f. of 30"-42" CCP storm sewer pipe along with 1 inlet rebuild	\$38,342.75
115 & 121 N 20th Ave.	Lined 300 l.f. of 24" RCP storm sewer pipe along with 5 inlet rehabilitations.	\$53,270.75
1501 W. Broadway	Repaired 10' depth sinkhole, repaired the manhole, and patched multiple pipe joints	\$3,638.43
1811 New Lincoln Circle	Rebuilt failed storm sewer inlet	\$1,414.15

COMPLETED PROJECTS BY SW DIVISION



20th Ave. & Day Street	Replaced 12" storm sewer pipe	\$3,834.22
2204 Lynchburg Street	Flow-filled an abandoned storm sewer pipe and repaired sinkholes	\$2,790.00
W. City Point Road & S 15th Ave.	Replaced an existing inlet and a 15" HDPE pipe	\$8,784.63
Eppes Street	Patched pipe joints and repaired sinkholes.	\$6,042.75
N. Radford Drive	Rebuilt outfall, repaired channel, repaired eroded slope, and fixed curb.	\$9,497.27
Virginia Street	Repaired a failed 60" pipe	\$10,403.56
Virginia Ave. & Surry St.	Repaired pipe joints in the intersection of the roads	\$3,348.52
W. Cawson Street	Replaced a 12" pipe under the roadway	\$6,102.87
Winston Churchill Drive	Removed a 4" plastic pipe under sidewalk and replaced with a 6" slope drain. Repaired slope and sidewalk	\$5,856.64
Sherwood Ave.	Repaired failed outfall and slope	\$6,643.59
W City Point Rd & S 14th Ave	Repaired storm pipe damaged from w/ going through the pipe	\$916.57
Station Street	Flow-filled an old stormwater pipe that became damaged and caused a sinkhole in the middle of drive lane.	\$3,697.27
W. Cawson Street	Replaced 80 l.f. of 12" pipe and installed 15 l.f. of 15" pipe for a new outfall	\$17,278.82

COMPLETED PROJECTS BY SW DIVISION



Palm Street	Rebuilt a new inlet	\$3,200.00
517 Miles Ave	Repaired sinkhole and pipe	\$4,736.64
403 N. Marion	Rebuilt a new inlet	\$8,655.45
Warsaw Ave. & N Marion Ave	Repaired an Inlet	\$1,643.38
Lee St. & S 21st Ave	Repaired sinkhole and pipe	\$2,435.96
Route 10	Regraded channel and repaired outfall	\$3,213.95
Hopewell Community Center	Replaced 881 f. of pipe	\$9,963.04
Cabin Creek Dr.	Rebuilt new inlet	\$3,548.84
Winston Churchill	Repaired outfall	\$3,192.30
Tabb Ave.	Rebuilt a new inlet	\$3,867.92
Jamestown Dr & Yorktown Dr.	Removed and replaced 160 l.f. of pipe due to failure caused by a privacy fence installed over the existing pipe.	\$18,023.28
Norfolk Street	Install inlet and 250 l.f. of 18" pipe within ditch	\$26,750.00
N. 16th & Broadway	Removed and rebuilt three damaged inlets	\$17,969.19

COMPLETED PROJECTS BY SW DIVISION

121 & 201 N 20th Ave. Had to removed large tree stumps from drainage channel \$1,250.00
 Oak Lane & Jefferson Ave. Remove and replace a 15" pipe section \$7,171.34

Fairview Avenue Rebuilt inlet \$5,120.14

Day Street Rebuilt inlet \$3,249.12

Grant Street Repaired Pipe \$1,063.84

Princess Anne St. Removed existing inlet and rebuilt new inlet \$7,546.71

Hazelwood Ave. Removed damaged inlet and rebuilt new inlet and repaired pipe \$6,163.56

N Marion Ave. Repaired pipe joint \$3,724.20

Dellrose Dr. / Cloverdale Ave Lined 2881 f. of 24" RCP and rehabbed 1 manhole \$42,427.15

Basset Street Removed and rebuilt 2 inlets \$20,967.06

N 20th Ave. Removed debris from 30" RCP pipe which caused flooding, and repaired the damaged sections \$6,462.24

N 20th Ave. Removed debris and regraded the eroded channel, reset culvert, and armored the entire channel \$14,335.84





ACTIVE DRAINAGE PROJECTS

- **Moultrie Ave. Drainage Improvements** – Under construction
- **Cattail Creek Stabilization** – Project has been awarded to John K George & Co. Permits and bonds have been obtained.
- **Hank's Pond** – Has gone through the first round of site plan review
- **Cattail Creek Drainage Crossing Improvements (Elm St/Arlington Rd)** – Received notice of award on October 5, 2022. Needs to go through engineering design.
- **Heretick Drainage Improvements** – Under engineering design
- **PW Yard EPA** – Waiting on cost estimates for fuel island/garage drains, and work has started on the storage facilities.



STORMWATER PROGRAM DEFICIENCIES

- Staffing
- Funding
- Oversight





STAFFING DEFICIENCY

- SW Maintenance Crew is the only crew without a Supervisor;
- Smallest Maintenance Crew in PW.
 - 2-manned crew
- If one of the crew personnel is out, the SW Utility Engineer fills in;
 - SW Utility Engineer's office duties are temporarily neglected
 - The crew is sidelined if the SW Utility Engineer is out
 - Certain infrastructure projects can not be completed
- Creates safety concerns when performing infrastructure maintenance repairs in the public right-of-way.

STAFFING DEFICIENCY

Recommendation:

The Stormwater Program Manager is requesting in the FY24 budget for the Stormwater Maintenance Supervisor position.



FUNDING DEFICIENCY



Industrial Utility Credit Table (Current Credit)						
Facility Name	Facility Address	Impervious Cover (sq.ft.)	Equivalent Residential Units (ERU) (2,100 sq-ft. each)	Annual Fee @ (\$4/ERU)*12	Utility Fee Credit	Invoiced Amount
ASHLAND INC	PO BOX 182586 COLUMBUS, OH 43218	5,114,665	2436	\$116,928	90%	\$11,693
EVONIK CORPORATION	P.O. BOX 868 THEODORE, AL 36590	874,710	417	\$20,016	90%	\$2,002
ADVANSIX INC HOPEWELL	905 Randolph Rd PID: 0480015	8,829,996	4,205	\$201,840	90%	\$20,184
	912 Randolph Rd PID: 0480011	673,824	321	\$15,408.00	90%	\$1,541
WESTROCK COMPANY	910 Industrial Street Hopewell, VA 23860	3,355,873	1,598	\$76,704.00	90%	\$7,670
TOTAL				\$430,896		\$43,090

Industrial Utility Credit Table (60% Credit)						
Facility Name	Facility Address	Impervious Cover (sq.ft.)	Equivalent Residential Units (ERU) (2,100 sq.ft. each)	Annual Fee @ (\$4/ERU)*12	Utility Fee Credit	Invoiced Amount
ASHLAND INC	PO BOX 182586 COLUMBUS, OH 43218	5,114,665	2436	\$116,928	60%	\$46,771
EVONIK CORPORATION	P.O. BOX 868 THEODORE, AL 36590	874,710	417	\$20,016	60%	\$8,006
ADVANSIX INC HOPEWELL	905 Randolph Rd PID: 0480015	8,829,996	4,205	\$201,840	60%	\$80,736
	912 Randolph Rd PID: 0480011	673,824	321	\$15,408.00	60%	\$6,163
WESTROCK COMPANY	910 Industrial Street Hopewell, VA 23860	3,355,873	1,598	\$76,704.00	60%	\$30,682
TOTAL				\$430,896		\$172,358
\$129,268 more in yearly revenue.						

Industrial Utility Credit Table (50% Credit)						
Facility Name	Facility Address	Impervious Cover (sq.ft.)	Equivalent Residential Units (ERU) (2,100 sq.ft. each)	Annual Fee @ (\$4/ERU)*12	Utility Fee Credit	Invoiced Amount
ASHLAND INC	PO BOX 182586 COLUMBUS, OH 43218	5,114,665	2436	\$116,928	50%	\$58,464
EVONIK CORPORATION	P.O. BOX 868 THEODORE, AL 36590	874,710	417	\$20,016	50%	\$10,008
ADVANSIX INC HOPEWELL	905 Randolph Rd PID: 0480015	8,829,996	4,205	\$201,840	50%	\$100,920
	912 Randolph Rd PID: 0480011	673,824	321	\$15,408.00	50%	\$7,704
WESTROCK COMPANY	910 Industrial Street Hopewell, VA 23860	3,355,873	1,598	\$76,704.00	50%	\$38,352
TOTAL				\$430,896		\$215,448
\$172,358 more in yearly revenue.						

FUNDING DEFICIENCY



Recommendation:

- Reduce the Industrial Utility Credit from 90% to 50%/60% credit
 - Will generate approximately \$129k - \$172k more in yearly revenue.
- Additional money will go toward infrastructure projects/repairs





OVERSIGHT DEFICIENCY

Primary Department Violators

- Public Works (2016 – present)
 - PW Debris Stockpile Yard: 18 Inspections / 50 Total Violations
 - Public Works Admin.: 12 Inspections / 147 Total Violations
- 2022 EPA Report: 13 Violations / 2016 DEQ: 27 Violations / 2019 DEQ: 10 Violations
- City Schools (2016 – present)
 - Harry James Elem. School: 8 Inspections / 49 Total Violations
 - Carter G. Woodson Middle School: 8 Inspections / 31 Total Violations
 - Patrick Copeland Elem. School: 9 Inspections / 40 Total Violations
 - Hopewell High School: 8 Inspection / 27 Total Violations
- 2022 EPA Report - Carter G. Woodson: 4 violations
- 2016 DEQ Report - High School: 6 Violations

OVERSIGHT DEFICIENCY

Primary Department Violators

- Water Renewal (2018 – present)
 - 3 Bioretention Basins: 11 Inspections / 67 Violations
 - 2022 EPA Report – Bioretention Basin #2: 3 Violations





OVERSIGHT DEFICIENCY

Recommendations

Option 1

- Make the SW division a separate department.
 - Allows SW staff to properly oversee the City facilities without conflict with personnel who oversee the other divisions (i.e., Dir., Superintendents, Managers, etc.)
 - Allows SW Manager to adequately address violations in accordance with Federal, State, and City codes without the possibility of repercussions, retaliation, or conflict with direct supervisor(s).

Option 2

- Provide a policy that allows the SW division the ability to address violations in accordance with Federal, State, and City codes without repercussions, retaliation, or conflict from department heads or direct supervisor(s).





OVERSIGHT DEFICIENCY

Recommendation Addressing the Schools

- Provide better partnerships with the Schools and create a policy that will bring the School's BMPs under the regulatory authority of the SW Division; however, the Schools will remain the responsible party for any repairs/maintenance needed to keep the SWM facilities operational.
- The SW Division would help with recommendations on repairs and provide oversight of any work done on the facilities.





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: Police Uniforms

ISSUE:

RECOMMENDATION: Staff recommends the allocation of \$52,468 from salary savings for the purchase of additional uniforms.

TIMING: Action is requested on February 14, 2023

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

REPORT OF CITY MANAGER



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: Utility Payment Consideration

ISSUE: Council requested proposal for consideration regarding the requirements for bringing utility payments processing in-house

RECOMMENDATION: Staff recommends council considers option 1.

TIMING: No action

BACKGROUND: Staff consider 4 options regarding the requirements for bringing utility payment processing in-house and /or on site

ENCLOSED DOCUMENTS:

STAFF:

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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



Dr. Concetta Manker
Interim City Manager

cmanker@hopewellva.gov

P: (804) 541-2243

F: (804) 541-2248

300 North Main Street,
Suite 216
Hopewell, VA 23860
www.hopewellva.gov

Memorandum:

To: Hopewell City Council

From: Dr. Manker, Interim City Manager 

Date: 02/09/2023

City Council requested options for council to consider bringing utility payments in-house. Three options are presented below:

Options 1: Renting a building, preferably one that is centralized in Hopewell for citizens to travel to with ability to have window service.

Option 2: Purchase of modular building at Hopewell Water Renewal. A modular building gives the City the flexibility of leasing, leasing to own, or purchasing. Other benefits includes providing additional space for the current administrative staff located in the current water department. However, the current water department is not centrally located in the city.

Option 3: Coordinate with local businesses to take utility payments. This is a risky option. Businesses would need access to the utility system to apply payments. The reliability of the business to take and process the payments in a timely manner is also a drawback. Lastly, most businesses will charge an administrative fee to receive and apply payments

Option 4: Treasury Department accept and apply payments to customer accounts. Combining the treasury daily duties with the utilities payment is a drawback. The treasury department does not have the capacity to expand its' department to include additional employees. Other impact considerations include, parking, security, and foot traffic at City Hall.

This assessment includes four (4) full time employees:

- 1-Full time - Customer service, research problems
- 1-Fulltime – Cashier, take payments
- 1-Fulltime – Billing and Collections, Monthly Bills and Notices
- 1-Fulltime – Manager, Cash Reconciliations
- 1 Part time – Take payments, make deposits, cashier, customers, and floating employee

Utility Payment Center

<u>Option 1</u>	<u>One-Time Cost</u>	<u>Yearly Cost</u>
	<u>Estimate</u>	<u>Estimate</u>
Building Rental		\$ 60,000.00
IT/AV/ Office Technologies	\$ 60,000.00	\$ 399.00
Building Rehab/Signage	\$ 75,000.00	
Utilities System	\$ 200,000.00	\$ 7,649.00
Furniture	\$ 30,000.00	
Water, Sewer, Electric, Insurance		\$ 17,490.00
4 Full-Time Employees		\$ 377,000.00
<u>1 Part-time</u>		<u>\$ 54,667.00</u>
Total:	\$ 365,000.00	\$ 517,205.00
Project Contingency (20%)	\$ 71,000.00	
Total Cost:	\$ 436,000.00	

<u>Option 2</u>	<u>One-Time Cost</u>	<u>Yearly Cost</u>
		<u>Estimate</u>
Modular Building at HWR	\$ 750,000.00	
IT/AV/Office Technologies	\$ 60,000.00	\$ 399.00
Building Rehab/Signage	\$ 75,000.00	\$ 20,000.00
Utilities System	\$ 200,000.00	\$ 7,649.00
Water, Sewer, Electric, Insurance		\$ 1,749.00
4 Full Time Employees		\$ 377,000.00
<u>1 Part- Time</u>		<u>\$ 54,667.00</u>
Total:	\$ 1,085,000.00	\$ 461,464.00
Project Contingency (20%)	\$ 217,000.00	
Total Cost:	\$ 2,387,000.00	

Option 3

Coordinate with local businesses to take utility payments from customers

Option 4

Add an additional function to the Treasury Department and allow the department to accept the payments



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: Ring Doorbells for Citizens

ISSUE: Council requested proposal for consideration regarding the requirements for providing Ring Doorbells for Citizens

RECOMMENDATION: Discussion

TIMING: No Action

BACKGROUND: The neighborhood watch meeting discussed solutions for possibly providing Ring doorbell cameras to citizens. This prompted an internal discuss with various councilors.

Attached is the Ring Cost analyst for providing a Ring doorbell to citizens.

ATTACHMENT(S):

Cost Analysis

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

Memorandum:

To: Hopewell City Council

From: Dr. Manker, Interim City Manager 

Date: 02/09/2023



Dr. Concetta Manker
Interim City Manager

cmanker@hopewellva.gov

P: (804) 541-2243

F: (804) 541-2248

300 North Main Street,
Suite 216
Hopewell, VA 23860
www.hopewellva.gov

City Council requested options for council to consider providing doorbell cameras to citizens. Below are items to consider.

1. A Ring Doorbell requires wifi to see video, use two-way talk, and receive notifications, alerts and updates. You can't use a Ring Doorbell without both wifi and a stable Internet connection. <https://gambrick.com/can-you-use-ring-doorbell-without-wifi/>
2. If citizens do not have home wifi, then this would not be a good solution for them.
3. The City should consider developing criteria regarding the eligibility of receiving a free Ring door device, because if they are without home wifi services, the citizen should not receive this technology.
4. Council should consider a sign agreement between the citizen and the city regarding the usage of the product and the police accessibility of the product when needed.
5. Additional cost may be required if council decides to move forward with a wired video doorbell versus a wireless one. This will require a contractor to go out to each home to wire the doorbell. Public works does not have the bandwidth to wire homes and if citizens are renting their homes, then a wireless option would be the better option.
6. IT and Police is currently researching Neighbors by Ring and Furis Technology. It's a community developed by Ring for a community where you can share with Public Safety. <https://ring.com/neighbors>
7. The Police has created a real time crime center to manage all the data and video from all the technologies being deployed. This will require a technical analyst or technical personnel in the police department to monitor, interpret, and communicate this information to the chief and his leadership staff

Ring Doorbells for Citizens

Video Doorbell Wired plus Chime

<u>#number of cameras</u>	<u>Cost per Calendar</u>	<u>cost</u>
30	\$ 63.99	\$ 1,919.70
50	\$ 63.99	\$ 3,199.50
70	\$ 63.99	\$ 4,479.30
100	\$ 63.99	\$ 6,399.00
150	\$ 63.99	\$ 9,598.50
200	\$ 63.99	\$ 12,798.00

*Requires an existing doorbell wiring for power supply.

*Public Works or a contractor would have to install and rewired door bell

Video Doorbell Wireless + No Drill Mount

<u>#number of cameras</u>	<u>Cost per Calendar</u>	<u>Cost</u>
30	\$ 112.99	\$ 3,389.70
50	\$ 112.99	\$ 5,649.50
70	\$ 112.99	\$ 7,909.30
100	\$ 112.99	\$ 11,299.00
150	\$ 112.99	\$ 16,948.50
200	\$ 112.99	\$ 22,598.00

Basic Service/ Video Storage - Monthly Cost

<u>#number of cameras</u>	<u>Cost</u>	<u>Monthly Cost</u>	<u>Yearly Cost</u>
30	\$ 3.99	\$ 23.94	\$ 287.28
50	\$ 3.99	\$ 199.50	\$ 2,394.00
70	\$ 3.99	\$ 279.30	\$ 3,351.60
100	\$ 3.99	\$ 399.00	\$ 4,788.00
150	\$ 3.99	\$ 598.50	\$ 7,182.00
200	\$ 3.99	\$ 798.00	\$ 9,576.00

ADJOURNMENT