

AGENDA

REGULAR MEETING

CONSENT AGENDA

**PERSONNEL
CHANGE
REPORT**

DATE: September 7, 2018
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – August 2018

ADDITIONS (Regular FT and PT positions only)

NAME	DEPARTMENT	POSITION	DATE
CHILDS-WHETZEL, BRANDY	WATER RENEWAL	LAB TECH I	08/20/2018
GARRISON, AMY	COMM ATTY	SR ADMIN ASST	08/06/2018
HEMBRICK, ANTRANICQUE	SHERIFF	P/T SHERIFF DISP	08/01/2018
HONAKER, JOHN	RECREATION	P/T LIFEGUARD	08/01/2018
JENNINGS, DASHEEN	VOTER REGISTRAR	P/T ASST VOTE REG	08/15/2008
JESSUP, DENISE	POLICE	P/T VW PROG ASST	08/01/2018
REID, MOSES	PUBLIC WORKS	PW MAINT SPEC	08/15/2018
SMITH, JORDAN	RECREATION	P/T SPEC EVNTS ASST	08/01/2018
VOLK, ABIGAIL	RECREATION	P/T LIFEGUARD	08/01/2018

SEPARATIONS

NAME	DEPARTMENT	POSITION	DATE
BECKWITH, CHALISE	SOCIAL SERVICES	OFFICE SUPV	08/16/2018
BOGUE, BETTY	VOTER REGISTRAR	P/T ASST VOTE REG	08/20/2018
FORREN, MEGAN	POLICE	P/T ANIM CONT CUST	08/16/2018
HUNLEY, JOHN	WATER RENEWAL	WW MAIN MECH III	08/10/2018
KING, TIMOTHY	RECREATION	P/T ATHLETIC SITE ASST	08/14/2018
MITCHELL, LAUREN	GENERAL DIST CT	ADMIN ASST	08/23/2018
RECUPERO, JOAN	HEALTHY FAMILIES	FAM SUPP SP	08/07/2018
TAFLINGER, GREGORY	FIRE	FIRE FIGHTER I	08/26/2018

CC: March Altman, City Manager
Charles Dane, Assistant City Manager
Jennifer Sears, Interim HR Director
Dave Harless, Risk/Safety Coordinator
Debbie Pershing, Senior Executive Assistant
Michael Terry, Finance Director
Dipo Muritala, Assistant Finance Director

Concetta Manker, IT Director
Jay Rezin, IT
Carol Scarbrough, Parks & Rec
Kim Hunter, Payroll

**INFORMATION
FOR COUNCIL
REVIEW**

PENDING LIST

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Beacon Update; RFP; Marketing Plan; Beacon LLC City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved</p>	<p>2-7-17 2-21-17</p>	<p>Date when LLC can be dissolved Mayor requested Plan when submitted.</p>	<p>March Altman Stefan Calos</p>	<p>ONGOING 2/1/2018, if notice is given on the first possible business day of the year. 2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis. 1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option. 2-13-18 – Council reviewed 2-27-18 – to come back to Council 2-27-18 – Discussed with Council in closed session – City Manager and City Attorney to present alternatives to Council</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Revision of Council Rules and Procedures Breach of Confidentiality Sanctions VML training VML training for Directors, City Council and Admin Gore agreed to combine numbers 5, 10, 21 and 32 of this list into this numbered item. Shornak and Zevgolis have completed draft Code of Ethics, which they passed out at meeting; Pelham said training should come first; Gore agreed to do VML training which would include emphasis on Ethics and Roberts Rules; City Manager to schedule training.</p>	<p>2-9-15 3-15-16 2-7-17 2-21-17 3-13-17</p>	<p>Council to review Code of Ethics & City Attorney to review Code of Ethics Vice Mayor requested Council Rules to be distributed to members of Council before the March 17-18, 2017 Retreat. City Attorney emailed to all members of Council 3-13-17 the proposed revisions for Council to review.</p>	<p>March Altman Stefan Calos City Clerk</p>	<p>PENDING</p> <p>2-19-18 - Council to provide next steps.</p> <p>Stefan Calos is providing revised rules in each agenda packet for Council review and approval and will continue to do so until all are done</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>4 Cost update on City taking control of Mallonee Gym</p>	<p>6-19-17 2-23-17</p>	<p>Vice Mayor Gore is awaiting meeting dates from the Superintendent and will inform Mayor when those dates are received so they can meet. VM stated she had heard that Quotes have been sent to Mr. Ed Watson & requested City Manager to provide those quotes to her and the members of Council.</p>	<p>March Altman Ed Watson</p>	<p>PENDING Vice Mayor Gore requested meeting w/Hackney, Watson, Haley, etc. for 6-29-17</p> <p>7-7-17 – due to scheduling conflicts, meeting with Gore, Hackney, Watson, etc. is being rescheduled.</p> <p>Waiting on quote from Ed Watson re windows, bathroom and A/C unit to schedule meeting</p> <p>3-19-18 – Altman discussed with Watson. Will bring back before Council after budget session</p> <p>9-19-18 – Cost estimate has been completed. Project will be submitted in FY20 CIP for Council consideration.</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Branding & City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding</p>	<p>5/12/15 3-15-16 2-7-17 2-21-17</p>	<p>Email/Printed logos collected used City Manager to provide RFP for Branding during the Retreat In March 2017.</p>	<p>March Altman</p>	<p>PENDING 6-23-17 email reminder sent to Haley</p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p>No RFP needed.</p> <p>THIS REQUIRES AN IMMEDIATE UPDATE FROM THE CITY MANAGER'S OFFICE</p> <p>3-19-18 – Altman will review and bring back options, proposals etc.</p> <p>9-19-18 City Manager to include proposal and budget request as part of FY20 budget</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Council wants to review and revise its travel policy</p>	<p>4-25-17</p>	<p>Current travel policy is outdated</p>	<p>Council March Altman</p>	<p>PENDING</p> <p>7-7-17 – Council to review it policy, along with its revised rules with Tyler St. Claire when Retreat is scheduled</p> <p>2-1-18 – Council to have a work session regarding its travel policy.</p> <p>3-18-18 – Altman to review existing employee travel policy; and to work with HR and Council re work session</p> <p>9-19-19 – Per Travel Policy, City Manager has adjusted the mileage reimbursement to be consistent with IRS policy.</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Council requested RFP/design for Riverwalk</p>	<p>4-25-17</p>	<p>Council to be provided with a copy of the RFP that was issued or will be issued re the Riverwalk project</p>	<p>March Altman</p>	<p>PENDING</p> <p>7-7-17 - A copy of the RFP has been placed in your packets. Administration will appear before Council at the Aug. 8 2017 meeting to discuss the Riverwalk project</p> <p>9-5-17 – sent email to Dane re status</p> <p>1-23-18 – Council has been updated on the status of the Riverwalk previously, and there will be a brief update provided at the 1-23-18 meeting.</p> <p>3-19-18 – Altman will provide regular project updates</p> <p>9-19-18 – Phase I Groundbreaking to be held at City Park Friday, September 28 at 2:00 p.m.</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects; bylaws)	2013-Present 2-7-17 2-21-17 1-9-18	Letter/Email Request and CC City Council Clerk to meet with Mayor for review of completed DRAFT letter.	Council City Clerk	<p>PENDING</p> <p>Clerk prepare Letter for Mayor to send to the Boards & Commissions who are not sending minutes as required.</p> <p>1-9-18 - Vice Mayor Gore gave presentation to Council regarding status of boards and commissions and need for change.</p> <p>8-28-18 – City Clerk’s Office revised the Boards and Commissions list. Vice Mayor Gore presented the revised list and council approved it. Boards and Commissions Appreciation dinner scheduled for this year, which will coincide with marketing plan to bring people in</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
City Council and School Board to have additional joint meetings or to establish sub-committees	3-1-18	Vice Mayor Gore	School Board City Council March Altman	<p>COMPLETE</p> <p>3-18-18 – Superintendent Hackney and Altman have discussed re-establishing School Board City Council Facilities Committee</p> <p>8-14-18 – Council appointed two members of the school board to the School Facilities Committee (Joyner and Cuffey).</p>
Work session with Human Resources to discuss HR Manual and employee travel policy	1-9-18	Councilor Pelham Councilor Gore	March Altman	<p>PENDING</p> <p>3-18-18 – City Manager and HR Director to review current policy and schedule work session to make recommendations for changes</p> <p>9-19-18 – Awaiting hiring of New HR Director</p>
Repair five poles at shed by the dock – said the shed leans 10 degrees.	2-27-18	Councilor Zevgolis	Aaron Reidmiller	PENDING
Restore the National Park Service Waterfront Committee Status of planned workshop, secure new contacts	2-27-18	Councilor Luman-Bailey	Aaron Reidmiller	PENDING

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Can we partner with Resource Conservation Development to aid with Community Garden in park	2-27-18	Councilor Luman-Bailey	March Altman Aaron Reidmiller	PENDING 3-18-18 – City Manager/Recreation Director to get with Community Garden specialist in other municipality
Virginia First Cities – what is amount of fees? Who will pay fees?	2-27-18	Councilor Zevgolis	March Altman	COMPLETE \$13,923
Executive Director of Crater Workforce Development come to Council to explain what it does for Hopewell	2-27-18	Mayor Shornak	Mayor Shornak	PENDING
Obtain information about Workforce Initiative	2-27-18	Vice Mayor Gore	March Altman	PENDING
Who to reach out to increase the allocation to youth services (Connie Townes)	2-27-18	Vice Mayor Gore	March Altman	PENDING
Request for program for seniors who use their dumpsters sparingly and need to pay less	1-23-18	Councilor Zevgolis	Ed Watson	COMPLETE 8-28-18 this was discussed during the Council meeting and it was explained that this is not feasible due to the costs associated with the equipment needed to make this change.

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Council wanted to confirm that Prince George was paying their part for the HPG Chamber. Since this was an ongoing problem, they want to confirm prior to the next budget session	4-4-17	Council	March Altman	PENDING 3-18-18 – Altman has discussed with Prince George – they are funding for this year – will discuss at FY20 budget
Current financial assessment of fiscal year 2017	12-2017	Gore Pelham	March Altman Michael Terry	PENDING 9-19-18 - FY17 Audit is ongoing
Request for City Manager to work on policies and procedures related to CSA, CPMT and FAPT	3-6-18	Council	March Altman	PENDING CPMT is reviewing draft policies
Request to review credit card policy		Pelham	March Altman	PENDING
Boards & Commissions - Dock Commission – Councilors Luman-Bailey and Zevgolis will discuss the revival of the this Commission and come back to Council with a plan	4-5-18	Council	Christina Luman-Bailey Anthony Zevgolis	PENDING
Boards & Commissions – How much is the Planning Commission paid?	4-5-18	Council	Tevya Griffin	PENDING
Requested a study to determine why there was so much trouble retaining Hopewell employees, especially police and fire; interested in employee retention; programs to encourage employees to live in the City	3-27-18	Anthony Zevgolis Brenda Pelham	March Altman John Keohane	PENDING
Councilor Gore requested the data that was provided to Springsted prior to them creating their report. She specified the data that caused Springsted to make position and title changes.	3-27-18	Jasmine Gore	March Altman Renia Coles	PENDING
Of the \$75,000 set aside by Council for constitutional officers, how much has been used? For what? How much remains?	3-27-18	Council	March Altman	PENDING

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Request information regarding status of Fire Department collections from last year	5-1-18	Council	March Altman Donnie Hunter	PENDING
Springsted Comp Study	5-15-18	Jasmine Gore	March Altman Renia Coles	PENDING

**APPOMATTOX REGIONAL LIBRARY
SYSTEM**

BOARD OF TRUSTEES

September 18, 2018

**Rohoic Library
Eastside Enhancement Center
1:00 p.m.**

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees Meeting
Prince George Library
July 17, 2018

The library's board of trustees convened at 1:01 p.m. The chair called the meeting to order with the following board members present: Lillian Boyd, Chair – Prince George County, Martha Sykes – Dinwiddie County, Ann Williams – Hopewell, Libbie Dragoo – Hopewell, Fran Halupka – Hopewell, William Thomas – Prince George County.

Board members absent: Mary Benjamin – Dinwiddie County, Carly Baskerville – Dinwiddie County

Ms. Dragoo moved to approve the agenda and Ms. Sykes seconded the motion. The motion to approve the agenda passed unanimously.

Ms. Williams moved to approve the consent agenda, including the minutes of the June 19, 2018 meeting and Ms. Dragoo seconded the motion. After discussion, the motion passed unanimously.

Communications/Public Comments

The board's meeting packet included a letter from the Woman's Club of Prince George County regarding use of the meeting room at the Prince George Library. Ms. Connie Leonard as president of the club, accompanied by Ms. Beth Hoover Lipp and Maggie Albright, spoke in support of the club's request from the letter. The Woman's Club of Prince George County has supported public libraries in Prince George County throughout the club's history and continues to support the Library to the present. The club played an active role in raising funds and community support for the library in its current location. Since the opening of the Prince George Library in 2013, the club has met periodically in the library's large meeting room. The meetings occur after the library's scheduled operating hours and after staff have left the property.

The library policies adopted by the board in 2008 and which are still in place require all public use of the library system's meeting spaces to occur during hours the library is open. The Woman's Club of Prince George County ask the board to authorize an exception to the policies for the Woman's Club in consideration of the years of support the club has provided to the library system.

Dr. Boyd asked that the matter be tabled until the September 2018 meeting in order for the board to consider the proposal and to receive a written opinion from the director on his position on the matter. Ms. Lipp stated the club had made arrangements for its September 2018 meeting to be held at a location other than the Prince George Library. There being no objection, the request by the Woman's Club of Prince George County was tabled until the September 18, 2018 meeting at the Rohoic Library.

Director's Report

The director reported that Adult Services Librarian Nan Agaram accepted a position with the Richmond Public Library. The library has begun the recruitment process and hopes to fill the vacant position before the end of August. The library was in the process of finishing the hiring for the vacant library assistant positions.

The library is waiting in the final delivery of the furniture refreshing the Hopewell Library. Most of the existing computer lab and public area table chairs have been reupholstered. The library is exploring the proper way of removing the older furniture and some, if not all, will have to be disposed of as surplus furniture as required by law and the contracts with the jurisdictions.

The next part of the project will be the updating of the technology in the Hopewell Library as budgeted for FY2019.

The final statistical report for FY2018 showed a continued annual decrease in circulation of physical items but continued growth in circulation of downloadable items such as e-books, audiobooks, and music. The library had increased attendance at its programs and heavier use of its meeting spaces.

The director submitted the recommendation that the library's policy on Best Seller circulation be changed to increase the number of checkouts allowed of best sellers at one time by a patron be increased from three to a limit of five. The library has increased the number of copies of best sellers purchased since adoption of the original policy and the decrease in demand means more best sellers are available on a regular basis to the patrons. After discussion, Ms. Dragoo moved the policy be changed to allow a patron to have five best sellers checked out on the patron's account, Ms. Williams seconded the motion and the motion passed unanimously.

Lastly, the director requested the board adopt the schedule of meetings for the 2019 fiscal year. Previously the board discussed limiting the rotation of the meetings to three locations. However, several board members expressed interest in continuing the rotation of the meetings to multiple locations in order for the board members to have an opportunity to visit as many locations as practical during the year. After discussion, Ms. Williams moved the board adopt Recommendation 2 submitted at the June 2018 meeting. Ms. Dragoo seconded the motion and the motion passed unanimously. The September 18, 2018 board meeting will be at the Rohoic Library and the October 16, 2018 board meeting will be at the Burrowsville Library.

There being no further business or discussion Ms. Williams moved that the meeting be adjourned and Ms. Dragoo seconded the motion. The motion passed unanimously.

The next meeting of the Appomattox Regional Library System's Board of Trustees will be on September 18, 2018 at 1:00 p.m. at the Rohoic Library, Eastside Enhancement Center.

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

Fund	FY 2019		Prey. Total Receipts	Monthly Receipts	Total Receipts	Percentage Received	Balance Due
	Revenue	Expenses					
100 Carry Over	\$20,000	\$0	\$0	\$0	\$0	0.0%	\$20,000
101 Reserve	\$100,000	\$0	\$0	\$0	\$0	0.0%	\$100,000
102 Hopewell	\$606,264	\$151,566	\$151,566	\$0	\$151,566	25.0%	\$454,698
103 Dinwiddie	\$276,330	\$69,083	\$69,083	\$0	\$69,083	25.0%	\$207,248
104 Prince George	\$598,146	\$149,537	\$149,537	\$0	\$149,537	25.0%	\$448,610
105 State Funds	\$393,480	\$98,883	\$98,883	\$0	\$98,883	25.1%	\$294,598
106 Fines/Fees/Lost	\$22,700	\$1,035	\$1,035	\$2,305	\$3,340	14.7%	\$19,360
107 Copying Receipts	\$20,200	\$1,802	\$1,802	\$2,304	\$4,106	20.3%	\$16,094
108 Endowment Funds	\$20,050	\$20,910	\$20,910	\$0	\$20,910	104.3%	(\$860)
109 E-Rate Refunds	\$50,000	\$0	\$0	\$0	\$0	0.0%	\$50,000
110 Gifts/Donations	\$7,000	\$400	\$400	\$100	\$500	7.1%	\$6,500
111 Grants	\$5,000	\$0	\$0	\$0	\$0	0.0%	\$5,000
112 Other	\$24,000	\$2,419	\$2,419	\$2,105	\$4,524	18.8%	\$19,476
TOTALS	\$2,121,170	\$195,633	\$195,633	\$6,815	\$592,448	27.4%	\$1,628,722

Fund#	EXPENSES 08/01/18	EXPENSES 07/01/18	TOTAL SPENT TO DATE	MONTHLY EXPENSES 08/01/18	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	\$476,247	\$33,134	\$49,954	\$83,087	17.4%	\$393,160
201	Non-MLS Salary & Wages	\$598,898	\$44,360	\$66,956	\$111,316	18.6%	\$487,582
202	Benefits for Staff/Retirees	\$280,000	\$33,624	\$26,512	\$60,136	21.5%	\$219,864
	Total Personnel	\$1,355,145	\$111,118	\$143,422	\$254,539	18.8%	\$1,100,606
	Books & Materials						
300	Books	\$70,700	\$3,000	\$3,547	\$6,547	9.3%	\$64,153
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,400	\$1,798	\$2,662	\$4,460	12.3%	\$31,940
303	Print News & Periodicals	\$12,276	\$68	\$1,170	\$1,238	10.1%	\$11,038
304	Audiovisual Materials	\$26,000	\$77	\$1,343	\$1,420	5.5%	\$24,580
305	Electronic Materials	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
309	Family Resource Books	\$1,010	\$0	\$0	\$0	0.0%	\$1,010
310	Econtent	\$35,600	\$7,200	\$3,600	\$10,800	30.3%	\$24,800
	Total Books & Materials	\$204,619	\$12,148	\$12,922	\$24,466	12.4%	\$180,153
	Capital Expenditures						
400	Library Non-Computer Equip.	\$25,000	\$0	\$232	\$232	0.9%	\$24,768
401	Computer Hardware	\$52,650	\$2,855	\$1,058	\$3,914	7.4%	\$48,736
	Total Capital Expenditures	\$77,650	\$2,855	\$1,290	\$4,146	5.3%	\$73,504
	Contractual						
500	Library ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$30,000	\$10	\$4,121	\$4,131	13.8%	\$25,869
502	Audit	\$18,000	\$7,950	\$0	\$7,950	44.2%	\$10,050
503	Cataloging MARC Records	\$3,605	\$179	\$185	\$364	10.1%	\$3,241
504	Unique Management	\$7,000	\$403	\$618	\$1,020	14.6%	\$5,980
505	Computer Support Service Calls	\$25,000	\$18,040	\$6,186	\$24,226	96.9%	\$774

506 Other Computer Software Serv.	\$20,000	\$271	\$271	\$542	2.7%	\$19,458
507 Telecomm Internet Line Charges	\$22,000	\$1,910	\$2,534	\$4,444	20.2%	\$17,556
508 Printing and Publications	\$9,500	\$0	\$0	\$0	0.0%	\$9,500
509 Security Guard Service	\$26,500	\$2,169	\$2,260	\$4,429	16.7%	\$22,071
Total Contracted	\$163,600	\$30,933	\$16,174	\$47,105	28.8%	\$116,500

Facilities/Maint./Operations

600 Equip. Repair & Maintenance	\$5,000	\$807	\$598	\$1,405	28.1%	\$3,595
601 TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602 Facilities and Rent	\$76,650	\$6,300	\$6,300	\$12,600	16.4%	\$64,050
603 Supplies	\$32,000	\$1,018	\$1,917	\$2,935	9.2%	\$29,065
604 Travel / Workshops /Conf. Fees	\$9,000	\$1,662	\$342	\$2,004	22.3%	\$6,996
605 Training / Education	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
606 Utilities	\$6,000	\$307	\$308	\$615	10.3%	\$5,385
607 Telephone (Voice)	\$13,000	\$1,177	\$1,178	\$2,354	18.1%	\$10,646
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$284	\$0	\$284	6.3%	\$4,216
610 Job & Contracting Advertising	\$2,500	\$100	\$163	\$263	10.5%	\$2,237
611 Promotional Advertising	\$2,000	\$565	\$175	\$740	37.0%	\$1,260
612 Organization/Association Dues	\$3,500	\$0	\$334	\$334	9.5%	\$3,166
613 Postage	\$4,500	\$1,071	\$286	\$1,357	30.2%	\$3,143
614 Janitorial	\$64,500	\$5,051	\$5,051	\$10,103	15.7%	\$54,397
615 Other Building Maintenance	\$12,500	\$1,177	\$1,271	\$2,448	19.6%	\$10,052
Total	\$272,587	\$19,519	\$17,923	\$37,442	13.7%	\$235,145

Facilities/Maint./Operations

700 YS Summer Reading Program	\$7,000	\$0	\$1,103	\$1,103	15.8%	\$5,897
701 YS Programming & Supplies	\$4,864	\$112	\$317	\$430	8.8%	\$4,434
702 Adult Programming	\$2,200	\$346	\$258	\$604	27.5%	\$1,596
703 Adult Programming Supplies	\$5,000	\$0	\$27	\$27	0.5%	\$4,974
704 Funds for Local History Collection	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
706 McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$0

707 Hopewell Project	\$9,000	\$0	\$0	\$0	\$0	0.0%	\$9,000
708 Prince George Project	\$0	\$0	\$0	\$0	\$0	0.0%	\$0
709 Misc. Professional Serv. & Other	\$16,000	\$4,641	\$84	\$4,725	\$11,275	29.5%	\$11,275
710 Endowment	\$3,500	\$0	\$0	\$0	\$3,500	0.0%	\$3,500

Total Programs/Agencies/Other	\$5,100	\$5,100	\$6,790	\$6,890	\$11,690	11.6%	\$11,690
GRAND TOTAL	\$2,143,170	\$18,165	\$197,992	\$373,587	\$1,763,583	17.5%	\$1,763,583



***Hopewell Community Policy & Management Team
Minutes of the Meeting
August 20, 2018***

Present: Diana Barnes, District 19; Joseph Bizzell, Treasurer’s Office; Janet Denton, City Council; Brookie Fowler, Hopewell Public Schools; Lauren Hovis, Private Provider; Aleisha Mason, Health Department; Raymond Spicer, Social Services Director; and Anthony Zevgolis, City Council

Absent: Joan Gosier, Fiscal Agent; Woodrow Harris, Court Services

Others Present: Wanda Brown, CSA Manager; and Christene Teasley, CSA Senior Administrative Assistant

Chairman Barnes called the meeting to order at 2:02 p.m.

- I. **Approval of Minutes** – A motion was made by Ray Spicer and seconded by Joseph Bizzell to approve the July 16, 2018 Minutes, as submitted. The motion was passed unanimously.

- II. **Financial Report** – The first report reviewed by Ms. Brown reflected 2018 YTD charges paid and encumbered by CSA. She explained that these figures represented 101.9% (\$3,126,252.49) of the amount spent to date of the \$2,962,619.38 FY18 CSA budget. The second report presented by Ms. Brown reflected FY19 expenditures. She explained that no program services invoices were paid during the month of July, only invoices for the usual administrative expenses. The third report provided a brief snapshot of 2019 YTD charges paid and encumbered by CSA. These figures represented 1.7% (\$54,271.24) of the \$3,109,139.50 FY19 CSA budget.

Joseph Bizzell presented the CSA Financial Review & Update from July 1, 2017 thru June 30, 2018 that indicated the program income and expenses for account 505712, and showed how CSA finished out FY18.

III. Old Business

A. Policy and Procedures – Wanda Brown distributed draft copies of the policy and procedures manual containing the changes she made. Diana Barnes asked if changes were indicated by highlighting or the use of strike throughs. Ms. Brown replied that she had not used either. She explained that only small procedural changes were made to the document. Janice Denton explained that she would not know what changes were made by Ms. Brown to the document. Anthony Zevgolis stated that, without reviewing the original document, he would not know if the revised document was accurate. Ms. Brown stated that she found two manuals, both with different number of pages, and one of the manuals had an amended date of March 2014. Mr. Zevgolis requested copies of both documents to review. Joseph Bizzell asked if there was a legally mandated time when policies had to be updated. Ms. Brown replied that there was no mandated timeline. Mr. Zevgolis wanted to know if CPMT had the authority to make changes to the manual. Ray Spicer replied that the State's position is that the manual is a local document. Wanda Brown stated that the policy indicates that CPMT must make the changes to the manual and then present it to City Council for approval. Diana Barnes made a request for Ms. Brown to email the revised document and the unchanged document, along with all attachments, to members by August 24th. Ms. Brown stated that she will email the documents and informed members that the unchanged document would have the date of March 2014. Ms. Barnes requested that members email suggestions after reviewing documents, with further discussions conducted at the September meeting.

Brookie Fowler explained that, due to transitions the school system is currently going through, she was requesting approval to attend both CPMT and FAPT meetings temporarily. Wanda Brown explained that the State has an issue with an individual serving as a member of both FAPT and CPMT. Diana Barnes stated that, according to the State, Ms. Fowler could not participate as a CPMT member as long as she serves on FAPT. Ms. Barnes instructed Ms. Fowler not to vote on any funding related purchase orders due to it being a conflict of interest.

IV. New Business

A. CPMT Vice-Chair – Diana Barnes explained that current policy and procedures state that the CPMT Chair and Vice-Chair serve for a two year period and are selected on a rotation basis from six core agencies – Court Services, Department of Social Services, Mental Health, Public School System, Elected Officials, and Health Department. Sheila Bailey represented the school system and served as Vice-Chair from July 1, 2017 to June 30, 2018. Due to Dr. Bailey's retirement from the school system on July 1, 2018, Jermaine Harris will now serve on CPMT as a representative of the school system. CPMT members unanimously agreed that Mr. Harris would serve as Vice-Chair until June 30, 2019.

CMPT Minutes
August 20, 2018

B. Vendor Contract – Wanda Brown informed members that Rivermont School had not returned their 2018-2019 contract. She said that Rivermont currently serves five of our children. Ms. Brown stated that CSA forwarded the contract to the school twice, and spoke with their representative on several occasions. She heard that Rivermont was sending their contracts to their lawyers in an attempt to make changes to the amount of insurance they must have. Diana Barnes stated that notification would be sent to Rivermont informing them that Brookie Fowler will remove the students from the school by September 4th if their contract is not received in the CSA office by 2:00 p.m. on August 24th. Ms. Brown said that she would relay this message to Rivermont. Ms. Fowler stated that she will look into the matter and try to handle the problem.

V. Closed Meeting – Chairman Barnes declared at 3:05 p.m. to enter into a Closed Meeting, pursuant to §2.2-3711(A) of the Code of Virginia for the purpose of discussing or considering child-specific purchase order requests, which is authorized by §2.2-3711(A)(4) of the Code of Virginia.

VI. Open Session

Chairman Barnes reconvened the open session at 3:45 p.m.

Certification of Closed Meeting

Pursuant to §2.2-3712(D) of the Code of Virginia, the Community Policy and Management Team certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed, or considered. Diana Barnes, Joseph Bizzell, Wanda Brown, Janice Denton, Brookie Fowler, Lauren Hovis, Aleisha Manson, Ray Spicer, and Anthony Zevgolis responding “yes.”

A. Approval of Purchase Order Requests

A motion was made by Ray Spicer, and seconded by Janice Denton approving and authorizing all July 2018 and August 2018 expenditures, in the amount of **\$1,967,846.24**, as discussed in closed session. The motion was passed, with Diana Barnes, Joseph Bizzell, Janice Denton, Aleisha Manson, Ray Spicer, and Anthony Zevgolis voting “aye.” Brookie Fowler abstained from voting on all educational purchase orders; Lauren Hovis abstained from voting on all Good Neighbor Community Services purchase orders.

**CMPT Minutes
August 20, 2018**

VII. Items of Interest

Wanda Brown reminded members of the CSA sponsored Meet and Greet with Hopewell Children’s Service Providers on August 29th from 11:00 a.m. to 3:00 p.m. in the Appomattox Regional Library-Upstairs Conference Room. Ms. Brown stated that she attended a three-day conference in Washington, D.C. where a large number of CSA managers attended. She said that it was a very good conference with many training classes offered.

Diana Barnes reminded members of the Annual Central Virginia Region CSA Training and Resource Day that will be held on September 21st from 8:00 a.m. – 4:00 p.m. at the Chesterfield Career and Technical Center on Hull Street . She stated that approximately 80 vendors would be at the resource day.

Upon a motion by Anthony Zevgolis and seconded by Ray Spicer, the meeting was adjourned at 3:58 p.m.

VIII. Due to Wanda Brown being out of the country on September 17th, CPMT members unanimously agreed to schedule the next CPMT meeting on September 24, 2018.

Approval of the August 20, 2018 Minutes

Motion by:

Seconded by:

All members voting

834

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
350 East Poythress Street
Hopewell, VA 23860

REGULAR MEETING OF July 9, 2018

*** MINUTES ***

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, July 9, 2018 at 5:15 p.m.

The meeting was called to order by the Chairman. Roll call, those present and absent were as follows:

- Present: Sheila Flowers, Chairman
Johnny Jones, Vice-Chairman
Rogers Henry, Commissioner
Ruth Johnson, Commissioner
Wendy Gant, Commissioner
- Absent: Sherman Cross, Commissioner
John Tunstall, Commissioner
- Also Present: Steve Benham, Executive Director
Sherry Henderson, Executive Secretary
Madelyn Peay, Deputy Executive Director
Michelle Coleman, Director of Administration and Finance
Tarvaris McCoy, Community Revitalization Director

CONSENT AGENDA

C-1, C-2, & C-3 Upon motion made by Vice-Chairman Jones and seconded by Commissioner Gant with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Jones - Yes
- Commissioner Henry - Yes
- Commissioner Johnson - Yes
- Commissioner Gant - Yes

5 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Discussion of Pending List.

Mr. Benham discussed the items on the Pending List with the Commissioners. He added waiting list management to the list.

R-2 Request approval of Resolution No. 847, revising the HRHA Dwelling Lease; including a No Smoking Policy, section 21, House Rules (a).

Upon motion made by Vice-Chairman Jones and seconded by Commissioner Henry with all Commissioners present responding, the Board of Commissioners approved Resolution No. 847, revising the HRHA Dwelling Lease; including a No Smoking Policy, section 21, House Rules (a).

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Jones - Yes
- Commissioner Henry - Yes
- Commissioner Johnson - No
- Commissioner Gant - No

3 Yes; 2 No - Motion Passed

835

R-3 Request approval of Resolution No. 848, revisions to the HRHA Dwelling Lease.

Upon motion made by Vice-Chairman Jones and seconded by Commissioner Henry with all Commissioners present responding, the Board of Commissioners approved Resolution No. 848, revisions to the HRHA Dwelling Lease.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Jones	- Yes
Commissioner Henry	- Yes
Commissioner Johnson	- No
Commissioner Gant	- No

3 Yes; 2 No - Motion Passed

R-4 Request approval of Resolution No. 849, revisions to the Admissions and Continued Occupancy (ACOP).

Upon motion made by Vice-Chairman Jones and seconded by Commissioner Henry with all Commissioners present responding, the Board of Commissioners approved Resolution No. 849, revisions to the Admissions and Continued Occupancy (ACOP).

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Jones	- Yes
Commissioner Henry	- Yes
Commissioner Johnson	- No
Commissioner Gant	- No

3 Yes; 2 No - Motion Passed

ADJOURNMENT

Upon motion made Vice-Chairman Jones and seconded by Commissioner Henry, with all Commissioners present responding affirmatively, the meeting was adjourned at 7:02 p.m.

Sheila Flowers
Sheila Flowers, Chairman

Steven A. Benham
Steven A. Benham, Secretary-Treasurer



The City of Hopewell, Virginia Treasurer's Office
300 N. Main St. Room 109 Hopewell, VA 23860 (804) 541-2240

Joan E. Gosier, Treasurer

LaTonya M. Felton, MGDT-Deputy IV
Alleana M. Potts, MGDT-Deputy II
Shanika L. Flowers, Deputy I
Megan R. Emerson, Clerk
Joe Bizzell, CPA

Darlene B. Loving, Tax Collector
Mary B. Bagshaw, Delq. Tax Collector
Sharon S. Garrett, Clerk
Sandra B. Woodcock, Clerk

To: Jackie Shornak, Mayor
J. March Altman, City Manager
Joan Gosier, Treasurer
Debra Reason, Commissioner of Revenue
Michael Terry, Finance Director

From: LaTonya Felton, Chief Deputy Treasurer

Date: June 26, 2018

RE: Investment Committee Meeting

The Investment Committee meeting opened at 11:34 am on June 26, 2018 in the City Manager's Office at City Hall. Jackie Shornak (Mayor) – by telephone, J. March Altman (City Manager), Joan Gosier (Treasurer), Debra Reason (Commissioner of Revenue), Michael Terry, (Finance Director) and LaTonya Felton (Chief Deputy Treasurer) were in attendance.

The Treasurer provided copies of the agenda, an unaudited/preliminary Report of Cash Balances and Investments as of May 31, 2018, LGIP Portfolio Yield and Performance, Report of Cash Equivalent Investment Balances, the Investment Policy, and Schedules of Outstanding Investments as of May 31, 2018.

Joan Gosier reviewed the agenda. The question was raised by Mayor Shornak – who makes the selections for investment of funds? Per the policy the treasurer is allowed to make the investment decisions. Upon further discussion of the agenda and member responsibilities, Michael Terry addressed several concerns including noting that the provided agenda reached outside the scope of the committee privileges and this is to provide financial insight. He felt that anything else is aggressive at this time. Michael Terry offered to speak with Jimmy Sanderson from Davenport to speak with the committee about other possible investments.

Joan Gosier gave a report of the balance for the DEQ bank account created in December 2017. She questioned whether or not we needed to move the interest. This was tabled.

LaTonya Felton reported as of May 31, 2018 the Caprin Investment account has earned \$46K in interest for FY18 with an account balance of \$5.2M. A majority of funds are still held with LGIP (Local Government Investment Pool) for which the rate of return increased from 1.149% to 1.920% generating \$202K in interest bringing the portfolio balance to \$15.5M.

Discussion as to improvement of current investment policy and each member's duties was held.

Joan Gosier asked the committee to review the current Investment Policy under which the committee is operating that states the roles and responsibilities of the membership.

“The Mayor shall be Chairman of the Investment Committee and the City Clerk shall be ex-officio clerk thereof.”

Joan Gosier suggested that this committee assess its strengths, weaknesses, opportunities and threats as well as develop a long term strategy for the city's funds (2020-2028).

Minutes from the June 2017 meeting were read by Debra Reason.

There being no further business, the meeting was adjourned at 12:05 pm.

**MINUTES OF THE AUGUST 2, 2018 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, August 2, 2018, at 6:00 p.m. in City Council Chambers, located at 300 North Main Street, Hopewell, Virginia.

Planning Commission Members present:

Absent:

Elliott Eliades, Chairman
John Jones
Cassandra Vanderkeift
Chris Neal

Todd Butterworth

Staff Members present:

Tevya W. Griffin, Director

Chairman Eliades opened meeting at 6:05pm.

By roll call, 5 members present.

Administrative Matters

1. No Requests for withdrawals/deferrals or amendments to the agenda
2. Move meeting minutes to 8/16/2018
3. No citizen comments

Public Hearings

None

Presentation

None

Unfinished Business

1. To vacate an alley between 2300 Bluefield Street and 2301 Atlantic Street and 2308 Bluefield Street and 2323 Atlantic Street. Mrs. Griffin gave an overview of Encroachment Authorization.
2. To amend the Hopewell Zoning Map to rezone Lots 1, 2 Copeland Subdivision from B-1 to PUD. Mrs. Griffin gave an overview of the previous meeting that included the public hearing. She mentioned the parking study that was completed and that the consultant would be available telephonically to answer questions from the Planning Commission. She reintroduced Chip Bowman and asked him to come forward to present.

Mr. Bowman used boards showing the concept plan to orient Commissioners to the property. He explained what Phase I of the project would entail; Buildings G1, G2, E, I, and J and F. He explained that the parking study parking space numbers were conservative compared to their

analysis. W.E. Bowman used 1.1 spaces, while the study used 1.5 parking spaces. Vanderkeift asked about the gravel lot and if this space was used to determine parking availability. The answer was yes, this was used as part of the count in the study. There are 138 spaces in Copeland site, 33 along Appomattox Street, and 100 on gravel lot. There would need to be improvements made on the gravel lot.

Mr. Neal asked if Social Services lot was included in study. The answer was no. Chip Bowman said Cawson, Library St., Hopewell St., Broadway north of Randolph Road were not included. Vanderkeift's major concern is whether the gravel lot will be sufficient. She also asked the meaning of the number 5 shown at the bottom of Table 9 of the report. Mr. Bowman explained that the number referred to analysis that showed that once in Building J there is a deficit of 5 parking spaces during peak Christmas hours. He went on to say that the analysis showed that when the F Building is added the project will be over capacity for parking.

Mr. Bowman acknowledged that their assumptions are different than that of the consultant. He believes the study gives clarity on timing of additional spaces that will need to be addressed in a structured parking facility, and traffic calming. Chairman Eliades asked who will pay for parking improvements of the gravel lot. Bowman stated this he is working with the city on that issue. Chairman Eliades also asked if traffic generated from the Beacon is a part of the parking calculations. Mr. Bowman said it was not a part of their calculation. Phase II will include downtown as a whole, to include the Beacon, and the area across Route 10. There was discussion of valet parking for the Beacon, traffic calming measures, and police involvement in directing traffic when the project is in full swing, and parking demands have increased.

Commissioner Neal asked about parking possibilities including the Social Services parking lot, parking at the lot off of East Cawson, and along Library Street. He felt these are possible spots that could be utilized. There was a question about what would happen if there was a sold out show at the Beacon. Commissioner Jones mentioned the public parking spaces behind the court's building.

Commissioner Eliades asked if a traffic study would be conducted. He mentioned that the study being discussed is a parking study. Chip Bowman said they are comfortable with the study provided and did not plan to have a traffic study completed. He contended that traffic will be minimal. They are trying to create a walkable community with this development. He mentioned the Phase II study that he believes would include a discussion about internal traffic within the development. He believes Appomattox at Route 10 should be reevaluated. Chairman Eliades stated that the Planning Commission is responsible to look at traffic for PUD projects. He asked Mrs. Griffin to speak regarding this issue. Mrs. Griffin read, Article VIII, Section M., Application (11).

"Where required by the Planning Commission, a traffic impact analysis, showing the effect of traffic generated by the project on surrounding roads."

Commissioner's Neal, Jones and Vanderkeift stated that they did not see a need for a traffic impact analysis. Andy Hill, of DESMAN, Inc., the consultant that completed the parking analysis was called on the phone by Chip Bowman. He was unable to attend the meeting in person but was available to review the analysis telephonically. He will be in person to present the results of phase II. He began by explaining the methodology used for the analysis. He stated that the methodology is utilized by the Urban Land Institute (ULI).

Chairman Eliades asked Mr. Hill if the Beacon Theatre was included in the calculation. He said no not this one but it would be included in Phase II. This phase would expound on boundaries to

include the entire downtown. Mr. Eliades asked if that would include Freedman Point. Mr. Hill said it would include the hospital to the train tracks, the Appomattox River, across Route 10 to include three blocks. The total circumference for Phase II extends a mile.

Commissioner Neal spoke to Mr. Hill and stated that he was pleased with the parking for residential development. He wanted to ensure the parking is adequate for the Beacon. He referred to Table I on page 3. He asked about the reference about spaces per seat. The scenario assumes there will be 3 people per car for a show. For example at maximum capacity at 667 seats – 222 vehicles. A movie would require 167 vehicles.

Chairman Eliades asked Mr. Hill if he knew when Phase II of the parking study would be complete. Mr. Hill answered that this phase would be initiated shortly and would take five weeks from August 2, 2018, to complete. Chairman Eliades asked Mr. Bowman about his timeline. He asked if he would wait for Phase II to be complete. Mr. Bowman said that this would instantly tighten schedule, if Planning Commission wanted to see Phase II. Mr. Bowman stated that he would like the Commission to approve the rezoning tonight. He stated that he could proffer to come back with the comprehensive plan. He mentioned that he is drafting development agreement with assistant city manager.

Commissioner Vanderkeift would like to recommend approval of the rezoning. She stated that we tend to delay and hold things up. The Commission thanked Mr. Hill for his time. Commissioner Jones asked about Building F. He asked which building were in Phase 3. Mr. Bowman answered Buildings J & F. He explained that G1 and G2/restaurant is Phase I and Phase 2 are Buildings I & E and Phase 3 is J & F. Mr. Bowman stated that the question is about Phase 3. When you get to F, the last building additional parking is needed. His team believes the ULI number is conservative. The study used 1.55 parking spaces for 2 to 3 bedrooms apartments and 1.15 for 1 bedroom apartments. Bowman used 1 parking space per unit.

Commissioner Jones asked if the study considered a parking deck. Mr. Bowman said no, it uses, 100 on the site now. The relief will come through traffic calming and parking on the other side of Randolph Road which is 200 parking spaces. Commissioner Neal discussed traffic calming – traffic diet on Route 10 that was referenced in ULI waterfront study. Commissioner Neal asked about unmarked spaces specifically around Building I – a commercial building. He reminded Commissioners that this parking would continue to be available until a commercial tenant is found, and the building constructed. Mr. Bowman said yes, the building would not be built prior to finding a tenant. They don't want to spec the building before this time.

The Chairman asked Director Griffin to ask the questions provided by Vice Chairman Butterworth who was unable to make the meeting. There was a question about the ownership of the gravel lot during the development of the project. The City would maintain ownership of the gravel lot. The developers would gain options on the lot if development would occur on the gravel lot.

There was question about the designation of parking for apartment residents. Mr. Bowman stated that the full details had not yet been finalized but that one parking space would be provided to each apartment and the remaining would depend on demand of parking from residents. There was also a question about the utilities being provided by the City within five (5) feet of development. Mrs. Griffin reported that based conversation with city management the city will bring adequate utilities to site which would include sewer. Other utilities are private such as water.

Chairman Eliades asked about parking for City Park. Mr. Bowman stated that this project would not provide designated parking for the park. Commissioner Jones asked if the access road be

widened. He feels that two lanes are feasible. Mrs. Griffin provided breakdown of the parking spaces required for the residential portion of the project if outside of the B-1 zoning district. Based on Staff's analysis there is adequate parking for the residential units provided by the project.

Chairman Eliades believes there is a tipping point for a need for a parking deck and that it is coming sooner rather than later. There was discussion of timing of parking deck and the City's capital improvement plan. Commissioner Vanderkeift stated that the City needs a capital improvement plan and that it needs to include a parking deck. A motion was made by Commissioner Neal to approve the rezoning of the property from B-1 to PUD/B-1 for Bowman based on proffer conditions and for the following reasons: redevelopment, density increase, and the concept plan is consistent with the Comprehensive Plan. The motion was seconded by Vanderkeift. The motion carried with a vote of 4-0. Chairman Eliades suggested that the applicants speak to the Beacon board.

3. Comprehensive Plan Implementation Report.

Commissioner Vanderkeift made a motion to discuss the Comprehensive Plan implementation strategy after New Business. The motion was seconded by Commissioner Neal. The vote carried with a vote of 4-0.

New Business

1. The City of Hopewell has submitted a request to the Virginia Marine Resource Commission to build a Riverwalk along the Appomattox River.

Mrs. Griffin introduced Austin Anderson as the lead on the river walk project. Mr. Anderson provided a presentation on the process of choosing a contractor. Austin Anderson gave overview of project; creativity, design features, cost (307k), past history, marine projects. Gave overview of evaluation committee, design build – gave summary of this method. A design build projects allows flexibility of design. He also reviewed the project schedule. He then introduced the contractor, Mr. John George. Mr. George described the project and answered questions. He provided a graphic of the project.

Commissioner Jones asked the definition of an open pile. Mr. George explained that an open pile is when wood is put in the ground held in place by friction – no concrete – with structure. Mr. George offered to provide a technical presentation. John George, design builder instructor combination of what the city requests, budget and most environmentally responsible way, minimizing impacts to sensitive areas, in this instance wetlands. The wetlands were flagged and given GPS coordinated. We now have a wetlands inventory of the area. The Riverwalk is close to the water and avoid impacts to wetlands. The Riverwalk is 1700 feet from City Park to just beyond hospital site. John George provided an overview (Joint Permit Application JPA). The Virginia Marine Resource Commission (VMRC) is the keeper of the application and sends it out to agencies which have purview; designed to meet agencies expectations. The Army Corp, DEQ and the local Wetlands Board will all comment, among other agencies like Department of Historic Resource, if applicable. This project is an exempt activity in accordance with the City's wetland ordinance. Chairman Eliades asked about the shade of the walk blocking the sun from wetland plants. Mr. George commented that this would not be an issue because the walk will be higher than 4ft. Mark Eversole, Engineer with the Marine Resources Commission spoke. He commented that he has been involved with this project from the beginning. He was invited to walk the property by Mr. George. He talked about the mitigation bank that would be required if this project negatively affected the wetlands. Since there are no non tidal wetlands that will be affected the wetlands mitigation bank is not necessary. Mr. Anderson commented that if this was the case the City was willing to pay. A motion to approve the 1,700 Hopewell Riverwalk project as submitted in accordance with Chapter

27.5, Section 27.3 (10) of the City Code was made by Commissioner Neal and seconded by Commissioner Vanderkeift. The motion carried 4-0.

Comprehensive Plan Implementation

Commissioner Vanderkeift gave an overview of the last Economic Development Authority meeting she attended. She voiced her frustration about attending the meeting only to determine that most of the meeting is closed. She mentioned an article in the Progress Index that discussed extensions being provided to a business owner downtown. Key owned properties should be talked to by Mr. Dane or Mrs. Griffin.

Chairman Eliades -Police Dept. building-- moving forward, Dunbar – preschool committee meeting – Woodlawn Learning Center; better playground. Eliades – Capital Improvement Plan -contact Mrs. Griffin for a game plan -- Economic Development Program – will take to Charlie Dane
-September/October – start Zoning Ordinance rewrite
-Commissioner Neal – no updates
Commissioner Jones – Site Plan and Chesapeake Bay Preservation districts complete

Reports of Council's Boards & Commissions

1. City Council – August 14, 2018
2. BZA – August 1, 2018
3. ARB – August 27, 2018
4. DDRC – August 8, 2018

Closing Comments Board Members

None

Report of the Director

1. Next Planning Commission Meeting August 16, 2018
2. Please mark your calendars for the upcoming 95th Certified Planning Commissioner Program September 24-25, 2018 (location to be announced)

Adjourn

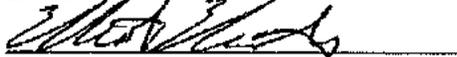
The meeting was adjourned at 8:40 p.m.

Respectfully submitted,



Tevya W. Griffin

Director



Elliott Eliades

Chairman

Chairman

PROCLAMATIONS

§

RESOLUTIONS

§

PRESENTATIONS

**ADDITIONAL
ANNOUNCEMENTS**

PUBLIC HEARINGS

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing to consider citizen comments regarding a request from Francisco Landing Holdings, LLC to rezone property.

ISSUE: The City has received a request to rezone property and amend the City’s official zoning map to rezone Lot 1, 3.60 acres and Lot 2, 2.492 acres Copeland Subdivision, further identified as Sub-Parcels 299-0005 and 299-0010, Downtown Central Business District (B-1) to Downtown Central Business District (B-1) with Planned Unit Development (PUD) status.

RECOMMENDATION: Administration recommends City Council consider citizen comments regarding the matter and vote regarding the rezoning.

TIMING: City Council is requested to hold a public hearing on September 25, 2018.

BACKGROUND: The Planning Commission held a public hearing on July 12, 2018 to consider citizen comments regarding this request. At their August 2, 2018 meeting the Planning Commission voted 4-0 to recommend approval of the rezoning.

FISCAL IMPACT: Estimated cost of all improvements: \$39,650,000

ENCLOSED DOCUMENTS:

- Application
- Concept Plan
- Parking Study

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

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, 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"/>	Mayor Brenda S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice-Mayor Jasmine E. Gore, Ward #4			



Francisco Landing Holdings, LLC
Rezoning from Downtown Central Business
District (B-1), to Downtown Central
Business District (B-1) with Planned Unit
Development District (B-1/PUD) status

*Staff Report prepared for the City Council Regular Meeting –
 September 25, 2018*

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

I. PUBLIC HEARINGS/MEETING:

Planning Commission:	July 12, 2018	Public Hearing held Vote tabled
Planning Commission meeting	August 2, 2018	Recommended Approval 4-0

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Existing Zoning:	B-1, Downtown Central Business District
Proposed Zoning:	B-1/PUD, with Planned Unit Development Status
Parcel Size:	6.63 acres
Sub- Parcel I.D. #	
299-0010	2.492 acres
299-0005	3.6 acres
011-0806	.540 acres
Owner:	City of Hopewell
Location of Property:	Appomattox Street, Lots 1 & 2, Copeland Subdivision & Lots 1, 2 and 3, Block 16 B Village Subdivision
Election Ward:	Ward 1
Land Use Plan Recommendation:	Downtown Commercial Mixed Use

zoning map. Any such amendment may be initiated by resolution of City Council, by motion of the Planning Commission, or by petition of any property owner addressed to City Council."

Article XXI-B, Action by Planning Commission

"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."

Article VIII. Planned Developments:

See Attachment

VI. SUBJECT PROPERTY:

The subject property is located on Appomattox Street. It includes Lot 1 (Sub-Parcel # 299-0005) and 2 (Sub-Parcel # 299-0010) of the Copeland site, previously the location of Patrick Copeland Elementary. It also includes a corner lot located across the street from the Beacon Theater at the corner of Appomattox Street and Randolph Road (Route 10), identified as Sub-Parcel # 011-0806. A Planned Unit Development is required to have a minimum of five (5) acres. The total acreage of the combined properties is 6.63.

VII. STAFF/ZONING ANALYSIS:

The intent of Planned Unit Developments is to permit development in accordance with a master plan under one ownership or control. Within Planned Unit Developments, the location of all improvements shall be controlled in such a manner as to permit development with the greatest amount of open area and the least disturbance to natural features.

On June 12, 2018 City Council amended Article VIII Planned Developments of the City of Hopewell Zoning Ordinance to allow the B-1 Zoning District to be added as a Zoning Classification where a Planned Unit Development is permitted. The amended ordinance permits higher density, mix of use development in the area designated as the B-1 zoning district.

The development of this PUD will be phased. Phase 1 includes Buildings G-1 & G-2, Plaza, Promenade and storm water management features required for the development. The construction of this phase is estimated to take 12-18 months and is estimated to cost \$15,500,000. A table showing the remaining four phases is provided on page 6 of the concept plan.

Comprehensive Plan

The developer must prove that the proposed development is compatible with the 2028 Comprehensive Plan. The developer has offered a narrative of the relationship of the development to the plan on page 7.

The Planning Commission has reviewed the Concept Plan with the tenants of the Comprehensive Plan, specifically the Land Use Plan/Map, and concluded that it is compatible with the Plan.

Setbacks, Conceptual Plan and Layout

Please read the applicant's narrative regarding the conceptual plan layout on page 3, and the actual layout on Exhibit D.

Land Use Plan

The land use plan is shown on Exhibit D. It shows the location and arrangement of all proposed land uses. Page 3 of the Concept Plan provides a narrative of the land use designations of the plan.

Density

The Zoning Ordinance sets a controlled density of 50 units per acre. A maximum of 300 units are allowed. The applicant is proposing 179 multi-family units. The density requirement is being met.

Open Space

A PUD is required to have open space of not less than fifty (50) percent of the total gross area of the Planned Unit Development. The open space element is defined as area that is not improved with a building, structure, street, road parking area, or sidewalk.

Within the open space, the required developed recreational space shall not be less than ten (10) percent of the total gross area of the Planned Unit Development. The developed recreational space is defined, per the Zoning Ordinance, as the portion of the open space within the boundaries of the PUD which is improved for recreational purposes. Those recreational improvements may include passive and active recreational uses.

The applicant has demonstrated that 50 percent of the development will be open space. See page 4 for a tabulation of the open and recreational space and Exhibit F for an illustration.

Height/Screening

The maximum permitted height for multifamily housing in the B-1 Zoning District for PUD is 50 feet. The applicant has submitted a conceptual design of the building that indicates the buildings will be no more than four story above grade or no more than 50 feet in height excluding additional roof top features that are being considered on the G-1 and G-2 Buildings.

At this time the exact placement and quantity of elements needing screening such as antennas, or utility boxes has not yet been determined. Article XVIII, Development Standards, requires sufficient screening of all utilities that can be seen from a public right of way. Proper screening will also be reviewed by the Downtown Design Review Committee for all buildings and site locations seen from the public right-of-way.

Covenants, Restrictions and Conditions Pertaining to the Use

It is the intent of the developer to convey open spaces (including the plaza, promenade, amphitheater and green space) back to the City for permanent public use following improvement of the open spaces.

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

The City will be grant access easements to the developer to allow for future construction, and building and storm water maintenance.

Total Number of Dwelling Units/Percentage of Occupancy by Structures

A concept plan must provide the total number of dwelling units with a breakdown of the number of bedrooms, the percentage of occupied structures on the property, and the total floor area.

Phase I of the development will include Buildings G-1 and G-2 with 75 units and a restaurant. Phase 2, building J will include 50 residential units. Phase 3 will have 54 units for a total residential count of 179 units. Exhibit D and G provide an illustrative representation and table of the bedroom breakdown. The developer has stated that the exact bedroom count is an estimate and will be driven by market demand.

Architectural Sketches

Architectural renderings of buildings G-1 and G-2 have been provided with this plan. The Downtown Design Review Committee (DDRC) is responsible for the review of the erection, reconstruction, alteration or restoration of a building or structure in the B-1 Zoning District. The review board must determine if all elements of design are

compatible with surrounding buildings and the district overall. The Downtown Design Review Committee (DDRC) reviewed the renderings at their July 11, 2018 meeting. The committee approved the use of materials to include brick, light-colored stucco, metal-clad windows framing material, and black metal accents in the construction of Buildings G1 and G2. The committee also approved the height, and rhythm of buildings G1 and G2. They agreed with Staff's observation regarding the computability and differential of the buildings design and found it consistent with the goals of Priority Planning Area I from the 2028 Comprehensive Plan. Before the placement of any future buildings, and improvements such as the promenade, plaza, landscaping, signage, and screening of utilities, the developer must receive approval from the DDRC.

The DDRC utilizes the Zoning Ordinance and design guidelines from the Hopewell Vision Plan, adopted 2003, to review proposed construction and changes to facades.

Timing and Estimated Cost of Offsite Improvements (road, sewer, drainage facilities)

The developer does not anticipate that the development will require meaningful offsite improvements as it has been represented that existing utilities to the site will be sufficient to support the planned improvements. The developer will request that the existing utilities be brought to the property line by the City.

Traffic Impact Analysis

A traffic impact analysis was not required by the Planning Commission.

Unlike, other business/commercial districts in the City, the B-1 district does not require off street parking for land uses. However, the developer in partnership with the City and the Hopewell Downtown Partnership has hired Desmond Design Management, a national specialist in the planning and design of parking and transportation improvements. The firm conducted a phased parking analysis.

The report from Phase I is provided with this report. Phase I is an analysis of the availability of parking for the Planned Unit Development using a shared parking methodology. Phase I does not include land uses or parking associated with the abutting and existing commercial and institutional properties. The impact of these buildings on the project will be evaluated in Phase II.

The Phase I study made the following assumptions:

- **Building E**- A 3,643 square foot structure proposed as a Visitor's Center or other place of assembly.
- **Building F**- A 53,268 square foot residential building containing 54 rental residential units.
- **Building G1 and G-2**- Two buildings totaling approximately 74,529 square feet and containing grade-level commercial space of 6,181 square feet and 75 rental residential units.

- **Building I-** A 11,702 square foot commercial building.
- **Building J-** A 54,496 square foot residential building containing 50 rental residential units.
- 138 parking spaces will be included within the Planned Unit Development across multiple surface lots.
- 33 Curbside spaces along Appomattox Street
- 100 spaces in the City owned lot on the corner of Appomattox Street and Hopewell Street.
- Total spaces = 271

According to the study, a shared parking methodology is a statistical modeling approach that incorporates real-world data on how land uses actually behave and simulates how parking demand for each land use in a development waxes and wanes during the course of day and year. In theory, the result is a parking supply to support the project which is adequate to meet the project’s needs without building excess parking spaces. Shared parking models are comprised of industry standards, base parking demand ratios, adjusted to reflect for variations in demand specific to each project’s composition and locality, as well fluctuations in demand according to a time of day and year.

If the development was required to provide off street parking, the methodology used to calculate required spaces is based on the use type and/or square footage of the building(s). Article XVIII, Development Standards, Section E. Off-Street Parking and Loading, Sub-section 12, provides these requirements.

Use Type	Minimum Required	Maximum Required
One bedroom unit apartment	1 for each dwelling unit	2 for each dwelling unit
Two bedroom apartment	1.5 for each dwelling unit, plus 0.25 for each dwelling unit for visitor parking	
Three or more bedroom unit apartment	1.5 for each dwelling unit, plus 0.25 for each dwelling unit for visitor parking	2.0 for each dwelling unit, plus 0.25 for each dwelling unit for visitor parking
Retail Space	1 for each 200 square feet of gross floor area	
Restaurant	1 per 75 square feet of gross floor areas	1 per 50 square feet of gross floor area

Table 1: Article XVIII Section E

The table below shows the analysis of required parking spaces per use type under the current Zoning Ordinance if off-street parking was required in the B-1 Zoning District. It is customary for Staff to allow the minimum requirements to reduce impervious cover associated with a development.

Use Type	Minimum Spaces Required
One bedroom unit apartment	81
Two bedroom apartment	141
Three or more bedroom unit apartment	31
Retail Space	158
Restaurant	82
Total Parking Spaces	493

Table 2: Off Street Parking Standards under current ordinance

The use of a shared parking analysis methodology considers the behaviors of the user for an entire development during certain days and times based on industry standards. The traditional parking requirements found in most Euclid zoning ordinances considers parking for each use separately, with no consideration of the user’s actual behavior. The parking lot therefore is built for peak usage.

The applicant has identified 271 parking spaces as the available count for this project. The parking analysis shows that adequate parking is provided until Building F is constructed, which is the last building proposed in the phasing. For this reason, the applicant provided a proffer condition that “prior to construction of Building F, additional parking will be addressed with the Planning Commission to its satisfaction.” This could include adequately sized structured parking on the gravel lot, traffic calming to bring nearby surface parking across Route 10 in the equation, clearer definition of the true per unit parking demands, and other commercial efforts to secure nearby dedicated parking for the project.

Chesapeake Bay Preservation Overlay

The subject property is not located within a Resource Protection Area. Lots 1 & 2 are adjacent to Lot 3 of the Copeland Subdivision that is within a RPA and a FEMA Flood Hazard area. Any impacts on environmental sensitive areas will be thoroughly analyzed and must comply with storm water, erosion and sediment control, and Chesapeake Bay Area Preservation standards. The site plan review process is an administrative process and administered by City Departments to include Development, Engineering, Storm Water Management, Fire, and Hopewell Water Renewal. External agencies such as Virginia American Water and Columbia Gas are also included in the review process.

VIII. COMMUNITY INPUT MEETING

Two community input meetings were held on Monday, September 17, 2018. Approximately seventy (70) people were in attendance; 25 during session one and 45 in the second session.

The following questions were asked. *This list may not be exhaustive. Answers shown in red.*

1. How will storm water management be handled? **During site plan review process.**
2. Does the development consider the soils/sands that are present on the site? **Yes, soils must be tested and approved by soils engineer.**
3. The drainage basin is not shown on the engineering plan. **Will review.**
4. The items shown on the engineering plan is incorrect based on my knowledge of the property. **Will review.**
5. There were questions regarding the use of LEED certification of the buildings. **LEED certification is not required and will not be pursued for this project.**
6. There were questions regarding the trains in the City.
7. Do we involve state agencies in review process? **If permits are required, yes, if not, no.**
8. Will you see an increase in traffic on Riverside Avenue? **Possibly, but the project is designed to be pedestrian oriented. Riverside entrance for handicap, elderly.**
9. Is there a separate LLC for this project? **Yes**
10. Do you have a site diagram for Phase I? **No, not separate.**
11. What would this look like if you did not do Building J?
12. How many units? **174- 179**
13. Where is the location of the Amphitheatre and how does this fit in? **Presenter showed participants using illustrations. Partnership with City to explore location of older amphitheater. If not found will discuss building anew.**
14. Would the Amphitheatre be built if there were no development after G1 & G2? **The amphitheater is the last construction in this project. It will not be built until the last building, Building F.**
15. Patrick Copeland School in this area just added 7th Kindergarten class. This should be considered.
16. Can we ask for photos of the Amphitheatre? **yes**
17. Can we name the Amphitheatre after Reuben Gilliam Sr. to honor him for his interest in Patrick Copeland School?
18. Will the residences be pet friendly? **yes**
19. Is the interior upscale to include granite countertops, stainless steel appliances? **yes**
20. What is included in the retail in Phase 1? **Restaurant**
21. Security is an important issue. Has it been considered? **yes**
22. Can you throw in another amenity like a pool? **No** What other amenities are being considered? **None at this time**

VIII. PLANNING COMMISSION RESOLUTION:

At their meeting on August 2, 2018 the Hopewell Planning Commission voted 4-0 *recommending approval, with the proffered condition*, to rezone Sub-parcels 299-0005, 299-0010, and 011-0806 also known as Lots 1 and 2, Copeland Subdivision, and Lots 1, 2 and 3, Block 16 B Village Subdivision, from the Downtown Central Business District (B-1) to a Planned Unit Development (PUD) designation within the Downtown Central Business District.

IX. CITY COUNCIL ACTION:

The Hopewell City Council *approves, approves with conditions, defers or denies* with a vote of _____ - _____ to rezone Sub-parcels 299-0005, 299-0010, and 011-0806 also known as Lots 1 and 2, Copeland Subdivision, and Lots 1, 2 and 3, Block 16 B Village Subdivision, from the Downtown Central Business District (B-1) to the a Planned Unit Development (PUD) designation within the Downtown Central Business District (B-1/PUD).

Attachments:

1. Rezoning Application
2. Conceptual Plan
3. Parking Study
4. Proffered Condition



The City
of
Hopewell, Virginia

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

APPLICATION FOR REZONING

APPLICATION FEE: \$300

APPLICANT: Francisco Landing Holdings, LLC

ADDRESS: 3715 Belt Boulevard
Richmond, VA 23234

PHONE #: (804) 291-3899 FAX #: (804) 291-9098

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

OWNER: City of Hopewell, VA

ADDRESS: 300 N. Main Street
Hopewell, VA 23860

PHONE #: (804) 541-2271 FAX #: _____

PROPERTY ADDRESS / LOCATION:

Appomattox Street, Lots 1 & 2 Subdivision: Copeland and Randolph Road W Lots 1-2-3, BLK 16 Subdivision:
Village B

LEGAL DESCRIPTION: _____

PARCEL #: 2990005, 2990010 & 0110806 ACREAGE: 6.61

PRESENT ZONING DISTRICT: B-1

REQUESTED ZONING DISTRICT: PUD

PRESENT USE OF PROPERTY: Land and parking

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:

Please see attached PUD application dated 6/25/2018

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:

Please see attached PUD application dated 6/25/2018

ANTICIPATED EFFECT OF THE PROPOSED CHANGE (IF ANY) ON PUBLIC SERVICES AND FACILITIES:

Please see attached PUD application dated 6/25/2018

APPROPRIATENESS OF THE PROPERTY FOR THE PROPOSED CHANGES, AS IT RELATES TO THE INTENT OF THE ZONING DISTRICT DESIRED:

Please see attached PUD application dated 6/25/2018

WAY IN WHICH THE PROPOSED CHANGE WILL FURTHER THE PURPOSES OF THE ZONING ORDINANCE AND GENERAL WELFARE OF THE COMMUNITY:

Please see attached PUD application dated 6/25/2018

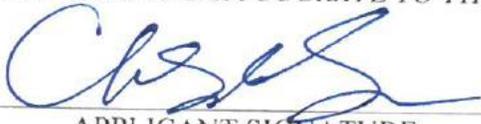
COMMENTS FROM APPLICANT / OWNER:

Please see attached PUD application dated 6/25/2018

*** ATTACH A COPY OF A SURVEY BY A LICENSED SURVEYOR OF THE PROPERTY

A PROFFER STATEMENT IS ATTACHED _____ Y _____^x N

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



APPLICANT SIGNATURE

6/30/2018

DATE

OFFICIAL USE ONLY

DATE RECEIVED: _____ DATE OF FINAL ACTION: _____

ACTION TAKEN:

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS:

Four horizontal lines for listing conditions.



City of Hopewell

300 North Main Street
Hopewell, VA 23860

Charles E. Dane
Assistant City Manager
cdane@hopewellva.gov
p: 804.541.2271
f: 804.541.2248

June 28, 2018

Attn: W. Edwards Bowman, Jr.
W.E. Bowman Construction Company
3715 E. Belt Boulevard
Richmond, VA 23225

RE: Letter of Intent

Dear Mr. Bowman,

This letter serves as confirmation that the City of Hopewell entered into a legally-binding Letter of Intent with W. E. Bowman Construction, Inc. on the 11th day of July, 2017. Upon completion of the requirements set forth within the Letter of Intent, W.E. Bowman requested and were granted an extension on the 5th day of January, 2018 that is still in effect.

If you have any questions pertaining to the Letter of Intent, please contact the City Manager's Office at (804) 541-2243.

Sincerely,

Charles E. Dane
Assistant City Manager



Application # _____
 Account # _____
 (For Office Use Only)

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

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

Part I: Eligibility Determination – All Information Must Be Complete.

Company Information:

Company/Trade Name: Francisco Landing Company/Taxpayer ID#: _____
 Applicant's Name: Francisco Landing Holdings, LLC
 Current Business Address: 3715 Belt Blvd City: Richmond State: VA Zip: 23229
 (or future EZ address if facility is under construction)
 Date of Move to this Address: _____
 HQ Address: _____ City: _____ State: _____ Zip: _____
 (if different from above)
 Phone: (804) 291-3899 FAX: (804) 291-9098 E-Mail: chipbowman@webowman.com
 * Previous Address: _____ City: _____ State: _____ Zip: _____
 (if moving into an EZ location)
 Website: _____

- Check if: Property Owner Business Owner Leasing Property
 Check if: New Business in Hopewell Expansion of Existing Business Operations
 Business Type: Retail Wholesale Service Office
 Manufacturing Warehouse/Distribution

Business Description: Mix of Use development with Restaurant site and 2 retail locations

Number of **Current** FTE (full-time employees): 0 Number of **New** FTE Projected: 2

Anticipated Investment - Amount/Value:

Real Estate (including land and/or building purchase): \$ \$39,650,000 est total investment when fully built
 Lease Payments (estimate based on monthly lease amount & lease period): \$ _____
 Equipment and Machinery (used in manufacturing or processing): \$ _____
 Business Equipment and Machinery/ Personnel Property: \$ _____
 Building Improvements /Tenant Upfit: \$ _____
 Total Estimated Investment: \$ 39,650,000

Local Incentives Requested:

- BPOL Exemption (please complete Form A, Part A-1) The Commissioner of Revenue's office approves/denies exemptions. Filing a request for an exception does not guarantee exemption.
 Machinery and Tool Tax Rebate (please complete Form A, Part A-2) The Commissioner of Revenue's office approves/denies tax rebate for machinery and tools. Filing a request for a rebate does not guarantee exemption.
 HWR Wastewater Connection Fee Credit (please complete Part B) The Director of HWR or his or her designee will review the application for wastewater connection fee credit. Filing a request for credit does not guarantee exemption.
 Development Fee Waivers (please complete Part C) The applicant is responsible to apply for Fee Waivers at the Department of Development (Room 321 City Municipal Building)
 Building Permit Fee Waivers (please complete Part D) The applicant is responsible to apply for Fee Waivers at the Department of Development (Room 321 City Municipal Building).

- Real Estate Tax Abatement Program (please complete Part F). The applicant is responsible to apply for Tax Abatement through the City Real Estate Assessor's Office (Room 105 City Municipal Building). A separate application and fee is required. Tax Abatement will not be provided for work started prior to program approval.
- Crime Prevention/Security Assessment (please complete Part F)
- Fire Safety Education (please complete Part G)



Application # _____
(for office use only)

ENTERPRISE ZONE ELIGIBILITY DETERMINATION & APPLICATION FOR LOCAL BENEFITS

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

Authorization and Agreement:

I am authorized to act on behalf of this business and may disclose any information requested in this application. The City of Hopewell is authorized to use any information provided in this application, deemed necessary, to comply with state and city reporting requirements. All information in this application is correct to the best of my knowledge. In addition, I understand that information provided in this application is subject to verification by the City of Hopewell and, as such, any information used to determine Enterprise Zone (EZ) benefits or eligibility that is found to be false or in error may result in revocation of those EZ benefits.

Signature: 

Date: 6/30/2018

Name: Charles Bowman
(please print)

Title: Member
(please print)

NOTE: PLEASE ALLOW 7 BUSINESS DAYS FOR PROCESSING OF THIS APPLICATION

*Please return this completed application to
City of Hopewell Department of Development
300 North Main Street
Hopewell, VA 23860
Phone: (804) 541-2220*

(For Office Use Only)

Eligibility: The above address is: _____ Tax ID# _____

- Located in the Enterprise Zone and Eligible
- Not located in Enterprise Zone and Ineligible

Signed: _____ Date: _____

Francisco Landing

Planned Unit Development Application

June 25, 2018

Submitted by:

Francisco Landing Holdings LLC



Francisco Landing Holdings LLC

PUD Application

1. Overview

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

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

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

2. Concept Plan

a. Concept Site Information

i. Vicinity Map

Please see attached **Exhibit A**.

ii. Boundary Survey

Please see attached **Exhibit B**.

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

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

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

iv. Total Area of the Tract

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

v. Abutting Street Names, Width and Route Numbers

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

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

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

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

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

Please see attached **Exhibit C**.

b. Concept Design Information:

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

Please see attached **Exhibit D**.

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

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

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

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

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

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

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

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

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

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

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

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

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

Please see attached **Exhibit F**.

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

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

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

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

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

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

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

vi. For PSC district, a statement in tabular form of the anticipated commercial floor area.

N/A

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

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

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

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

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

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

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

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

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

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

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

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

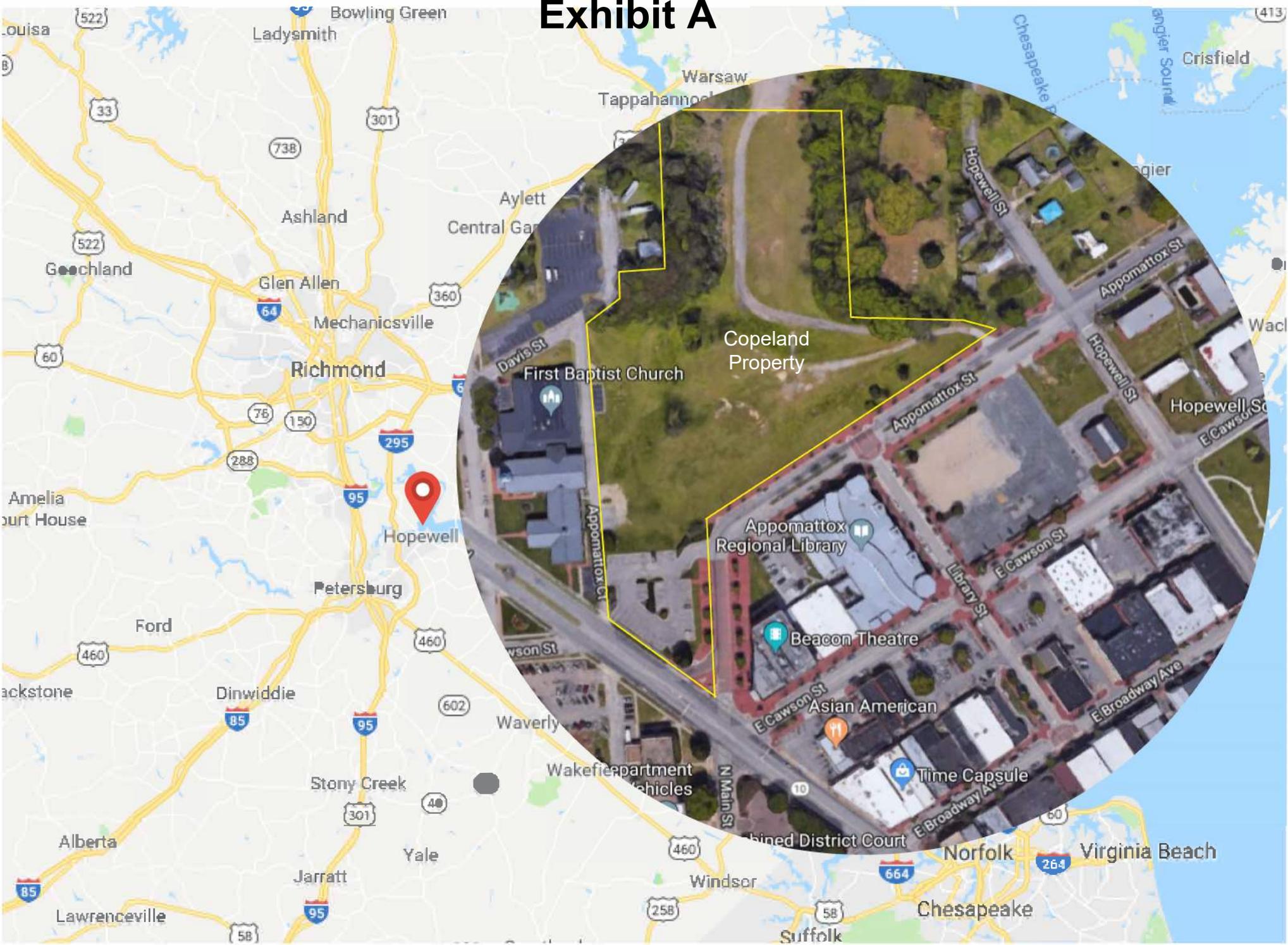
xii. Where required by planning commission, a fiscal impact analysis, listing city revenue generated by the project and city expenditures resulting from the construction of the project.

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

Schedule of Exhibits

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

Exhibit A



LEGEND

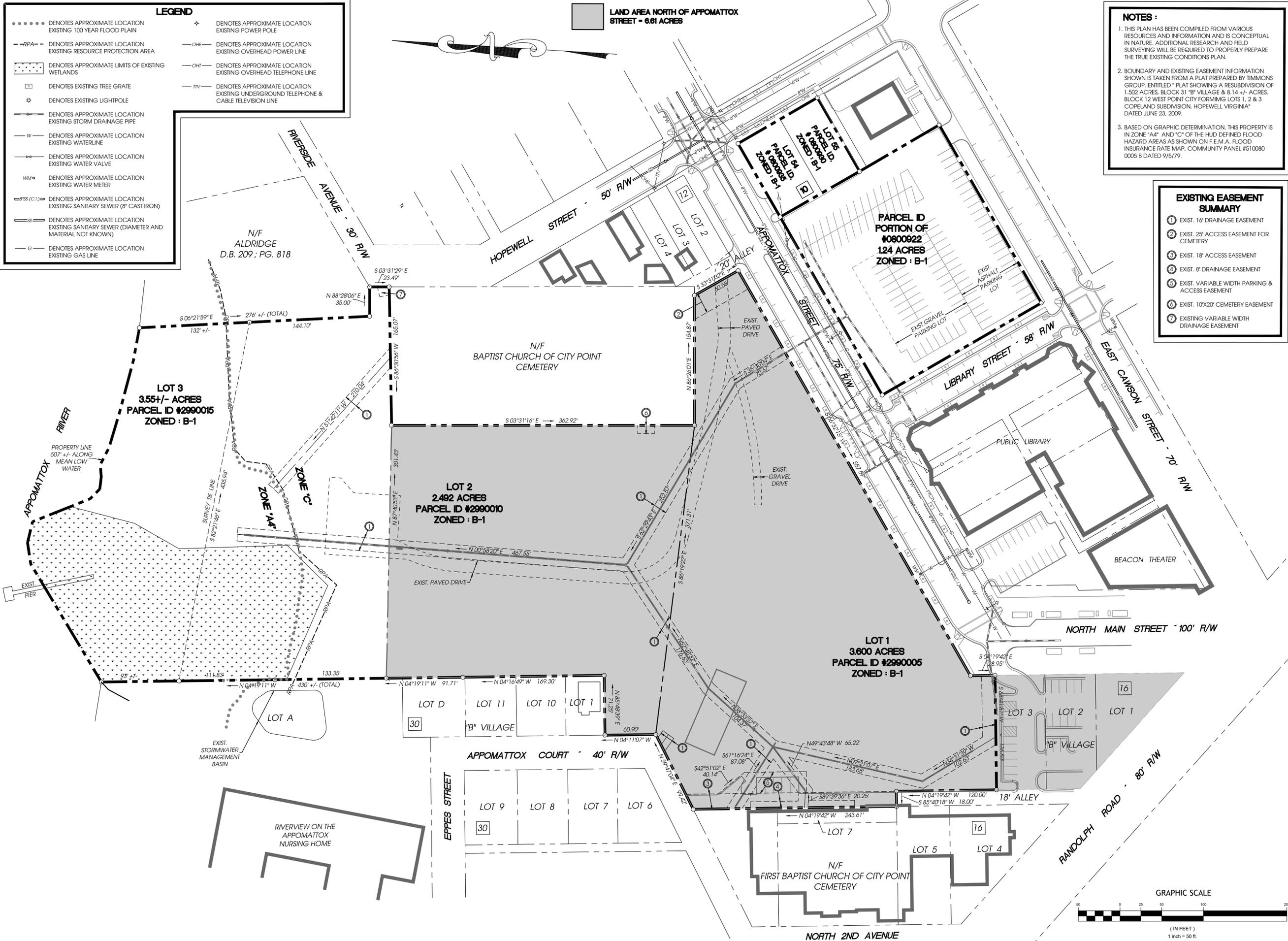
- DENOTES APPROXIMATE LOCATION EXISTING 100 YEAR FLOOD PLAIN
- RPA- DENOTES APPROXIMATE LOCATION EXISTING RESOURCE PROTECTION AREA
- DENOTES APPROXIMATE LIMITS OF EXISTING WETLANDS
- DENOTES EXISTING TREE GRATE
- ⊛ DENOTES EXISTING LIGHTPOLE
- DENOTES APPROXIMATE LOCATION EXISTING STORM DRAINAGE PIPE
- W- DENOTES APPROXIMATE LOCATION EXISTING WATERLINE
- DENOTES APPROXIMATE LOCATION EXISTING WATER VALVE
- WM DENOTES APPROXIMATE LOCATION EXISTING WATER METER
- SS (C.I.) DENOTES APPROXIMATE LOCATION EXISTING SANITARY SEWER (8" CAST IRON)
- SS DENOTES APPROXIMATE LOCATION EXISTING SANITARY SEWER (DIAMETER AND MATERIAL NOT KNOWN)
- DENOTES APPROXIMATE LOCATION EXISTING GAS LINE
- ⊕ DENOTES APPROXIMATE LOCATION EXISTING POWER POLE
- OHE- DENOTES APPROXIMATE LOCATION EXISTING OVERHEAD POWER LINE
- OHT- DENOTES APPROXIMATE LOCATION EXISTING OVERHEAD TELEPHONE LINE
- TUV- DENOTES APPROXIMATE LOCATION EXISTING UNDERGROUND TELEPHONE & CABLE TELEVISION LINE

LAND AREA NORTH OF APPOMATTOX STREET = 6.61 ACRES

NOTES :

1. THIS PLAN HAS BEEN COMPILED FROM VARIOUS RESOURCES AND INFORMATION AND IS CONCEPTUAL IN NATURE. ADDITIONAL RESEARCH AND FIELD SURVEYING WILL BE REQUIRED TO PROPERLY PREPARE THE TRUE EXISTING CONDITIONS PLAN.
2. BOUNDARY AND EXISTING EASEMENT INFORMATION SHOWN IS TAKEN FROM A PLAT PREPARED BY TIMMONS GROUP, ENTITLED "PLAT SHOWING A RESUBDIVISION OF 1.502 ACRES, BLOCK 31 "B" VILLAGE & 8.14 +/- ACRES, BLOCK 12 WEST POINT CITY FORMING LOTS 1, 2 & 3 COPELAND SUBDIVISION, HOPEWELL VIRGINIA" DATED JUNE 23, 2009.
3. BASED ON GRAPHIC DETERMINATION, THIS PROPERTY IS IN ZONE "A4" AND "C" OF THE HUD DEFINED FLOOD HAZARD AREAS AS SHOWN ON F.E.M.A. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL #510080 0005 B DATED 9/5/79.

- EXISTING EASEMENT SUMMARY**
- 1 EXIST. 16' DRAINAGE EASEMENT
 - 2 EXIST. 25' ACCESS EASEMENT FOR CEMETERY
 - 3 EXIST. 18' ACCESS EASEMENT
 - 4 EXIST. 8' DRAINAGE EASEMENT
 - 5 EXIST. VARIABLE WIDTH PARKING & ACCESS EASEMENT
 - 6 EXIST. 10'X20' CEMETERY EASEMENT
 - 7 EXISTING VARIABLE WIDTH DRAINAGE EASEMENT



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PROJECT NO. : TBD
SCALE : 1" = 50'
PROJECT MANAGER : STIG OWENS
QUALITY ASSURANCE : STUART LITTLE

COMMONWEALTH OF VIRGINIA
Stig Owens
Lic. No. 21331
PROFESSIONAL ENGINEER

DATE : JUNE 21, 2018

REVISION BLOCK	
DATE	DESCRIPTION

W.E. BOWMAN CONSTRUCTION
3715 BELT BOULEVARD
RICHMOND, VIRGINIA 23234
CONTACT: ED BOWMAN

HOPEWELL MIXED-USE DEVELOPMENT

CITY OF HOPEWELL, VIRGINIA

EXISTING CONDITIONS PLAN

SHEET NO.
C10

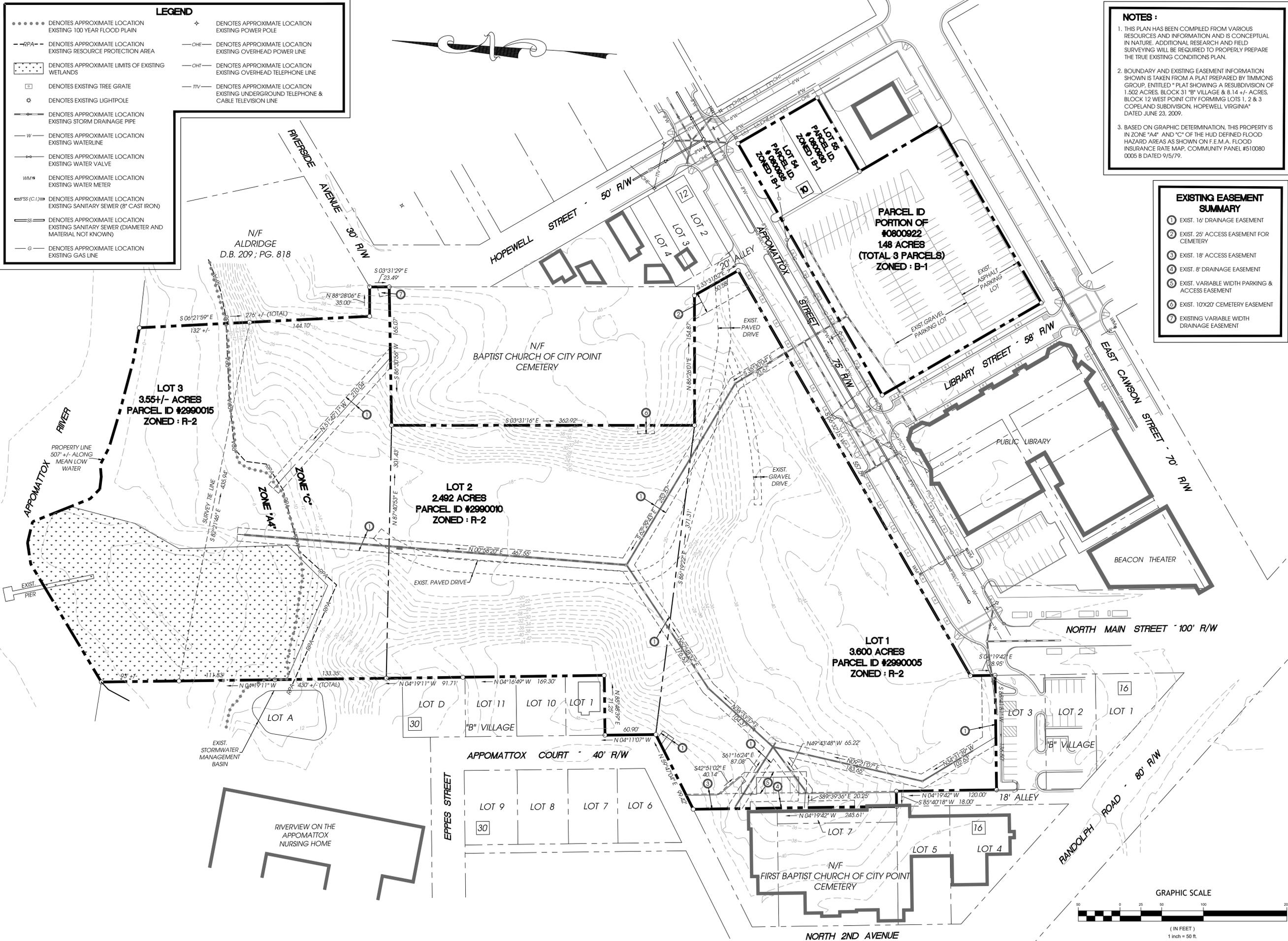
LEGEND

- DENOTES APPROXIMATE LOCATION EXISTING 100 YEAR FLOOD PLAIN
- RPA- DENOTES APPROXIMATE LOCATION EXISTING RESOURCE PROTECTION AREA
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QUALITY ASSURANCE : STUART LITTLE

COMMONWEALTH OF VIRGINIA
Stig Owens
Lic. No. 21331
PROFESSIONAL ENGINEER

DATE : OCTOBER 9, 2017

REVISION BLOCK	
DATE	DESCRIPTION

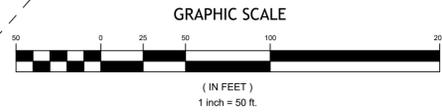
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HOPEWELL MIXED-USE DEVELOPMENT

CITY OF HOPEWELL, VIRGINIA

EXISTING CONDITIONS PLAN

SHEET NO.
C10

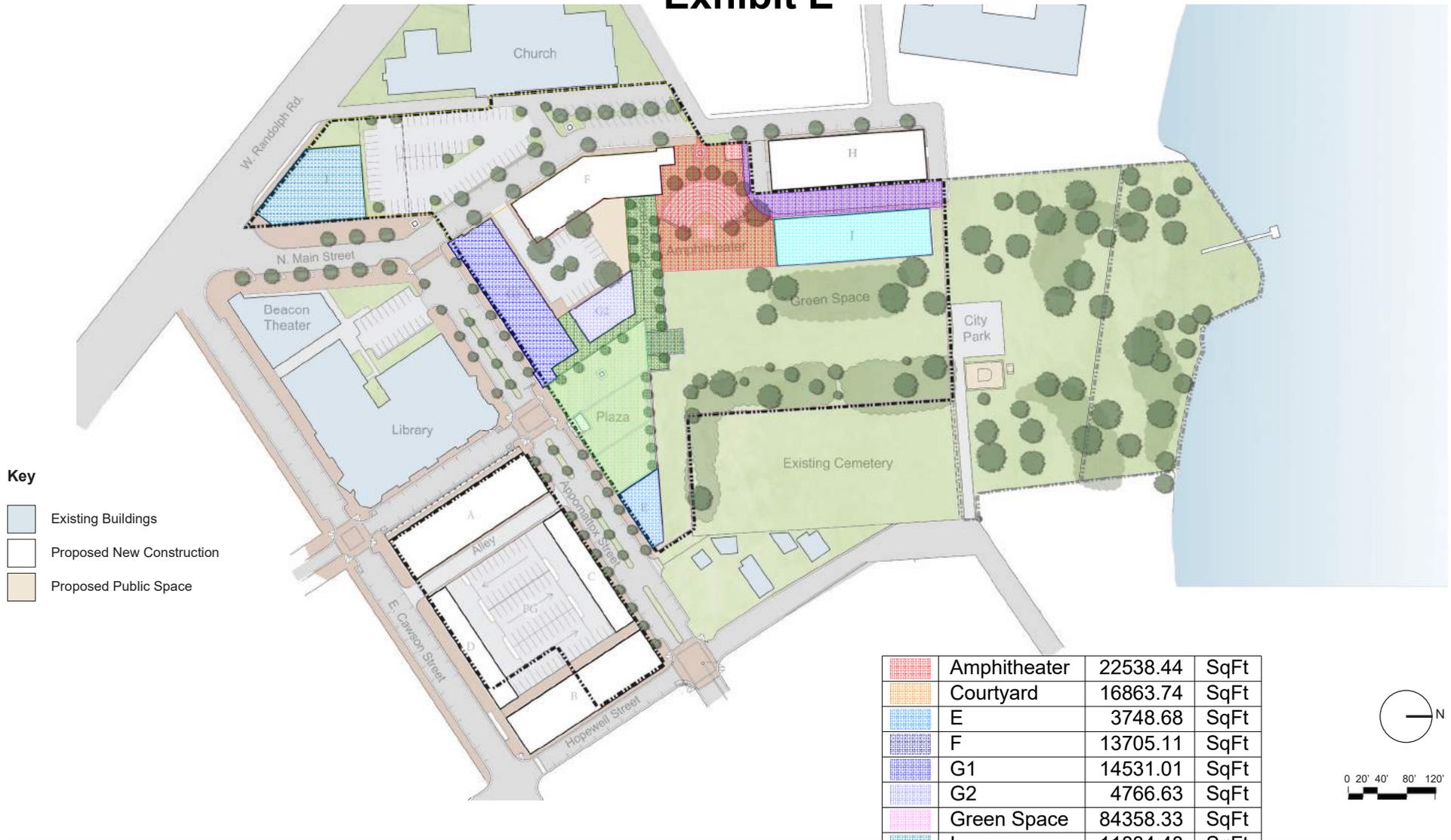


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Exhibit D

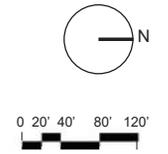


Exhibit E



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

	Amphitheater	22538.44	SqFt
	Courtyard	16863.74	SqFt
	E	3748.68	SqFt
	F	13705.11	SqFt
	G1	14531.01	SqFt
	G2	4766.63	SqFt
	Green Space	84358.33	SqFt
	I	11834.48	SqFt
	J	13947.83	SqFt
	Parking Lot	56729.27	SqFt
	Paved Area	9128.72	SqFt
	Plaza	20248.97	SqFt
	Promenade	12617.85	SqFt



Master Plan
06/19/2018

Francisco Landing
W. E. Bowman Construction



Exhibit F

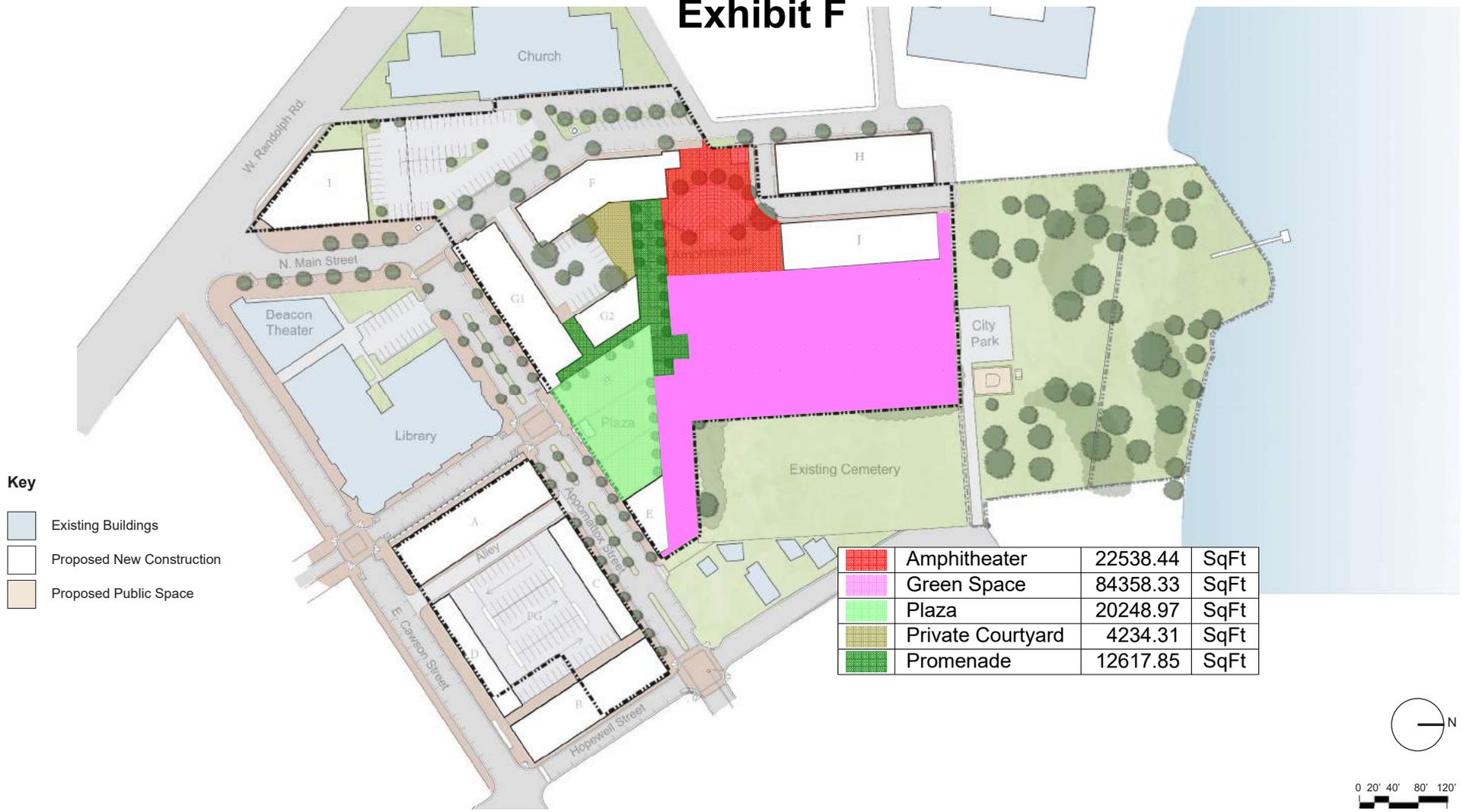


Exhibit G

Hopewell Masterplan Copeland Site - 4 Story

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

Exhibit H



(A)



Brick

(B)



Metal

(C)



Stucco

(D)



Scale 1/16" = 1' - 0"



Exhibit I



A



Brick

B



Metal

C



Stucco

D



Scale 1/16" = 1' - 0"



Exhibit J



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

Francisco Landing
W. E. Bowman Construction



TECHNICAL MEMORANDUM

DATE: *Monday, July 23, 2018*

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

CC: *Jake Elder – City of Hopewell*

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

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

RE: *Shared Parking Analysis Report*

DEVELOPMENT PROGRAM

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

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

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

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

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

Figure 1: Site Drawing and Segment Designations



SHARED USE BACKGROUND

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

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

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

Table 1: Base Parking Demand Ratios

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

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

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

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

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

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

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

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

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

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

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

Table 2: Applied Mode and Capture Adjustments

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

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

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

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

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

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

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

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

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

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

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

Table 4: Applied Daily Presence Factors for a Weekday

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

Table 5: Applied Daily Presence Factors for a Weekend

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

Francisco Landing Holdings, LLC

3715 Belt Boulevard
Richmond, VA 23234

July 27, 2018

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

RE: Francisco Landing PUD – Desman Shared Parking Analysis

Dear Tevya,

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

In summary we observe the following from the analysis:

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

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

Our conclusions from the analysis are as follows:

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

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

Best regards,



Charles R. Bowman
Member

TECHNICAL MEMORANDUM

DATE: *Monday, July 23, 2018*

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

CC: *Jake Elder – City of Hopewell*

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

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

RE: *Shared Parking Analysis Report*

DEVELOPMENT PROGRAM

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

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

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

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

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

Figure 1: Site Drawing and Segment Designations



SHARED USE BACKGROUND

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

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

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

Table 1: Base Parking Demand Ratios

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

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

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

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

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

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

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

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

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

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

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

Table 2: Applied Mode and Capture Adjustments

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

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

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

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

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

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

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

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

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

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

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

Table 4: Applied Daily Presence Factors for a Weekday

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

Table 5: Applied Daily Presence Factors for a Weekend

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

PARKING DEMAND PROJECTIONS

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

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

PHASE 1 DEMAND AND ADEQUACY

The Phase 1 program includes the following:

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

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

Table 6: Phase 1 Projected Gross Demand

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

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

Table 7: Phase 1 Peak Hour Demand Projections

		WEEKDAYS												
Land Use	User Group	January 12:00 PM	February 12:00 PM	March 12:00 PM	April 12:00 PM	May 12:00 PM	June 12:00 PM	July 12:00 PM	August 12:00 PM	September 12:00 PM	October 12:00 PM	November 12:00 PM	December 12:00 PM	Holidays 12:00 PM
Standard Retail	Customer	17	17	19	19	20	20	19	20	19	19	21	28	22
	Employee	6	6	6	6	6	6	6	6	6	6	7	8	7
Fine/Casual Dining	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Fast Casual Dining	Customer	56	56	62	60	64	63	64	65	60	62	60	64	59
	Employee	12	12	13	13	14	14	14	14	13	13	13	14	13
Café/Take Out	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Cinema	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Apartments	Studio/1BR	2	2	2	2	2	2	2	2	2	2	2	2	2
	Multi-BR	14	14	14	14	14	13	12	12	13	14	13	12	12
	Reserved	75	75	75	75	75	75	75	75	75	75	75	75	75
	Guest	1	1	1	1	1	1	1	1	1	1	1	1	1
General Office	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	11	11	10	11	11	10	10	9	10	11	11	11	9
Performing Arts Venue	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal Customers		74	74	82	80	85	84	84	86	80	82	82	93	82
Subtotal Employees		29	29	29	30	31	30	30	29	29	30	31	33	29
Subtotal Residents (Unreserved)		16	16	16	16	16	15	14	14	15	16	15	14	14
Subtotal Reserved		75	75	75	75	75	75	75	75	75	75	75	75	75
TOTAL		194	194	202	201	207	204	203	204	199	203	203	215	200

Planned Supply	271													
Surplus/(Deficit)	77	77	69	70	64	67	68	67	72	68	68	56	71	

PEAK DAY/HOUR =

		WEEKENDS												
Land Use	User Group	January 12:00 PM	February 12:00 PM	March 12:00 PM	April 12:00 PM	May 12:00 PM	June 12:00 PM	July 12:00 PM	August 12:00 PM	September 12:00 PM	October 12:00 PM	November 12:00 PM	December 12:00 PM	Holidays 12:00 PM
Standard Retail	Customer	13	14	15	15	16	16	15	17	15	16	17	26	19
	Employee	7	7	7	7	7	7	7	7	7	7	8	9	8
Fine/Casual Dining	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Fast Casual Dining	Customer	54	54	60	59	62	61	62	63	59	60	58	62	57
	Employee	17	17	19	19	20	19	20	20	19	19	18	20	18
Café/Take Out	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Cinema	Customer	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Apartments	Studio/1BR	2	2	2	2	2	2	2	2	2	2	2	2	2
	Multi-BR	14	14	14	14	14	13	12	12	13	14	13	12	12
	Reserved	75	75	75	75	75	75	75	75	75	75	75	75	75
	Guest	1	1	1	1	1	1	1	1	1	1	1	1	1
General Office	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	1	1	1	1	1	1	1	1	1	1	1	1	1
Performing Arts Venue	Visitor	0	0	0	0	0	0	0	0	0	0	0	0	0
	Employee	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal Customers		68	69	76	75	79	78	78	81	75	77	76	89	77
Subtotal Employees		25	25	27	27	28	27	28	28	27	27	27	30	27
Subtotal Residents (Unreserved)		16	16	16	16	16	15	14	14	15	16	15	14	14
Subtotal Reserved		75	75	75	75	75	75	75	75	75	75	75	75	75
TOTAL		184	185	194	193	198	195	195	198	192	195	193	208	193

Planned Supply	271													
Surplus/(Deficit)	87	86	77	78	73	76	76	73	79	76	78	63	78	

PEAK DAY/HOUR =

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

PHASE 2 DEMAND AND ADEQUACY

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

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

Table 8: Phase 2 Projected Gross Demand

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

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

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

Table 9: Phase 2 Peak Hour Demand Projections

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

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

PEAK DAY/HOUR = [Redacted]

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

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

PEAK DAY/HOUR = [Redacted]

PHASE 3 DEMAND AND ADEQUACY

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

Table 10: Phase 3 Projected Gross Demand

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

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

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

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

Table 11: Phase 3 Peak Hour Demand Projections

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

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

PEAK DAY/HOUR = [Redacted]

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

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

PEAK DAY/HOUR = [Redacted]

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

PROFFERED CONDITION STATEMENT

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

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

Submitted by,

Charles R. Bowman, Member

Printed Name



Signature

July 28, 2018

Date

PH-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

- X 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: Public Hearing to consider citizen comments regarding the sale of City Owned Property, Lot 1, 3.60 acres and Lot 2, 2.492 acres Copeland Subdivision, further identified as Sub-Parcels 299-0005 and 299-0010, for the purpose of improvements under a development agreement between Francisco Landing Holdings LLC and the City of Hopewell.

RECOMMENDATION: Administration recommends City Council consider citizen comments regarding the matter of the sale of this property to Francisco Landing Holdings LLC.

TIMING: City Council is requested to hold a public hearing on September 25, 2018.

BACKGROUND: The City of Hopewell’s Staff has been working with W. E. Bowman on a proposed development of the Copeland site for more than 12 months. The project is for an estimated 175 “market rate apartments”, three separate commercial sites including a restaurant, a grand park overlooking the greenspace leading down to the river and river walk, and a restoration or reconstruction of the outdoor amphitheater which once existed on this site.

The City has been focused on assuring that the beauty of the site was preserved along with the access to the river, the nature park, and the river walk while requiring the site be developed into a project worthy of one of our most valuable development opportunities within the entire City. Staff and City Council has rejected multiple development requests

Council Action Form 2017

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|--|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, 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 S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Tony Zevgolis, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

**Insert
Date of
Meeting**

through the past several years for this site because the projects did not meet with the Comprehensive Plan, the Economic Development Plan, The City Strategic Plan, and the overall vision the city had for this site as well as other prior studies and concepts.

This proposed development aligns with all of the before mentioned plans and offers the city an economic development project which staff believes will fundamentally change the downtowns trajectory and vitality forever. The Planning Commission held a public hearing on July 12, 2018 to consider citizen comments regarding this request. At their August 2, 2018 meeting the Planning Commission voted 4-0 to recommend approval of the rezoning. City Council has been briefed in closed session on four separate occasions regarding the progress of this proposal.

The City Staff also gathered the Planning Commission, The Economic Development Authority, The Downtown Design Review Committee and the Hopewell Downtown Partnership on two separate occasions to obtain their comments or concerns and to make sure this proposal was in alignment with their efforts as well. We have received unanimous support at each step of this process. Questions of parking issues and building heights were discussed and the developer addressed the concerns in a positive manner to allay the concerns mentioned by members of these groups. A parking study was conducted by a third party consultant that has been incorporated into the approvals granted by the Planning Commission.

Further, two separate public presentations were made so citizens had an opportunity to see the proposed development and ask any questions they may have regarding the project. More than 70 citizens attended and participated in these presentations and by far the vast majority of them commented upon their support of the project after having heard the details.

A development agreement is being negotiated that staff believes provides the timeline, the overall vision and specifics of the required construction, as well as the protections for the City necessary for a deal of this magnitude. That, coupled with the voluntary proffers offered by the developer as part of the PUD approval, and made part of the conditions of approval by the Planning Commission, assure that the concerns of adequate parking will be addressed in this project.

FISCAL IMPACT: Staff sought a third party analysis of the potential economic impact of this project from the Virginia Gateway Region Economic Development Partnership. It

Council Action Form 2017

SUMMARY:

Y N

- Councilor Christina J. Luman-Bailey, Ward #1
- Councilor Arlene Holloway, Ward #2
- Councilor Tony Zevgolis, Ward #3
- Vice Mayor Jasmine Gore, Ward #4

Y N

- Councilor Janice Denton, Ward #5
- Councilor Brenda S. Pelham, Ward #6
- Mayor Jackie M. Shornak, Ward #7

Insert Date of Meeting

should be noted that their analysis was based on an investment of \$15,000,000 and the actual investment on this proposed project exceeds \$39,000,000 so their impact numbers, in regards to the residential portion of this project, are less than half of what can be reasonable anticipated. Their analysis was as follows:

An economic impact analysis of Phase 1 of the Hopewell Mixed Use project has been prepared by Virginia's Gateway Region (VGR) based on the following assumptions: an estimate of \$15 million in new capital investment, roughly \$1.35M of that comprised of the 6,181 SF new restaurant space and the balance coming from the residential unit square footage of this phase (61,114 SF). VGR can assist Hopewell with preparing economic impact analyses for future phases. The following is a high-level summary of this analysis for Phase 1 of the project.

The restaurant is projected to generate a total annual ripple effect of \$238,923 in additional sales within the City. The total impact of this investment (direct, indirect and induced) is estimated to generate approximately \$599,553 in new wages and 31 new jobs.

The residential portion of this project, with the assumption that it falls under a general real estate development industry classification, is anticipated to spur an annual ripple effect of ~\$3.15M in additional investment/sales within the City and more than \$1.5M in new wages and 37 new jobs (direct, indirect, induced).

ENCLOSED DOCUMENTS: A-Plat, D-Master Plan, Letter of Intent from W. E. Bowman, and a Letter from the Virginia Gateway Region on the Economic Impact of this project

STAFF: Charles Dane, Assistant City Manager
March Altman, City Manager
Stefan Calos, City Attorney
Tevya Griffin, Director of Zoning and Planning

Council Action Form 2017

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, 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 S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Tony Zevgolits, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4			

Insert Date of Meeting



July 10, 2017

City of Hopewell, Virginia
c/o Charles E. Dane
Assistant City Manager
100 East Broadway
Hopewell, VA 23860

Re: Letter of Intent for Purchase and Sale of Parcels known by the following Parcel IDs: 2990005, 0800922, 0800935, 0800930, and as more particularly shown on attached exhibits A and B

Dear Charlie:

This letter of intent constitutes an expression of the interest of W.E. Bowman Construction, Inc. (the "Purchaser") in purchasing, and the City of Hopewell, Virginia (the "Seller") in selling, the Property (as defined in paragraph 1 below and as illustrated in attached exhibits A and B) on the general terms and conditions described below (this "LOI"). It will also serve as the basis for negotiating a definitive purchase and sale agreement for the purchase and sale of the Property (the "Purchase Agreement"). This LOI supersedes all prior oral and written proposals between the parties. The proposed terms and conditions for the purchase and sale of the Property are as follows:

1. **The Property.** That certain property known as parcels 299005, 0800922, 0800935, 0800930, and as more particularly shown on attached exhibits A and B and located in the City of Hopewell, VA (the "Property").
2. **Execution of Purchase Agreement.** Purchaser and Seller shall negotiate the Purchase Agreement diligently and in good faith. Notwithstanding the foregoing, no binding agreement shall exist with respect to the purchase and sale of the Property unless the Purchase Agreement has been duly executed and delivered by both Purchaser and Seller. Purchaser and Seller shall endeavor to enter into and execute the Purchase Agreement within one hundred and eighty (180) calendar days from the effective date of this LOI, which is the date the Seller executes this LOI. Purchaser's counsel shall prepare the initial draft of the Purchase Agreement. Upon Seller's express written consent, not to be unreasonably delayed or withheld, this LOI may be assigned, and the Purchase Agreement shall provide that Purchaser's rights under it may be assigned, upon Seller's express written consent, not to be unreasonably delayed or withheld. Notwithstanding the preceding, this LOI and the Purchase Agreement may be assigned to an affiliate of Purchaser without Seller's consent.
3. **Purchase Price.** The purchase price is based upon the current assessed values of the Property and an adjacent parcel not owned by Seller, which total \$900,000.00, and which purchase price shall be equal to the lesser of Six Hundred Forty-Five Thousand Two Hundred Dollars (\$645,200.00), which is the current assessed value of the Property, or the value as determined by a

mutually agreeable commercial real estate appraiser (the "Purchase Price"). The Purchase Agreement shall provide for the Purchase Price to be paid by the Purchaser at the closing of the sale of the Property.

4. Closing Date. The closing of the transaction shall occur on the date which is no later than ninety (90) days following the expiration of the Inspection Period (defined below) (the "Closing Date").

5. Closing Costs. Purchaser shall pay all of its costs related to closing. Seller shall pay the grantor's tax, if any, on the deed. Any real estate commission shall be paid by the party who contracted with the real estate agent or broker. Each party shall pay its own legal fees.

6. Due Diligence Investigation. From and after the effective date, and continuing for a period of one hundred eighty (180) days thereafter (the "Inspection Period"), Seller shall allow Purchaser to have unrestricted access to the Property to investigate and inspect the legal, physical, economic and environmental condition of the Property, and the suitability of the Property for construction of a residential and commercial mixed-use development of approximately 200,000 sq. ft. of buildings. Purchaser shall be responsible for any damages related to access to the Property by Purchaser or its invitees, employees, or other agents, and Purchaser shall indemnify and hold Seller harmless with respect thereto. If Purchaser determines, in its sole and absolute discretion, that it is unsatisfied with any aspect of the Property prior to the expiration of the Inspection Period, then Purchaser shall have the right to terminate this LOI by written notice to Seller given prior to the expiration of the Inspection Period. Provided Purchaser has fulfilled its obligations under paragraph 7, the Inspection Period will automatically extend as reasonably necessary for Purchaser to complete its due diligence investigation, but for no more than one hundred and seventy-nine (179) days without further approval of the Hopewell City Council.

No later than ten (10) business days following the effective date of this LOI by both parties, Seller shall provide to Purchaser for its review, all information and documentation regarding the Property which is in the possession or control of Seller, its affiliates and/or property manager (the "Due Diligence Materials"). Seller shall represent in the Purchase Agreement that to Seller's knowledge the Due Diligence Materials constitute all of the information and documentation relating to the Property that is in Seller's possession or control.

7. Obligations of Purchaser during Inspection Period. During the original, 180-day Inspection Period Purchaser shall:

(a) develop a master plan for the Property and the adjacent parcel, and promptly share a copy of the plan with Seller.

(b) evaluate the feasibility of the project including without limitation evaluating the project costs, comparative rent rates, leasing strategies, and estimated absorption rates for both residential and commercial units.

(c) obtain a commercial real estate appraisal to determine the Purchase Price, and promptly share a copy of the appraisal with Seller.

(d) contract with a consultant acceptable to Seller to conduct an economic study related to the feasibility of commercial space in Hopewell, whose cost and scope shall be

approved by Seller in advance, and whose scope may include but not be limited to the downtown area and the Route 36 and 15th Avenue business corridors (the "Commercial Study"), a preliminary report of which shall be provided to Seller prior to the end of the initial, 180-day Inspection Period, and whose final results will be promptly shared with Seller.

(e) no less than every 30 days after the effective date, Purchaser shall provide a written report to Seller, advising Seller of the status of the obligations set forth in subparagraphs (a) through (d) of this paragraph 7. If Seller fails to timely submit such a report, or if good faith progress is not made on each obligation for 30 days or more during the Inspection Period, Seller may provide Purchaser with written notice of its intent to terminate this LOI, which shall include an itemized list of the reasons for such termination. Upon receipt of Seller's notice of intent to terminate pursuant to this section, Purchaser will have 10 calendar days to cure any deficiencies stipulated by the Seller that create its right to terminate. If Purchaser does not cure the deficiencies then this LOI may be terminated immediately by Seller upon passage of the 10-day cure period.

8. Obligation of Seller during Inspection Period. During the Inspection Period Seller shall:

(a) provide Purchaser with access to all relevant records in Seller's possession for the Property including without limitation, economic studies previously performed, surveys, appraisals, title documents.

(b) propose redefined property lines, as necessary, to establish survey boundaries that match the Property.

(c) propose modification of any zoning, as necessary, for the proposed project.

(d) allow the inclusion of a bust of Peter Francisco in the designs for the entry plaza for City Park.

(e) promptly remit to Purchaser the Seller's portion of the Commercial Study's costs as may be negotiated by the parties. Seller's portion of the Commercial Study's cost shall be remitted to Purchaser when payments are due to the consultant and in no event will Seller's portion of the costs be less than 75% of the total cost of the Commercial Study.

9. Termination. In addition to termination as set forth in paragraph 7(e), this LOI shall automatically terminate and be of no further force and effect upon the earlier of: (a) the mutual execution of the Purchase Agreement by Purchaser and Seller; (b) the date of the written notice given by Purchaser to Seller terminating the LOI; or (c) at the end of the Inspection Period including any extension thereto. Notwithstanding anything to the contrary contained in the previous sentence, paragraph 11 shall expressly survive the termination of this LOI.

10. Exclusive Negotiations. Seller shall not offer the Property for sale to anyone other than Purchaser or enter into or continue any discussions with any party to acquire the Property until this LOI has terminated in accordance with the provisions of paragraphs 7(e) or 9 above. Seller agrees to provide Purchaser with notice and information related to any inquiry Seller receives related to the potential sale of the Property other than by Purchaser or its assigns.

11. Confidentiality. This LOI is being transmitted to you with the express understanding that its contents and the fact that it has been transmitted remain confidential. By execution of this LOI, each party agrees to maintain the confidentiality of the other party's involvement (including the identity of such other party) in a possible transaction as described herein, including, without limitation, the structure and pricing thereof as well as the terms of the transaction, and not disclose same to any person or entity other than: (a) on an as-needed basis, to such party's advisors, agents, consultants, lenders, and potential lenders and the applicable party shall inform them of the confidentiality requirements of this letter of intent and their duty to comply with its terms; (b) with respect to any other disclosures required by law; or (c) disclosures consented to by both parties. Neither Purchaser nor Seller shall make or allow to be made any public announcement of the transactions contemplated by this letter of intent or the existence of this letter of intent without the mutual agreement of the other party. This paragraph 11 shall be a binding obligation and shall survive for a period of six (6) months following termination of this LOI.

12. Non-Binding. By signing this LOI, the parties agree that unless and until a definitive Purchase Agreement is prepared and executed by all parties involved, there is no commitment on Seller's part to convey the Property nor on Purchaser's part to pay any consideration for the conveyance of the Property. Notwithstanding the foregoing, the parties acknowledge and agree that the provisions of paragraph 10 and paragraph 11 above, together with this paragraph, are binding and enforceable against the parties. Except as specifically set forth in this paragraph 12, nothing contained in this letter of intent shall be deemed or construed to constitute a binding agreement between the parties.

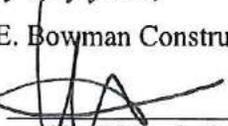
If the foregoing terms and conditions are acceptable to you, please execute and return to us the executed letter. This letter may be signed in one or more counterparts, each of which may be an original or copy and all of which when taken together shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

[SIGNATURE PAGE TO LETTER OF INTENT]

Very truly yours,

W.E. Bowman Construction, Inc.

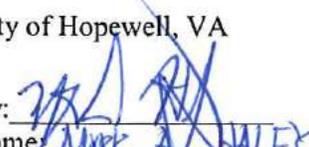
By: 

Name: W. Edwards Bowman, Jr.

Title: President

AGREED TO AND ACCEPTED this 11th day of July, 2017

City of Hopewell, VA

By: 

Name: MARK A. WILEY

Title: City Manager



July 5, 2018

Mr. Charles E. Dane
Assistant City Manager
City of Hopewell, Virginia
300 N. Main Street
Hopewell, VA 23860

Re: Francisco Landing Development Project - Extension of Inspection Period pursuant to paragraph 6 of the LOI dated July 10, 2017

Dear Charlie:

This letter will serve to formalize the extension of the Closing Date in our LOI from October 9, 2018 until January 9, 2019.

Thank you for you and your team's assistance thus far and ongoing support of our project's development. We are very excited about the plans that have been developed to date and we look forward to continuing the process to bring this exciting project to reality.

Very truly yours,

W.E. Bowman Construction, Inc.

A handwritten signature in blue ink, appearing to read "W. Edwards Bowman, Jr.", is written over a horizontal line.

By: _____

Name: W. Edwards Bowman, Jr.

Title: President

AGREED TO AND ACCEPTED this ___th day of _____, 2018

City of Hopewell, VA

By: _____

Name: _____

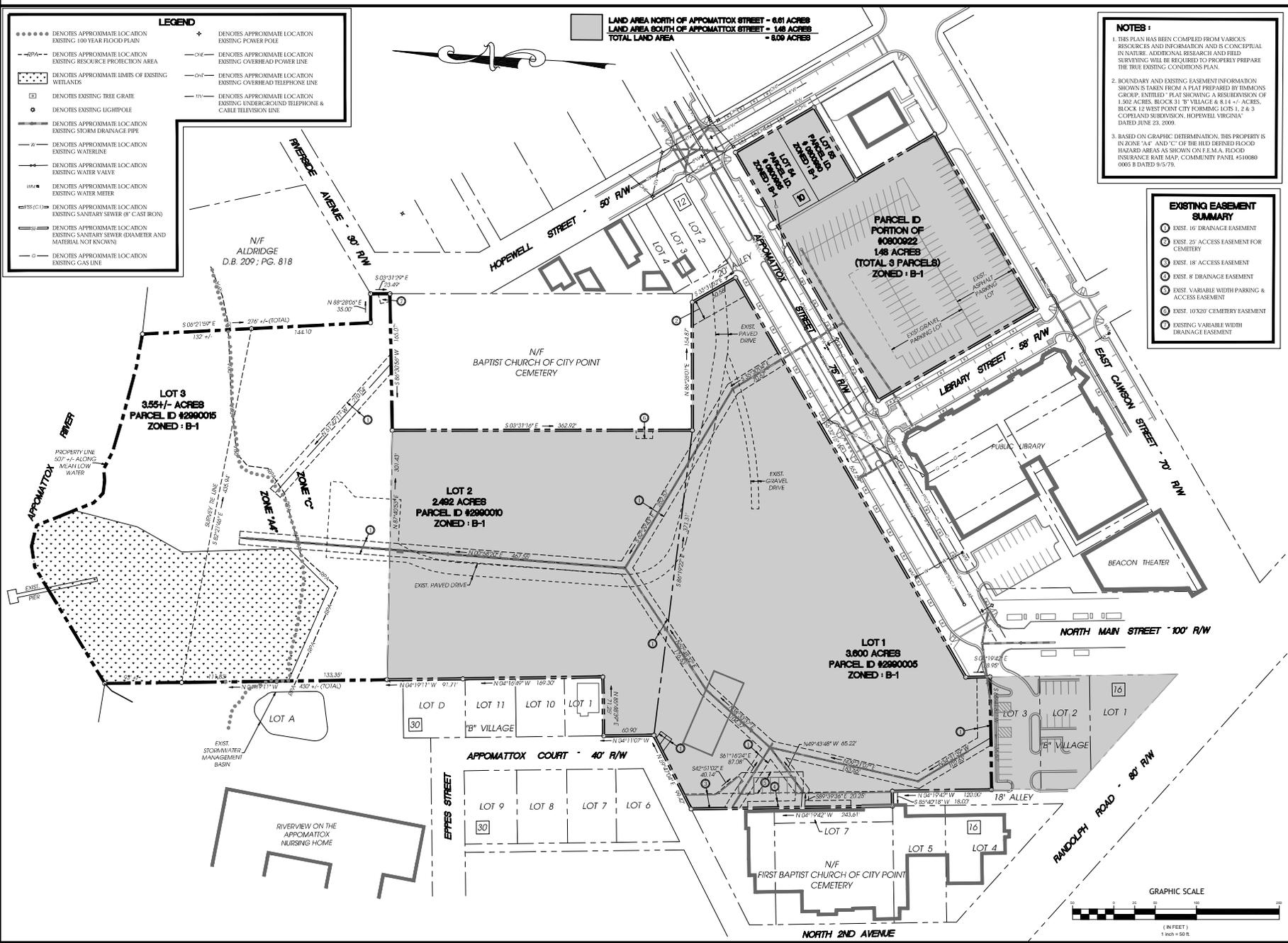
Title: _____

- LEGEND**
- DENOTES APPROXIMATE LOCATION EXISTING 100 YEAR FLOOD PLAIN
 - - - - - DENOTES APPROXIMATE LOCATION EXISTING RESOURCE PROTECTION AREA
 - DENOTES APPROXIMATE LIMITS OF EXISTING WETLANDS
 - DENOTES EXISTING TREE GRATE
 - DENOTES EXISTING LIGHTPOLE
 - DENOTES APPROXIMATE LOCATION EXISTING STORM DRAINAGE PIPE
 - - - - - DENOTES APPROXIMATE LOCATION EXISTING WATERLINE
 - DENOTES APPROXIMATE LOCATION EXISTING WATER VALVE
 - DENOTES APPROXIMATE LOCATION EXISTING WATER METER
 - DENOTES APPROXIMATE LOCATION EXISTING SANITARY SEWER (8" CAST IRON)
 - DENOTES APPROXIMATE LOCATION EXISTING SANITARY SEWER (DIAMETER AND MATERIAL NOT KNOWN)
 - DENOTES APPROXIMATE LOCATION EXISTING GAS LINE
 - ✦ DENOTES APPROXIMATE LOCATION EXISTING POWER POLE
 - DENOTES APPROXIMATE LOCATION EXISTING OVERHEAD POWER LINE
 - DENOTES APPROXIMATE LOCATION EXISTING OVERHEAD TELEPHONE LINE
 - DENOTES APPROXIMATE LOCATION EXISTING UNDERGROUND TELEPHONE & CABLE TELEVISION LINE

LAND AREA NORTH OF APPOMATTOX STREET - 6.61 ACRES
 LAND AREA SOUTH OF APPOMATTOX STREET - 1.48 ACRES
 TOTAL LAND AREA - 8.09 ACRES

- NOTES:**
- THIS PLAN HAS BEEN COMPILED FROM VARCO'S RESOURCES AND INFORMATION AND IS CONCEPTUAL IN NATURE. ADDITIONAL RESEARCH AND FIELD SURVEYING WILL BE REQUIRED TO PROPERLY PREPARE THE TRUE EXISTING CONDITIONS PLAN.
 - BOUNDARY AND EXISTING EASEMENT INFORMATION SHOWN IS TAKEN FROM A PLAN PREPARED BY DIMONOS GROUP, ENTITLED "PLAN SHOWING A RESUBDIVISION OF 1.92 ACRES, BLOCK 31 'B' VILLAGE & 8.14 +/- ACRES, BLOCK 12 WEST POINT CITY FORMING LOTS 1, 2 & 3 COVINGTON SUBDIVISION, HOPEWELL VIRGINIA" DATED JUNE 23, 2009.
 - BASED ON GRAPHIC DETERMINATION, THIS PROPERTY IS IN ZONE "A" AND "C" OF THE HUD DEFINED FLOOD HAZARD AREAS AS SHOWN ON F.E.M.A. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL #510080 0005 B DATED 9/5/78.

- EXISTING EASEMENT SUMMARY**
- ① EXIST. 10' DRAINAGE EASEMENT
 - ② EXIST. 20' ACCESS EASEMENT FOR CEMETERY
 - ③ EXIST. 18' ACCESS EASEMENT
 - ④ EXIST. 8' DRAINAGE EASEMENT
 - ⑤ EXIST. VARIABLE WIDTH PARKING & ACCESS EASEMENT
 - ⑥ EXIST. 10'X20' CEMETERY EASEMENT
 - ⑦ EXISTING VARIABLE WIDTH DRAINAGE EASEMENT



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 TELEPHONE NO. 804.938.8864 | www.sekisolutions.com

PROJECT MANAGER: STIG OWENS
 PROJECT NO.: TBD
 SCALE: 1" = 50'

COMMONWEALTH OF VIRGINIA
 Stig Owens
 Lic. No. 21331
 PROFESSIONAL ENGINEER

DATE: DECEMBER 14, 2017
 REVISION BLOCK
 DATE DESCRIPTION

W.E. BOWMAN CONSTRUCTION
 3715 BEIT BOULEVARD
 RICHMOND, VIRGINIA 23234
 CONTACT: ED BOWMAN

HOPEWELL MIXED-USE DEVELOPMENT
 CITY OF HOPEWELL, VIRGINIA

EXISTING CONDITIONS PLAN

SHEET NO.
C10

Exhibit J



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

Francisco Landing
W. E. Bowman Construction



**COMMUNICATIONS
FROM CITIZENS**

REGULAR BUSINESS

**REPORTS
OF THE
CITY
MANAGER**

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Consider the request submitted by Amin Land Holding LLC to vacate a portion of Western Street.

ISSUE: The applicant is requesting the vacation of the undeveloped portion of the street in order to add square footage to their property located at 4013 and 4017 Old Woodlawn Avenue.

RECOMMENDATION: City Administration recommends City Council consider citizen comments regarding the request and to vote regarding the vacation.

TIMING: The City Council held a public hearing on September 11, 2018. There were no citizens present to speak regarding this matter.

BACKGROUND: The Planning Commission held a public hearing regarding this request on July 12, 2018. At that meeting the Commission voted 3-0 recommending approval of the vacation. The vacation allows the owner's to meet fire code turning radius requirements in the rear of the enclosed storage facility. *(February 2018 Conditional Use Permit approved by City Council)*

FISCAL IMPACT: \$10.5 million

ENCLOSED DOCUMENTS: Staff Report
Application
Administrative Re-subdivision Plat

STAFF: Tevya W. Griffin, Director of Development

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, 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 S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolts, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice-Mayor Jasmine E. Gore, Ward #4			



**Ashish Amin of Amin Land Holding LLC
Vacation of a portion of Western Street adjacent to
Sub-Parcel 095-0245 & Norfolk Southern rail line**

Staff Report prepared for the City Council Meeting

September 25, 2018

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

I. PUBLIC HEARINGS:

Planning Commission	July 12, 2018	Recommended Approval
City Council	September 11, 2018	Postponed Decision
City Council Meeting	September 25, 2018	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	B-4, Corridor Development District
Size of Area:	0.215 acres or 9,365 square feet
Proposed Use:	Enclosed Storage Facility Site
Location of Property:	Adjacent to N & W Railroad at the intersection of Emory Street
Election Ward:	Ward 7
Land Use Plan Recommendation:	Interchange Commercial
Strategic Plan Goal:	N/A

III. EXECUTIVE SUMMARY:

Ashish Amin, on behalf of Amin Land Holdings LLC, is requesting the vacation of .215 acres of undeveloped Western Street adjacent to Sub-Parcel # 095-0245 at the intersection of Emory Street. The additional acreage will be added to property also owned by the applicant in order to better configure the enclosed self-storage facility approved by City Council in February of 2018.

IV. STAFF ANALYSIS:

This portion of Western Street is undeveloped. It is adjacent to N & W Railroad (now called Norfolk Southern) and Sub-Parcel #095-0245 (owned by the applicant). The applicant has hired a local engineering firm, Timmons Group, to develop the site plan for the enclosed self-storage facility. After meeting with engineers at Timmons Group it became apparent that in order to meet the 25' rear yard setback and construct the enclosed self-storage facility at the size consistent with the CubeSmart model, the partial vacation of the 37.5 wide right-of-way is essential. With this vacation, the applicant will build the desired product and meet all traffic circulation and parking space requirements, and fire access around the building. This area will also provide a landscaped buffer between the N & W Railroad and the development.

The City and the Timmons Group have contacted representatives from Norfolk Southern regarding this vacation but have not received a response to date. To build the facility as proposed and meet setback requirements the entire right of way must be vacated to Amin Land Holdings LLC. Vacating only half of the right-of-way to Amin Land Holdings LLC would require the reconfiguration of the site plan which has been reviewed and approved by the City.

There have been other vacations of portions of Western Street. Norfolk & Southern has not objected to any vacations in the past or requested half of the right-of-way. Staff will continue to contact Norfolk and Southern prior to the recordation of the plat and deed.

A deed dated December 22, 1998 between Virginia Baptist Homes, Inc. and Riley E. Ingram, Sr. granted Mr. Ingram ownership of the "fee in the streets and reserved of undesignated strips of land in the City Level Subdivision". This required Amin Land Holdings LLC to request permission from Mr. Ingram prior to approaching City Council with their vacation request. The fully executed agreement between the two parties has been provided with this report. If approved, Amin Land Holdings LLC will retain ownership of the portion of the right-of-way in question.

V. PUBLIC SERVICE AND SITE CONSIDERATIONS:

Prior to the submittal of this application and in preparation for the site plan submittal, City Staff, including representatives from Economic Development, Engineering, Water Renewal, Fire and, Planning and Zoning (Development) met with the applicant and the project engineer. Details of the street vacation and site dynamics were discussed in length. All present had no objections to the alley vacation. There are no land characteristics that would impede the approval of the street vacation.

The following departments and outside agencies were queried regarding the site plan/vacation and had the following comments.

Building Code: No objections

Columbia Gas: No objections

Development: No objections

Engineering: See enclosed memo from City Engineer

Fire: At the current size of the building, the vacation is required to meet the turning radius on the North rear corner of the building.

Stormwater: No objections

VA American Water: No objections

VI. STAFF RECOMMENDATION:

Based on the responses by City departments and outside agencies, Staff recommends approval of the vacation request.

VII. PLANNING COMMISSION RECOMMENDATION:

At their July 12, 2018 meeting the Planning Commission voted 3-0 to recommend approval of the request submitted by Ashish Amin of Amin Land Holdings LLC to vacate a portion of Western Street approximately 0.215 acres as shown on the plat titled Lot 8R, Block 4, Cedar Level, adjacent to Sub-Parcel 095-0245 and N & W Railroad at the intersection of Emory Street.

VIII. CITY COUNCIL RESOLUTION:

In accordance with the Hopewell City Council Policy on Street/Alley Vacations, the Hopewell City Council votes ___ to ___ to *approve, deny, table*, the request to vacate a portion of Western Street approximately 0.215 acres as shown on the plat titled Lot 8R, Block 4, Cedar Level, adjacent to Sub-Parcel 095-0245 and N & W Railroad at the intersection of Emory Street.

Attachment(s):

1. Application
2. Resubdivision Plat
3. Deed between Virginia Baptist Homes, Inc. and Riley E. Ingram, Sr.
4. Contract between Riley E. Ingram, Sr. and Amin Land Holdings, LLC

Aerial Map
Portion of Western Street to be vacated



Portion of Right-of Way to be vacated

City Council Policy

SUBJECT: Right-of-Way Vacation

Policy No: CC-3

Effective Date: September 14, 1982

Agenda Item # & Date: UB-3 (3/25/03)

Approved by City Council: *Adopted in accordance with
action of City Council
on March 25, 1997*

Amended by City Council: September 22, 2003

Administering Dept: Department of Development

I. POLICIES:

- A. Adjoining property owners may petition the City to vacate any public right-of-way for a street or alley. By State law, the general rule is that when a City vacates a right-of-way, it is divided between the adjoining property owners. This division rule does not apply when a right-of-way is on the edge of a subdivision.
- B. Generally, rights-of-way are owned "in fee simple" by the City, and when vacated, can be acquired by the adjoining property owners. However, there are some cases wherein the City does not own a right-of-way "in fee simple," but merely has the right to use the property. In these cases, the City vacates its right to use the property and ownership reverts to the original owner of the property, not to the adjoining property owners.
- C. As a matter of policy, any vacation of a right-of-way must not result in a dead-end situation which lacks sufficient room for a vehicle to turn around or in public property which is isolated and not connected to a public right-of-way.
- D. All expenses involved in the vacation process shall be borne by the petitioner and receiving property owners.
- E. It is the policy of the City Council not to seek to sell vacated land to adjoining property owners in the vacation of an alley or the vacation of a right-of-way twenty feet or less in width. That is, Council generally does not require that the receiving property owners purchase such rights-of-way.

City Council Policy No. CC-3

- C. The Planning Commission will receive a staff report on the request, hold a public hearing, and make its recommendation to Council. Contact: Department of Development.
- D. Council receives the Planning Commission's recommendation. Council may pass on first reading an ordinance of vacation, with or without conditions. Contact: Department of Development
- E. The property owners shall have 90 days to submit to the City Attorney for approval all deeds of vacation. When an individual deed is approved, the respective \$100.00 deposit shall be refunded. Contact: City Attorney.
- F. Deeds of vacation must reflect that vacated parcels are assimilated into, and become a part of, the abutting properties. The property owners are responsible for effecting any resubdivision process necessary to accomplish this.
- G. At the end of the 90 day period, or earlier, the City Attorney shall report to Council:
 - 1. If all deeds have been received and approved, Council then may adopt on second and final reading the vacating ordinance. If adopted, the deeds will be returned to the respective property owners, for filing with the Clerk of the Circuit Court. No property is transferred until the deeds have been filed. Contact: City Attorney.
 - 2. If one or more deeds are not received within the specified 90 day time limit, Council will be requested to defeat the vacating ordinance on second and final reading. If the ordinance is defeated, all deeds shall be returned to the appropriate parties and the petition terminated.
 - 3. For property owners who have not had a deed submitted and approved, the respective \$100.00 deposit shall be forfeited to the City. Contact: City Attorney.

For additional assistance, please contact the Department of Development or the City Attorney.

Policies and procedures adopted in accordance with action of Council on March 25, 1997, amended March 25, 2003 and September 22, 2003.

NOTE: Supersedes Administrative Policy H-4 approved by City Council September 14, 1982.

- F. It is the policy of City Council that whenever a right-of-way over twenty feet is vacated and the amount of vacated land going to a single adjoining property owner is of an area equal to or exceeding the minimum area necessary to site a building in that zoning district, then the City will sell the land to that adjoining property owner for an amount equal to one-half of the assessed value of a building site of comparable area.
- G. It is the policy of City Council that if the ordinance has expired without the deed(s) being filed, the petitioning citizen must contact the City Manager's Office, to have the issue placed on the agenda of the next available Council meeting. Prior to Council consideration, the petitioning citizen(s) must submit to, and have approved by, the City Attorney all deeds of vacation. The citizen must appear at the meeting, to request that Council reaffirm its earlier action. The City Manager will include in the Council packet the original report on the requested vacation, with no additional staff work or research.

At the request of the citizen, Council may pass an ordinance on first reading to reaffirm its earlier ordinance governing the street or alley vacation, and establishing a 30 day period for the signing and filing of the deed(s) after the reaffirming ordinance has been adopted on second and final reading.

II. PROCEDURES:

Anyone wishing to vacate a right-of-way is encouraged to discuss the policies and procedures with representatives of the Department of Development or City Attorney prior to initiating the process.

- A. **Filing of Petition** – The attached petition must be filed with the Department of Development. All adjoining property owners must sign the petition. There must be a \$100.00 deposit for each property owner. The petitioners must agree to meet all expenses involved in the vacation process. Contact: Department of Development.
- B. **Advertisement** – Notice of the request to petition City Council for the vacation of a right-of-way must be published as a legal ad in the Hopewell News at least twice, with at least six days elapsing between the first and second publication. The notice shall specify the time and place of hearing by the Hopewell Planning Commission, at which time persons affected may appear and present their views. Contact: Department of Development.

APPLICATION FOR STREET/ALLEY VACATION

I (We) Ashish Amin of 10324 Basu Court
(Names) (Mailing Address)

Manassas, VA 2010

petition the City of Hopewell to vacate the undeveloped right-of-way situated at: _____

Western Street, behind ~~4017~~ 4013 old woodlawn (0950220),
4017 old woodlawn (0950225) and Western (0950245)

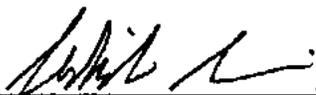
There has _____ has not _____ been previously a petition to vacate this right-of-way.

Attached is a drawing of the right-of-way to be vacated.

There is/are _____ property owner(s) adjoining this right-of-way. Attached is/are the signature(s) of the adjoining property owner(s) and a \$100.00 deposit per property owner.

I (We) agree to pay for two public notice advertisements in the Hopewell News as well as all other costs incurred by me/us associated with this application, regardless of Council's final decision regarding the petition.

I (We) have received Council's Policy concerning right-of-way vacations.



(Signature of Petitioner)

571-237-5664

(Telephone Number)

(Signature of Petitioner)

6/14/18

(Date)

SUBDIVISION CERTIFICATE

The subdivision of land shown on this plat, designated as **A RESUBDIVISION OF LOTS 8, 9, 10, 27, 28, 29, 30, 31, 32, 33, 34, 35 & 36, BLOCK 4, CEDAR LEVEL & A PORTION OF WESTERN AVENUE VACATED FORMING LOT 8R, BLOCK 4, CEDAR LEVEL** is with the free consent and in accordance with the desires of the undersigned owner. The dedication of streets and easements are of the width and extent shown on this plat.

BY: _____
 NAME: _____
 TITLE: _____

City/County of _____
 Commonwealth of Virginia
 The foregoing instrument was acknowledged before me this ____ Day of _____
 2018 by _____

Notary Public _____
 Notary Registration Number: _____
 My Commission Expires: _____

CERTIFICATE OF APPROVAL

The subdivision of land shown on this plat, designated as **A RESUBDIVISION OF LOTS 8, 9, 10, 27, 28, 29, 30, 31, 32, 33, 34, 35 & 36, BLOCK 4, CEDAR LEVEL & A PORTION OF WESTERN AVENUE VACATED FORMING LOT 8R, BLOCK 4, CEDAR LEVEL** is approved by the undersigned in accordance with existing subdivision regulations and may be committed to record.

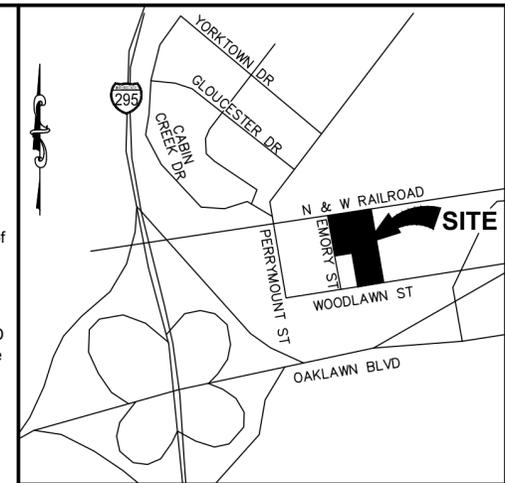
Date _____ Director of Development _____

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	25.00'	39.26'	24.99'	89°59'03"	N84°57'58"E	35.35'

PID: 095-0220 ORIGINAL 0.445 ACRES
 PID: 095-0225 ADD 0.890 ACRES
 PID: 095-0245 ADD 0.441 ACRES
 WESTERN AVENUE (VACATED) ADD 0.215 ACRES
 PID: 095-0220 (LOT 8R) REMAINING 1.991 ACRES

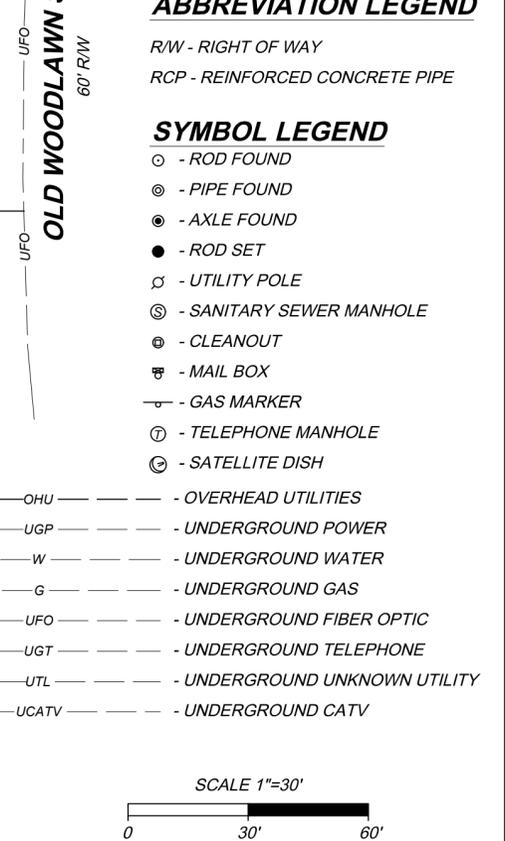
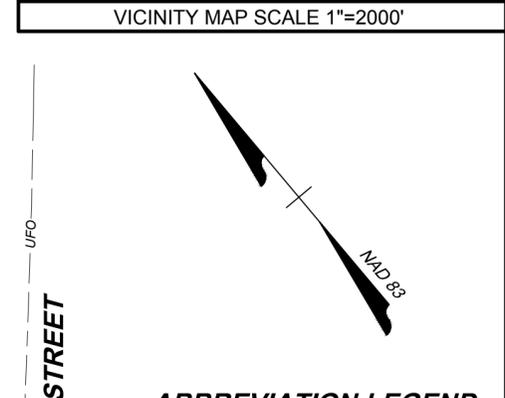
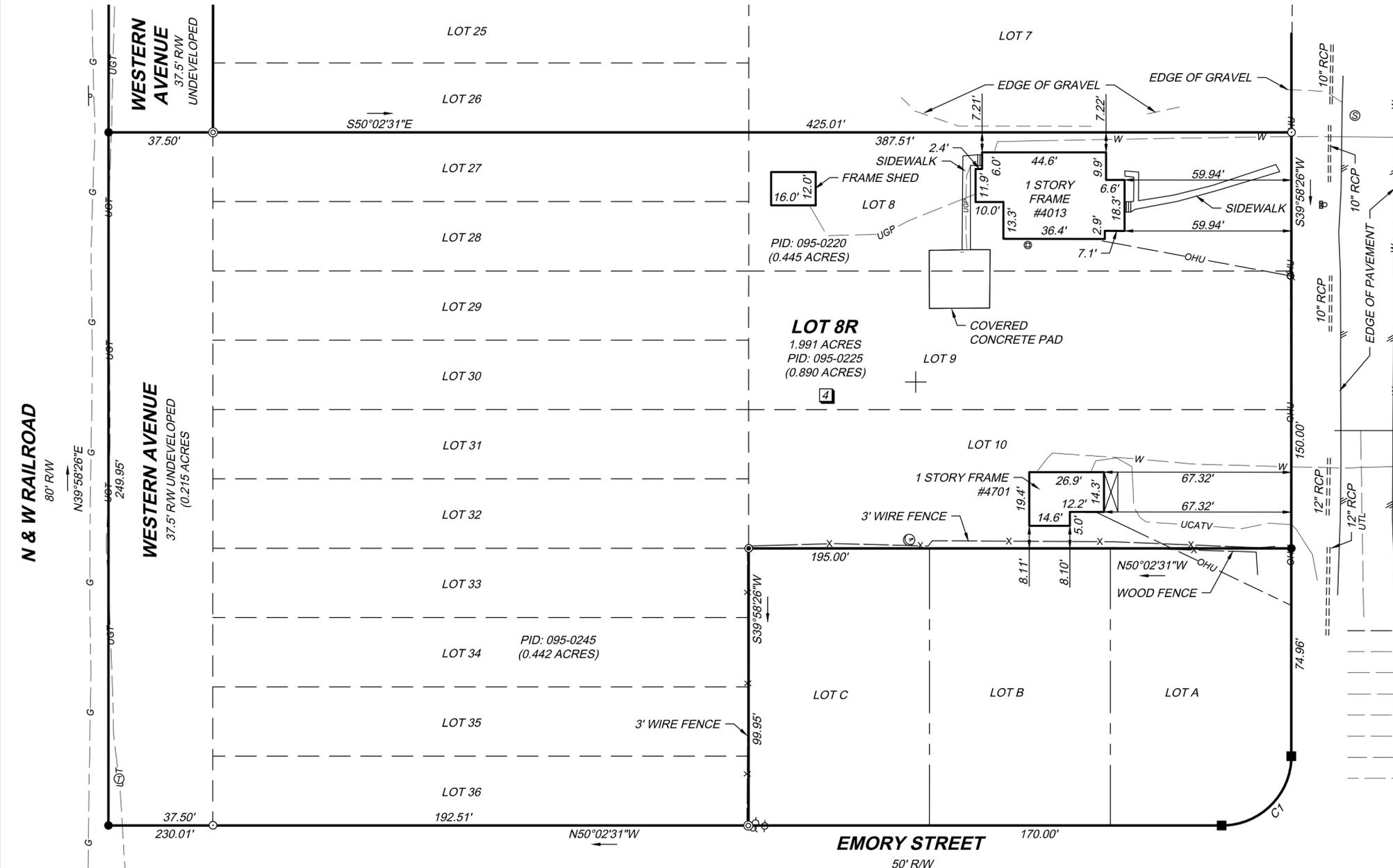
GENERAL NOTES

- Use: Mini Storage
- Zoning: B4
- Water: Virginia American Water Company
- Sewer: Public
- Drainage: Roadside Ditches
- Area:
 Area in Lots: 1.991 Acres
 Area in R/W: N/A
 Total Area: 1.991 Acres
- Number of Lots: 1
- Drainage, sanitary, water and utility easements are dedicated to the City of Hopewell or the Virginia American Water Company.
- Building lines: All building lines to conform to the City of Hopewell Zoning Ordinance.
- All interior property lines hereby deleted upon recordation of this plat.
- Based on graphic determination this property is in Zone "X" of the HUD defined flood hazard area as shown on F.E.M.A. Flood Insurance Rate Map, Community panel #5100800014C dated June 16, 2011.



THIS DRAWING PREPARED AT THE
TIMMONS OFFICE
 4701 Owens Way, Suite 900 | Prince George, VA 23875
 TEL 804.541.6600 FAX 804.458.1511 www.timmons.com

YOUR VISION ACHIEVED THROUGH OURS.
 Site Development Residential Infrastructure Technology



SURVEYOR'S CERTIFICATE

To the best of my knowledge and belief all of the requirements as set forth in the ordinance for approving plats of subdivision in the City of Hopewell, Virginia have been complied with.

W. M. Naulty L.S., NO. 2067

SOURCE OF TITLE

Parcel ID #095-0220
 Lots 8, 27 & 28, Block 4, Cedar Level
 The property embraced within the limits of this subdivision was conveyed to Amin Land Holdings, LLC, by deed dated _____ and recorded _____ as Instrument #080002231 in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia.

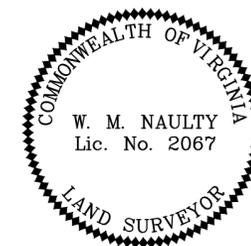
Parcel ID #095-0225
 Lots 9, 10, 29, 30, 31 & 32, Block 4, Cedar Level
 The property embraced within the limits of this subdivision was conveyed to Amin Land Holdings, LLC, by deed dated _____ and recorded _____ as Instrument #080002231 in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia.

SOURCE OF TITLE CONTINUED

Parcel ID #095-0245
 Lots 33, 34, 35 & 36, Block 4, Cedar Level
 The property embraced within the limits of this subdivision was conveyed to Amin Land Holdings, LLC, by deed dated _____ and recorded _____ as Instrument #080002231 in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia.

Portion of Western Avenue (Vacated)
 The property embraced within the limits of this subdivision was conveyed to Amin Land Holdings, LLC, by deed dated _____ and recorded _____ as Instrument # _____ in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia.

W.M. Naulty L.S., NO. 2067



**LOT 8R, BLOCK 4
 CEDAR LEVEL
 HOPEWELL, VIRGINIA**

DATE: June 12, 2018	SCALE: 1"=30'
SHEET 1 OF 1	J.N.: 41414-903
DRAWN BY: J. Livingston	CHECK BY: W.M. Naulty

TIMMONS GROUP

**DEPARTMENTAL MEMORANDUM
OFFICE OF THE CITY ENGINEER**



Date: June 28th 2018

To: Tevya Griffin, Director - Department of Development
Hopewell Planning Commission

From: Johnnie E. Butler, Department of Public Works
City Engineer

Reference: Request to vacate a segment of Public Right-of-Way [**PROW**]

Location: PROW bounded by Old Woodlawn Street / Norfolk Southern Railroad
Line / Emory Road / then back to Old Woodlawn Street again

City Engineer review comments are as follows:

The City Engineer reviewed the location on 06/27/2018.

The following comments and talking points were generated.

1. The existing R/W connection bordering up against the rail line offers no further value in terms of connecting back to Perrymont Road. A previous segment vacation eliminated that opportunity. Therefore, the R/W zone can be incorporated into the proposed development site without the City losing any benefits either present day or in the foreseeable future.
2. The drainage sheet flow will be design to continue on a positive flow path as part of the new site development engineering. The drainage outfall in this zone of vacation does not affect the bordering parcels.
3. There are no existing overhead public utility lines and/or poles within the subject alley right-of-way. Therefore, continued accessibility is not required.
(Dominion Energy/Verizon/Comcast)
4. No obstructions currently exist in the alley R/W. The accessibility route is being honored and intact without encroachments. There's no all-weather or hardened surface facility in the subject zone.
5. Closing the R/W would allow the zone to be incorporated into the betterments proposed by the developer.
6. This reviewer cannot foresee any negative impacts on adjoining properties nor potential objections by neighboring properties.

Summary: For the aforementioned reasons, DPW Division of Engineering has no objections and does recommend approval of the closure request.

JEB/City Engineer

BK 031 | PG 0631

THIS DEED, made and entered into this 22nd day of December, 1998, by and between VIRGINIA BAPTIST HOMES, INC., a Virginia corporation, party of the first part, Grantor, and RILEY E. INGRAM, SR., married, party of the second part, Grantee.

WITNESSETH: That for and in consideration of the sum of Ten Dollars (\$10.00), cash in hand and other good and valuable consideration paid by the party of the second part to the party of the first part, the receipt of which is hereby acknowledged, the said party of the first part does hereby grant, bargain, sell and convey with GENERAL WARRANTY OF TITLE and with ENGLISH COVENANTS OF TITLE unto Riley E. Ingram, Sr., married, said party of the second part, the following parcels of land:

PARCEL 1 - All that certain lot or parcel of land together with the improvements thereon and appurtenances thereunto lying, being and situate in the City of Hopewell, Virginia, and being known, numbered and designated as Lot 9, Block 10-A, Cedar Level Subdivision, as shown on a plat made by Glaucus A. Bryant, Engineer, entitled, "Cedar Level", dated September 6, 1915, and recorded in the Clerk's Office of the Circuit Court of Prince George, Virginia, in Plat Book 3, at Page 27, together with all right, title and interest in and to any other real estate owned by Lavenstein Realty Company, Inc., including, but not limited to the fee in the streets and reserved of undesignated strips of land in Cedar Level Subdivision, City of Hopewell, Virginia.

#-3678
- 212 - dos
11/11/98

BK 0311PG0632

Being the same property conveyed to Tazewell S. James and Cora Bell James, husband and wife as tenants by the entirety with the right of survivorship as at Common law, by Deed dated March 25, 1988 from Leonard Vess and Myrtle Vess, husband and wife, recorded in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia in Deed Book 210, at Page 553. The said Cora Bell James having departed this life testate in the year 1989 thereby vesting title to the said property in Tazewell S. James, her husband. The said Tazewell S. James having departed this life testate on January 19, 1996 and by operation of the Last Will and Testament of Tazewell S. James recorded in the Clerk's Office of the City of Hopewell, Virginia in Will Book 18, at Page 175, the property was devised to The Virginia Baptist Home of Cuspeper, Virginia in fee simple absolute.

Parcel II - All those certain lots or parcels of land situate, lying and being in the City of Hopewell, Virginia, and being known, numbered and designated as Lot 10 to 22 inclusive, Block 10-A, Cedar Level, a subdivision of said city as shown on a plat or plan thereof duly of record in the Clerk's Office of the Circuit Court of Prince George County in Plat Book 3 at Page 27.

Being the same property conveyed to Tazewell S. James and Cora Bell James, husband and wife, as tenants by the entirety with the right of survivorship as at Common Law, by Deed dated September 11, 1984 from Tula O. Lipscomb a/k/a Tula Olive Lipscomb, widow, recorded in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia in Deed Book 186, at Page 245. The said Cora Bell James

BX 0311 PG 0633

having departed this life testate in the year 1989 thereby vesting title to the said property in Tazewell S. James, her husband. The said Tazewell S. James having departed this life testate on January 19, 1996 and by operation of the Last Will and Testament recorded in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia in Will Book 18, at Page 175 of Tazewell S. James the property was devised to The Virginia Baptist Home of Culpeper, Virginia (same as Virginia Baptist Homes, Inc.) in fee simple absolute.

Parcel III - All that certain parcel of land lying, situate and being in the City of Hopewell, Virginia known and designated as that vacated portion of Beech Street designated as 0.088 Acre on a plat entitled "Plat of Portion of Beech Street to be vacated between Blocks 4 & 10-A Cedar Level Hopewell, Virginia," dated July 22, 1988, recorded and attached to a Deed from The City of Hopewell, a municipal corporation, to Tazewell S. James and Cora Bell James, husband and wife, as joint tenants, dated August 24, 1988, recorded in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia in Deed Book 217, at Page 46. The said Cora Bell James having departed this life, testate, in 1989 and by her Last Will and Testament devised the aforesaid property to her husband, Tazewell S. James. The said Tazewell S. James having departed this life, testate, on January 19, 1996 and by the terms of his Last Will and Testament recorded in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia in Will Book 18, at Page 175 devised the property to The Virginia Baptist Home of Culpeper, Virginia, in fee simple.

BK 031 PG 0634

Reference is herewith had to the above-mentioned plats and deeds for a more complete and accurate description of the land herein conveyed.

This conveyance is made expressly subject to the easements, conditions, restrictions and reservations contained in duly recorded deeds, plats and other instruments constituting constructive notice in the chain of title to the property hereby conveyed which have not expired by a limitation of time contained therein or have not otherwise become ineffective.

All record references are to the Circuit Court Clerk's Office of the City of Hopewell, Virginia.

IN WITNESS WHEREOF, Virginia Baptist Homes, Inc., a Virginia corporation, has caused this deed to be executed by Randall Robinson, its President, said official being duly authorized therefor.

WITNESS the following signature and seal.

VIRGINIA BAPTIST HOMES, INC.,
a Virginia corporation

By:  (SEAL)
Randall Robinson, President

STATE OF VIRGINIA

COUNTY OF CULPEPER, to-wit:

The foregoing deed was acknowledged before me this 28 day of

December, 1998, by RANDALL ROBINSON, PRESIDENT of VIRGINIA BAPTIST HOMES, INC., a Virginia corporation.

*Conveyed by Will to Va Baptist Homes, Inc.
WB 18 pg 175*

608
TAX \$2.00
Add. 91.00
TAX

12.00.00

Deed Book 210 Page 553

THIS DEED, made and entered into this 25th day of March, 1988, by and between LEONARD VESS and MYRTLE VESS, husband and wife, and W. L. BROADDUS, JR., divorced, parties of the first part, and TAZEWELL S. JAMES and CORA BELL JAMES, husband and wife, parties of the second part.

WITNESSETH: That for and in consideration of the sum of Ten Dollars (\$10.00) cash in hand paid, and other good and valuable consideration the receipt whereof is hereby acknowledged, the said parties of the first part do hereby bargain, grant, sell and convey unto the said parties of the second part, as tenants by the entireties with the right of survivorship as at common law, with ENGLISH COVENANTS AND GENERAL WARRANTY OF TITLE, the following described property, to-wit:

All that certain lot or parcel of land together with the improvements thereon and appurtenances thereunto lying, being and situate in the City of Hopewell, Virginia, and being known, numbered and designated as Lot 9, Block 10-A, Cedar Level Subdivision, as shown on a plat made by Glaucus A. Bryant, Engineer, entitled, "Cedar Level", dated September 6, 1915, and recorded in the Clerk's Office of the Circuit Court of Prince George, Virginia, in Plat Book 3, at Page 27, together with all right, title and interest in and to any other real estate owned by Lavenstein Realty Company, Inc., including, but not limited to the fee in the streets and reserved or undesignated strips of land in the Cedar Level Subdivision, Hopewell, Virginia.

Being the same property conveyed to Leonard Vess and W. L. Broaddus, Jr. by deed dated October 23, 1981, duly recorded in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia, in Deed Book 174, at Page 462.

This conveyance is made subject to conditions, restrictions, reservations and easements of record in prior chain of title to the extent they may lawfully apply to the property hereby conveyed.

SLADES &
BUTTERWORTH
ATTORNEYS AT LAW
701 WEST BROADWAY
HOPWELL,
VIRGINIA 22880

1426
15.60
At 25
7.

THIS DEED, Made this 23rd day of October, 1981, by and between Churchill G. Dunn, Receiver of Lavenstein Realty Company, Inc., party of the first part, and Leonard Vess and W. L. Broadus, Jr., parties of the second part.

WHEREAS, by Decree entered March 16, 1942, by the Circuit Court of the City of Petersburg, Virginia, of record in said Clerk's Office, in Chancery Order Book 20 at Page 411, Churchill G. Dunn was appointed Receiver of the estate and effects of Lavenstein Realty Company, Inc., a defunct corporation of the Commonwealth of Virginia, whose right to do business in the Commonwealth of Virginia was revoked on May 31, 1938, for failure to pay the annual registration and franchise fees assessed against the corporation for the two years preceding such revocation; and

WHEREAS, by Decree entered by the Circuit Court of the City of Hopewell, Virginia, on the 14th day of October, 1981, in the chancery cause styled, "Leonard Vess, et al vs. Churchill G. Dunn, Receiver of Lavenstein Realty Company, Incorporated", the said Churchill G. Dunn, Receiver of Lavenstein Realty Company, Inc. was directed upon the payment of certain fees and delinquent real estate taxes by the complainants therein to execute and deliver to the parties of the second part a good and sufficient deed of bargain and sale with Special Warranty of Title conveying the hereinafter described property; and

WHEREAS, the said Leonard Vess and W. L. Broadus, Jr. have paid the costs incident to the aforesaid Chancery cause of Leonard Vess, et al vs. Churchill G. Dunn, Receiver of Lavenstein Realty Company, Inc. the taxes on Lot 9, Block 10-A, Cedar Level Subdivision, Hopewell, Virginia, from the year 1961 through the first half, 1981, and the sum of \$ 100.00 to the party of the first part herein as indicated by the aforesaid decree.

NOW, THEREFORE, WITNESSETH: that for and in consideration of the premises herein and the sum of Ten Dollars (\$10.00) and other valuable considerations, cash in hand paid, receipt of which is hereby acknowledged, the said party of the first part

does hereby grant and convey unto the said parties of the second part with Special Warranty of Title, the following described property, to-wit:

All that certain lot or parcel of land together with the improvements thereon and appurtenances thereunto lying, being and situate in the City of Hopewell, Virginia, and being known, numbered and designated as Lot 9, Block 10-A, Cedar Level Subdivision, as shown on a plat made by Glaucus A. Bryant, Engineer, entitled, "Cedar Level", dated September 6, 1915, and recorded in the Clerk's Office of the Circuit Court of Prince George, Virginia, in Plat Book 3 at Page 27 together with all right, title and interest in and to any other real estate owned by Lavenstein Realty Company, Inc., including, but not limited to the fee in the streets and reserved or undesignated strips of land in Cedar Level Subdivision, Hopewell, Virginia.

It being a part of the same property conveyed to Lavenstein Realty Company, Inc., by deed dated May 1, 1924, from Cedar Level Land Company, Inc., said deed of record in the Clerk's Office of the Circuit Court of Prince George County, Virginia, in Deed Book 84 at Page 428.

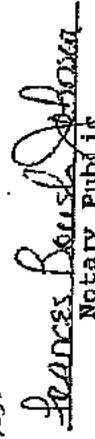
WITNESS the following signature and seal:


Churchill G. Dunn, Receiver
of Lavenstein Realty
Company, Inc.

STATE OF VIRGINIA,

CITY/COUNTY OF Petersburg, to-wit:

The foregoing instrument was acknowledged before me this 23rd day of October, 1981, by Churchill G. Dunn, Receiver of Lavenstein Realty Company, Inc.
My commission expires January 22, 1983.


Notary Public

VIRGINIA:
In the Clerk's Office of the Circuit Court of the City of Hopewell on the 23rd day of October 1981 at 1:00 p.m.
This deed was this day received and, for the certificate of acknowledgment thereto annexed, admitted to record, State, local and additional tax paid.

TESTE: Marie W. Roeder, CLERK
By Maria W. Roeder

Examined by KWF
and delivered to
Mark Stoker Attorney

AGREEMENT FOR SALE AND PURCHASE OF REAL ESTATE

This Agreement for Sale and Purchase of Real Estate (the "Agreement") is made this 19th day of September, 2018 (the "Execution Date"), between RILEY E. INGRAM, an individual, whose address is 3302 OAKLAWN BLVD HOPWELL, VA 22384 ("Seller"), and AMIN LAND HOLDINGS LLC, a Delaware limited liability company, whose address is 1621 N. Kent Street, Suite 1115, Arlington, VA 22209, or its assignee ("Buyer").

Statements of Fact:

A. Seller is the owner of certain land and associated property interests known as a portion of Western Avenue on the north side of Block 4, Cedar Level (the "Property") situated in the City of Hopewell, Commonwealth of Virginia ("State"), as more particularly described on Exhibit A annexed hereto.

B. Seller desires to sell the Property to Buyer, and Buyer desires to purchase the Property from Seller, upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, for and in consideration of the sums and the mutual covenants and conditions hereinafter set forth, the receipt and sufficiency of which are hereby mutually acknowledged, Seller and Buyer agree as follows:

1. *Purchase and Sale.*

1.1. Seller hereby agrees to sell and convey to Buyer, and Buyer hereby agrees to purchase from Seller for the Purchase Price, all of Seller's right, title and interest in the Property upon the terms and conditions set forth in this Agreement.

2. *Purchase Price.*

2.1. The Purchase Price is Five Thousand and No/100 Dollars (\$5,000.00). The Purchase Price shall be paid in accordance with Section 6.

3. *Adjustments.*

All adjustments, including without limitation real estate taxes, assessments, and water and sewer charges (collectively, "Adjustments"), shall be adjusted, apportioned, and allowed as of the Closing Date. Any estimates, errors, or omissions in computing Adjustments at Closing shall be finalized and/or corrected and properly adjusted between the Parties as soon as practicable thereafter.

4. *Closing Costs and Fees.*

4.1. Seller and Buyer shall each pay the fees and expenses of its own counsel in connection with this sale. Seller shall pay the State grantor's transfer tax. Buyer shall pay all other transfer taxes, recordation taxes, transfer or recording fees, the cost of examination of title, survey and title insurance, escrow charges, draft of the Deed, and all other costs of Closing. The Seller will also be responsible for the cost of releasing any liens and encumbrances against the Property.

5. *Payment.*

Reference is made to that certain Escrow Agreement dated on even date herewith (the "Escrow Agreement"), made by and between Seller, Buyer and Frontier Title II, LLC (the "Escrow Agent"). On the Execution Date, Buyer shall tender the Purchase Price to the Escrow Agent to be held in escrow pending the Closing and satisfaction of the contingencies set forth herein in accordance with the terms of the Escrow Agreement.

6. *Closing.*

The closing (the "Closing") shall be held on the day after the satisfaction of the contingencies set forth in Section 7 below. Should the Closing not occur within sixty (60) days from the Execution Date, then this Agreement shall automatically terminate and the Purchase Price shall be reimbursed to the Buyer.

7. *Contingency*

The Closing shall be contingent on the following:

- a. The Seller's representations and warranties shall be true, correct, and valid as of the Closing date.
- b. The municipality in which the Property is located has tendered to Seller a quitclaim deed with respect to its interest in the Property in form and substance acceptable to Buyer in its sole discretion.
- c. The Escrow Agent (from whom Buyer has ordered a commitment for an owner's policy of title insurance) shall have issued to Buyer a proforma policy of owner's title insurance with respect to the Property in form and substance reasonable satisfactory to Buyer, insuring that upon recording the Deed (as defined below) Buyer have title to the Property in the condition required under Section 10.1 below, and for which the only requirement for issuance of a final policy of title insurance is the payment of the required premium.

8. *Deed.*

8.1. As of the Execution Date, Seller shall execute and deliver to Escrow Agent, in recordable form, a duly executed and acknowledged Special Warranty Deed (the

“Deed”), conveying all of Seller’s rights, title and interest in and to the Property to Buyer as well as an Affidavit of Title if required by the Title Company.

8.2. Seller shall deliver possession of the Property to Buyer at Closing, free and clear of all leases, tenants, and other occupants.

8.3. At Closing, Seller will satisfy and release of record any and all judgments, liens, mortgages and monetary encumbrances against the Property.

9. *Title.*

9.1. Title to the Property shall be good of record and in fact, fully marketable, insurable at standard title company insurance rates, and subject to no title exceptions except for (a) a standard survey exception, (b) ad valorem taxes thereon not yet due and payable, and (c) any exceptions created or permitted by the act, omission or consent of Buyer.

10. *Seller’s Representations, Warranties, and Covenants.*

10.1. Seller represents and warrants to Buyer as of the date hereof and as of the Closing Date, knowing and intending that Buyer is relying thereon in executing this Agreement, as follows:

- a. Seller owns fee simple title to the Property;
- b. Neither Seller nor any portion of the Property is in the hands of a receiver nor is an application for such a receiver pending and Seller has made no assignment for the benefit of creditors, nor has Seller filed, or had filed against it, any petition in bankruptcy or similar act relating to debtors and creditors;
- c. Seller is not a “foreign person” as that term is defined in the Internal Revenue Code and no withholding tax is necessary at the time of Closing because Seller is a United States taxpayer;
- d. To Seller’s knowledge, the Property is in compliance with all applicable laws, and Seller has received no notice of any violations of any applicable laws with respect thereto;
- e. To Seller’s knowledge, no chemical or other material or substance, exposure to which is prohibited, limited or regulated by the any federal, state or local governmental authority under any applicable laws (collectively, “Hazardous Materials”) exist at, in, on or under the Property, nor have any Hazardous Materials been released, nor is there any threat of the release of any Hazardous Materials, at, on, into, under or from the Property; and

f. Neither Seller, nor, to Seller's knowledge, any other person, has used, stored, disposed of or released, or caused or authorized third parties to use, store, dispose of or release, any Hazardous Materials in, on or under the Property.

10.2. Seller shall indemnify, defend, reimburse and hold Buyer and its affiliates (and their respective members, shareholders, officers and employees) harmless from and against any and all claims, damages, penalties, awards, losses, liabilities, costs and expenses, including without limitation reasonable attorneys' fees and court costs (collectively, "Losses"), arising out of or incurred in connection with any breach of any of the foregoing representations and warranties of Seller, whether such Losses accrue or arise before, at or after the Closing. The foregoing indemnification obligations will survive the Closing and delivery of the Deed.

11. *Governing Law.*

11.1. This Agreement shall be construed in accordance with the laws of the State of Virginia and any litigation or alternative dispute resolution shall be venued in the State of Virginia.

12. *Successors and Assigns.*

12.1. This Agreement shall inure to the benefit, and shall be binding upon the Parties hereto and their respective successors and permitted assigns. The Parties agree for themselves and their heirs, executors, administrators, representatives, successors, and permitted assigns to execute any instruments that may be necessary or proper to carrying out the intent and purposes of this Agreement.

13. *Remedies.*

13.1. Should either party default under this Agreement, the non-defaulting party shall have the right to seek any remedies available to them in law or equity. In the event of any dispute hereunder, the non-prevailing party shall reimburse the prevailing party for its reasonable attorneys' fees and court costs in connection with the resolution thereof.

13.2. BUYER AND SELLER EACH HEREBY WAIVES TRIAL BY JURY IN ANY PROCEEDINGS BROUGHT BY EITHER PARTY IN CONNECTION WITH ANY MATTER ARISING OUT OF OR RELATING TO THE PROPERTY, THIS AGREEMENT OR THE TRANSACTION CONTEMPLATED HEREUNDER.

[REMAINDER OF PAGE BLANK; SIGNATURES FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date first above written.

SELLER:



RILEY E. INGRAM

BUYER:

Amin Land Holdings LLC,
a Delaware limited liability company

By: 
Name: Ashish Amin
Title: Manager

EXHIBIT A

Legal Description

ALL that certain lot, piece or parcel of land, with all improvements thereon and appurtenances thereunto belonging, lying, being and situated in the City of Hopewell, Virginia, being a portion of Western Avenue, 0.215 acres more or less as shown on that certain plat prepared by Timmons Group, dated June 12, 2018 and last revised September 18, 2018, entitled "LOT 8R, BLOCK 4, CEDAR LEVEL, HOPEWELL, VIRGINIA", more particularly described as follows:

Starting at a point on the northern right of way line of Old Woodlawn Street and the eastern right of way line of Emory Street, thence along Emory Street along a curve to the right having a radius of 25.00 feet, a length of 39.26 feet, an interior angle is 89 degrees 59 minutes 03 seconds, a chord bearing of South 84 degrees 57 minutes 58 seconds West and a chord distance of 35.35 feet to a point, thence North 50 degrees 02 minutes 31 seconds West a distance of 362.51 feet to a rod found, said rod lying on the southern right of way line of Western Avenue and the eastern right of way line of Emory Street, being the true point and place of beginning, thence along said right of way line of Emory Street North 50 degrees 02 minutes 31 seconds West a distance of 37.50 feet to a rod set, said rod lying on the northern right of way line of Western Avenue, thence along said right of way line North 39 degrees 58 minutes 26 seconds East a distance of 249.95 feet to a rod set, thence crossing said right of way South 50 degrees 02 minutes 31 seconds East a distance of 37.50 feet to a pipe found, said pipe lying on the southern right of way line of Western Avenue, thence along said right of way line South 39 degrees 58 minutes 26 seconds West a distance of 249.95 feet to a rod found, said point being the true point and place of beginning and containing 0.215 acres more or less.

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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: Funding Request for City of Refuge

RECOMMENDATION: Council take action as they deem appropriate to a request from City of Refuge for annual funding from the City in the amount of \$50,000 per year.

TIMING: Immediate

BACKGROUND: The City of Refuge program, which is operated by the City Point Restoration Church in Hopewell, is an opioid addiction treatment program which has been successfully operating within the city over the past several months. They are successfully providing a path to sobriety for opioid addicts from the area including from the city of Hopewell. They have graduated one group already from the program and are working towards another graduating group in the near future. The annual operating costs of the program is \$164,668.75. They have been attempting to fund this program through donations and grants, but the long term sustainability of the program can only be achieved through consistent funding streams. The City of Refuge requests annual funding from the City in the amount of \$50,000. This will hopefully provide the momentum for other agencies and localities to also contribute funds towards the full funding of the program, making the program sustainable. With this program serving as a pre-trial diversion program, Hopewell residents participating in the program instead of being incarcerated in Riverside Regional Jail, will save the City \$44 per day or \$11,088 for the nine month program, for every pre-trial diversion. Just 5 Hopewell residents going through the nine month long program within the course of the year, instead of serving time in Riverside Regional Jail would pay for the annual contribution requested.

Council Action Form 2017

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|--|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, 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 S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Tony Zevgolts, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

**Insert
Date of
Meeting**

City Point Restoration Church

City of Refuge

Funding Request Summary

Current Enrollment of Hopewell Residents in the Opioid Addiction Program	5
Length of Rehabilitation Program at City of Refuge (Months)	9
Cost of Incarceration per day at Riverside Regional Jail	\$44
Cost of Incarceration for 9 months in Riverside Regional Jail	\$11,088
Cost for 5 Inmates for 9 Months in Riverside Regional Jail	\$55,440
City of Refuge Annual Funding Request from the City of Hopewell to Sustain And Build the Program	\$50,000

Other Funding Sources for City of Refuge

- Public Donations
- Other Faith Based Groups
- Grants (State and Federal)
- John Randolph Foundation
- Cameron Foundation
- Corporate Sponsors

FISCAL IMPACT: \$50,000

ENCLOSED DOCUMENTS: Letter from City of Refuge, City of Refuge Recovery Center Budget, and Funding Request Summary

STAFF: J. March Altman, City Manager
Charles Dane, Assistant City Manager

Council Action Form 2017

SUMMARY:

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Tony Zevgolis, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7

<p>Insert Date of Meeting</p>
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City of Refuge, Hopewell Recovery Center
2300 Bluefield St
PO Box 379, Hopewell, VA 23860 (mailing)

August 15, 2018



Mr. March Altman, Jr.
City Manager
Municipal Building
300 N Main Street
Hopewell, VA 23860

Re: City of Refuge – Hopewell

Dear Mr. Altman:

Thank you and Charlie Dane for meeting with some of the Board of Directors on August 15, 2018. We appreciate your advice, encouragement and support for the Recovery Center.

As we discussed, the City of Refuge is requesting \$50,000 from the City of Hopewell to assist with the operation of the Recovery Center. As requested I am attaching a copy of our projected budget.

If we can provide additional information, please contact us.

Sincerely,

Thurman W. Collier
Board of Directors
Chairman City of Refuge

CITY OF REFUGE, HOPEWELL RECOVERY CENTER

**CITY OF REFUGE – HOPEWELL RECOVERY CENTER
PROJECTED BUDGET**

Salary and benefits	\$131,000.00
Equipment	5,500.00
Supplies	9,743.75
Marketing and Outreach	2,000.00
Events	2,000.00
Professional fees	2,000.00
Travel	5,880.00
Liability insurance	545.00
Facilities	6,000.00
TOTAL	\$164,668.75

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request to appropriate funding for the Hopewell Riverwalk project.

ISSUE: The City has received generous funding from the 2016 Virginia General Assembly in the amount of \$100,000 and from Friends of the Lower Appomattox River in the amount of \$40,680 in support of construction of the Hopewell Riverwalk. Now that construction is slated to begin, the funding needs to be appropriated for use on the Riverwalk project.

RECOMMENDATION: The City Administration recommends that the funding received from the Virginia General Assembly and FOLAR, totaling \$140,680, be appropriated for the Hopewell Riverwalk project.

TIMING: City Council action is requested on Tuesday, September 25, 2018.

BACKGROUND: None.

FISCAL IMPACT: The funding has already been received by the city as revenue and now needs to be appropriated to be expended on the project.

ENCLOSED DOCUMENTS: None.

STAFF: Aaron Reidmiller, Director, Recreation and Parks
Austin Anderson, Construction Manager, Public Works/Engineering

SUMMARY: Funding provided by the Virginia General Assembly and Friends of the Lower Appomattox River, in support of the Hopewell Riverwalk, needs to be appropriated to cover construction expenses for the Hopewell Riverwalk project.

- | | | |
|--------------------------|--------------------------|---|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor, Brenda S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Christina J. Luman-Bailey, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |

- | | | |
|--------------------------|--------------------------|-------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine E. Gore, Ward #4 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Wayne Walton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jackie Shornak, Ward #7 |

Hopewell Riverwalk

INCOME

Riverwalk:	Aug-15		
Cash		230	
John Partin		<u>50</u>	
			280
Riverwalk:	Sep-16		
Allison Partin		50	
John B. Partin		100	
John B. Partin		<u>50</u>	
			200
Riverwalk:	Oct-16		
John B. Partin		50.00	
William P. Butler		<u>100.00</u>	
			150.00
Corporate	Apr-16		
James River Genco		<u>500</u>	
			500
Corporate	Jun-16		
Dominion Foundation		10,000	
NiSource Charitable Fc		<u>12,500</u>	
			22,500
RiverWalk	Jul-16		
Hopewell Manufacture		<u>20000</u>	
			20000
		TOTAL	43630

EXPENSE

Riverwalk:			
John K. George		<u>(2,950)</u>	
			(2,950)
		BALANCE	40,680

R-4

**REPORTS
OF THE
CITY
ATTORNEY**

HOPEWELL CITY COUNCIL RULES OF PROCEDURE

These rules are authorized by the Hopewell Charter, Chapter IV, Section 4

CONDUCT OF MEETINGS— ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY

101. Robert's Rules of Order; Parliamentarian; Presiding Officer – Where these rules are silent, *Robert's Rules of Order* prevails (Charter IV.4). The city attorney is parliamentarian, whose ruling, when requested by or through the presiding officer, is final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chairman (see Rule 103) is the presiding officer.

[Approved 6.26.18 (this and other rules are to be adopted once all rules are approved)]

102. Roll Call; Quorum – The presiding officer takes the chair at the appointed meeting hour, and immediately calls council to order. The clerk then calls the roll, and enters in the meeting minutes the names of the councilors as present or absent. In the absence of a quorum, the clerk attempts to procure the attendance of absent councilors. A quorum exists when a majority of all councilors is present (Charter IV.4).

103. Temporary Chairman – In the absence of the mayor and vice mayor, the clerk calls council to order, and calls the roll. If a quorum exists, council elects by majority vote of those present one of its members to be temporary chairman until the mayor or vice mayor appears.

104. Appeals – See Rule 101.

106. Presiding Officer's Designee – The presiding officer may designate another councilor to preside for a single issue. If the mayor is the presiding officer, the vice mayor is designated. If the vice mayor is unavailable, the presiding officer may designate any other councilor.

204. Voting Order – Roll call for voting is by ward number. At the first meeting in January, the roll call starts with the Ward 1 councilor, and proceeds numerically, through the Ward 7 councilor. At each meeting thereafter, the roll call is rotated by beginning with the Ward 2 councilor at the second meeting, and so on until each councilor has voted first. Once all councilors have voted first, the process repeats.

[Except as otherwise indicated, the above were approved 9.11.18; those not included have not been approved]

Current . . .

105. **Voting** – All questions shall be stated and put by the Chair. All votes concerning the approval of any Ordinance or Resolution shall be by roll call by the Clerk, followed by immediate statement of result. All other votes may be taken by “ayes” and “nays,” or by roll call, at the discretion of the Chair. It shall not be in order for members to explain their vote during the call of the roll. Silence shall be recorded as an affirmative vote.

Proposed changes (as redlined as of 6/26/18 meeting) . . .

105. ~~**Voting** – All questions shall be stated and put by the Chair. All votes concerning the approval of any Ordinance or Resolution shall be by roll call by the Clerk, followed by immediate statement of result.~~ **Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call ~~by the Clerk, followed by immediate statement of result.~~ All other votes ~~may be taken~~ are by “ayes” and “nays,” ~~or by~~ (Charter IV.8), unless the presiding officer requests a roll call, ~~at the discretion of the Chair. It shall not be in order for members to explain their vote during the call of the roll. Silence shall be recorded as an affirmative vote.~~

Proposed changes (redlined per comments at 6/26/18 meeting) . . .

105. **Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (Robert's Rules), a councilor who abstains or otherwise fails to vote without having been excused under this rule or Rule 209 may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

Proposed changes (redlined per comments at 9/11/18 meeting) . . .

105. **Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. ~~All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (Robert's Rules), a councilor (a) who abstains or otherwise is present but fails to vote without having been excused under this rule, or (b) who, in violation of Rule 209, excused himself or herself from the meeting to avoid voting,~~ may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

Proposed changes (clean) . . .

105. **Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the

presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (*Robert's Rules*), a councilor (a) who is present but fails to vote without having been excused under this rule, or (b) who, in violation of Rule 209, excused himself or herself from the meeting to avoid voting, may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

Current . . .

MEMBERS – DUTIES AND PRIVILEGES

201. **Seating Arrangement** – Members shall occupy the respective seats in the Council Chamber assigned as follows: The Mayor shall occupy the seat at the center desk; the Vice Mayor shall occupy the seat at the desk to the immediate left of the Mayor; the Immediate Past Mayor shall occupy the seat at the desk to the right of the Mayor; the remainder of Councilors shall be assigned desks chronologically by Ward Number, starting with Ward One to the far left of the Vice Mayor and the remaining Wards to the far right of the Immediate Past Mayor or Mayor if no Immediate/Former Past Mayor is serving on Council. The two remaining seats to the far left of the Mayor shall be occupied by the City Manager and City Attorney and the two remaining seats to the far right of the mayor shall be occupied by the City Clerk and the Assistant City Clerk. (See Minute Book No. 23, Page No. 348) (See Minute Book 24, Page No. 474 & 475 7/14/98.) Reconfiguration of Diagram 7/14/98.) (See Minute Book 26, Page 101, 7/3/00.)



Assistant City Clerk	City Clerk		Immediate Former Mayor	Mayor	Vice Mayor		City Manager	City Attorney	
The four wards not represented by the Mayor, Vice Mayor and Immediate Past Mayor (*if there is one) are seated in chronological order to the far left of the Mayor with the first consecutively numbered ward.									

Proposed changes (redlined per then-clerk Kearney as of 3.13.2017) . . .

CONDUCT OF MEETINGS—
MEMBERS –DUTIES AND PRIVILEGES OF COUNCIL

201. **Seating Arrangement**—Members shall occupy the respective seats in the Council Chamber assigned— Councilors are seated at the council chamber dais as follows: The Mayor shall occupy the seat at the ; center desk; the Vice Mayor shall occupy the seat at the desk to the ; vice mayor: immediate left of the Mayor; the mayor; immediate past mayor: immediate Immediate Past Mayor shall occupy the seat at the desk to the right of the

Current . . .

209. **Excuse During Meeting** – Any member desiring to be excused while Council is in session shall obtain such permission from the presiding officer.

Proposed changes (redlined as of 7/1/18) . . .

209. **Excuse During Meeting** – Any ~~member desiring to~~councilor may be excused ~~while Council is in session shall obtain such~~during a meeting, with permission ~~from~~of the presiding officer.

Proposed changes (redlined per comments at 9/11/18 meeting) . . .

Excuse During Meeting – Any councilor may ~~be excused himself or herself during a meeting, with permission of the presiding officer~~except to avoid voting.

Proposed (clean) . . .

209. Any councilor may excuse himself or herself during a meeting, except to avoid voting.

**REPORTS
OF THE
CITY CLERK**

REPORTS OF THE CITY COUNCIL

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

ADJOURN