

# AGENDA



## CITY OF HOPEWELL

Hopewell, Virginia 23860

### AGENDA

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### CITY COUNCIL

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

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

Date: March 26, 2019

MUNICIPAL BUILDING

Closed Meeting: 5:30 p.m.  
Work Session 6:30 p.m.  
Regular Meeting: 7:30 p.m.

### OPEN MEETING

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

### RECONVENE OPEN MEETINGS

**CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D):** *Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting on February 26, 2019?*

Roll Call

**CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D):** *Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting on March 5, 2019?*

Roll Call

**SUGGESTED MOTION:** To go into closed meeting for (1) discussion and consideration of specific appointees of city council (boards, commissions, authorities); (2) discussion of specific appointees or employees of city council (city manager, city clerk, city attorney); (3) discussion concerning a prospective business or industry where no previous announcement has been made of the business's interest in locating its facilities in the community (Project Bamboo); (4) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body (Green Plains, registrar, cemetery); and (5) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters, requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (5), (7), and (8), respectively.

Roll Call

### CLOSED MEETING

### RECONVENE OPEN MEETING

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

**Roll Call**

**SUGGESTED MOTION:** To amend/adopt agenda

**Roll Call**

**WORK SESSION**

**6:30 p.m.** Tax Assessment Work Session

**REGULAR MEETING**

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

Prayer by Rev. Tamara Blow of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Bennett.

**Consent Agenda**

*All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.*

- C-1** **Minutes:** February 12 and February 26, 2019
- C-2** **Pending List:**
- C-3** **Routine Approval of Work Sessions:** Joint Work Session with School Board – 4-10-19
- C-4** **Personnel Change Report & Financial Report:** Finance Report attached
- C-5** **Ordinances on Second & Final Reading:**
- C-6** **Routine Grant Approval:**
- C-7** **Public Hearing Announcement:** Tax Rate Public Hearing – 4-9-19
- C-8** **Information for Council Review: Minutes:** Hopewell Redevelopment and Housing Authority 1-14-19; Keep Hopewell Beautiful – 12-12-18 and 1-9-19
- C-9** **Resolutions/Proclamations/Presentations:** Women Veterans’ Week proclamation; Women’s History Month proclamation;
- C-10** **Additional Announcements:** Status of Council Office Renovation; Riverwalk Grand Opening 4-6-19

**Public Hearings**

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

**PH-1 Conditional Use Permit – Barber Construction Company**

**ISSUE:** The City of Hopewell has received a request from Barber Construction for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Non-Conforming Lots, R-2, Medium Density Residential Zoning District, of the Hopewell Zoning Ordinance. The applicant proposes to build a single-family detached home on Sub-Parcel #014-2365, further identified as Lots 1-5 Block 138 Subdivision: Battleground Annex.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**PH-2 Amendment of Article XVII, Section F of the Hopewell Zoning Ordinance**

**ISSUE:** Currently, a permitted structure is allowed to be built on a nonconforming lot of record in all zoning districts except the Residential Medium Density, R-2 District, if the developer adheres to two criteria. This amendment would require a conditional use permit be approved by City Council for permitted structures on non-conforming lots of record in all zoning districts.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**Communications from Citizens**

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

**Regular Business**

**Reports of City Manager:**

**R-1 Project Bamboo**

**ISSUE:** Project Bamboo is a competitive Industrial Development Proposal looking at Hopewell as one of three potential sites for a new estimated \$160,000,000 development.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**R-2 Workforce Development**

**ISSUE:** For over a year, we have been working with local schools and governments to develop workforce training and an expanded CTE program for our communities. We have also been working on a youth summer program to introduce high school students to the requirements of employment. At a recent Council meeting, industry representatives came before City Council with these same goals. In addition, Mayor Gore arranged and participated in, a meeting with State Government staff related to this topic. From these meetings, it appears there may be grant and/or workforce development funds available for one or both programs.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**R-3 Virginia First Cities Legislative Update**

**ISSUE:** Virginia First Cities will provide an informational presentation to City Council on VFC’s history, update on the 2019 General Assembly legislative session, and state budget to include conferee’s report.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**Reports of the City Attorney:** Council rules

**Reports of the City Clerk:** Boards, Committees, Commissions Vacancies

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	1	6
Board of Building Code and Fire Prevention Code Appeals	2	3
Board of Zoning Appeal	4	1
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	9	1
Dock Commission	0	5
Economic Development Authority	3	4
Historic Preservation Committee	5	2
Friends of the Appomattox River	1	1
Keep Hopewell Beautiful	4	6
Planning Commission/Wetlands Board	4	1
Recreation Commission	4	3
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	11	4
Virginia Gateway Region	1	1

**Reports of City Council:**

**Committees**

**Establish and appoint members to the City Council Retreat Committee**

**Individual Councilors**

- |      |                  |   |
|------|------------------|---|
| IR-1 | Gore             | <b>Polco</b> – this site offers municipalities a way to get verified and civil input on demand. It is a way for the City to solicit and receive direct input from its citizens. I am asking Council to use a portion of its marketing budget to purchase this software. (return item)   |
| IR-2 | Randolph         | <b>Limiting agenda IR and CCR's</b> for each council meeting. In order to keep the regular agenda from continually going into the early hours of the next day and having constituents leaving or turning council off, I would like to propose that we limit per councilor and per meeting the number of IRs and CCRs. While suggesting a total for both IR and CCR per meeting at a total of 8 or per councilor a total per meeting of 2, I am also looking for suggestions from the other councilors as to what we all feel is reasonable.   |
| IR-3 | Denton<br>Partin | <b>Public Declaration of Personal and Economic Interests--</b> The City of Colonial Heights has a section on their agendas where city councilors publicly declare any personal or economic interests they may have on agenda items. We would like council to add this to all agendas and place it after adopting the consent agenda and before the public hearings. We believe this will improve the professionalism of council meetings and increase transparency.   |
| IR-4 | Partin           | <b>5 Year Plan to Raise the City's Rainy Day Fund to 15%</b> -- The City of Hopewell currently has a rainy day fund that is approximately 10% of the budget. The idea is to increase the "rainy day fund" by 1% for the next consecutive five years, so that by the fiscal year 2025 the city will have a rainy day fund that is 15% of the budget. I am asking council to allow the city manager to research this idea and to bring back a proposal for city council to consider.  |
| IR-5 | Gore             | <b>Request changes to Council Rules 406 and 203.</b> Change Rule 406 to limit Council's ability to make personal, impertinent, abusive or slanderous statements, or incite disorderly conduct. Change 203 to limit discussion to ensure that the Council meetings are more efficient.   |
| IR-6 | Denton           | <b>Mayor's Office</b>   |
| IR-7 | Partin           | <b>Reducing our Debt to Budget Ratio</b><br>Currently I believe our city has a long-standing debt to budget ratio of 10% and has used this as a standard practice in order to ensure the city does not take on more debt than it can handle. By reducing this ratio and continuing to strengthen our fiscal policy, we can potentially improve our bond rating, and demonstrate to outside developers, business owners, and potential new residents that Hopewell is a sound place to invest and reside. I am requesting that the City Manager and his staff research and bring back an analysis and proposal to determine if council should reduce this ratio to 8% and adopt this as our new standard practice. |

- IR-8            Partin            **Semi-Annual/Quarterly "Employee Day to Serve"**  
Prince George County does an Annual "Employee Day to Serve", where a group of county employees go out into different areas of the county to pick up trash in order to tackle the litter problem they are facing. For years, Hopewell has talked about this multi-decade long problem. This initiative will continue to show that the City of Hopewell is very serious about cleaning up the community. I am requesting that council allow the City Manager to look into having Semi-Annual or Quarterly Employee Days to Serve in order to further tackle the growing litter problem that our city faces
- IR-9            Randolph        **Town Hall Meetings**

**Citizen/Councilor Requests**

**Other Council Communications**

**Adjournment**

# **Work Session**



# Wampler-Eanes Appraisal Group

City of Hopewell, VA  
2019 Reassessment Update

# What is reassessment?

The process of re-determining the value of real property and/or land for tax purposes



# Why have reassessment?

- Reassessments are required by law to insure that each property in a locality is valued fairly and uniformly
- The Code of Virginia requires that all property is assessed at 100% "fair market value"

(Virginia Code §58.1-3201)



# Reassessment for the City of Hopewell

- As required by the Code of Virginia, the City of Hopewell conducted a general reassessment that was effective January 1, 2019
- The City of Hopewell reassesses every two years



# How is reassessment conducted?

## Five step process

1. Preparation
2. Evaluation of sales/ratios
3. Field visits/data collection
4. Data entry/evaluation
5. Appeals/Changes



# Phase 1 - Preparation

- The locality utilizes real estate appraisers/assessors to conduct the work in a reassessment
- The City of Hopewell contracted Wampler-Eanes Appraisal Group, Ltd. to assist in conducting the 2019 reassessment

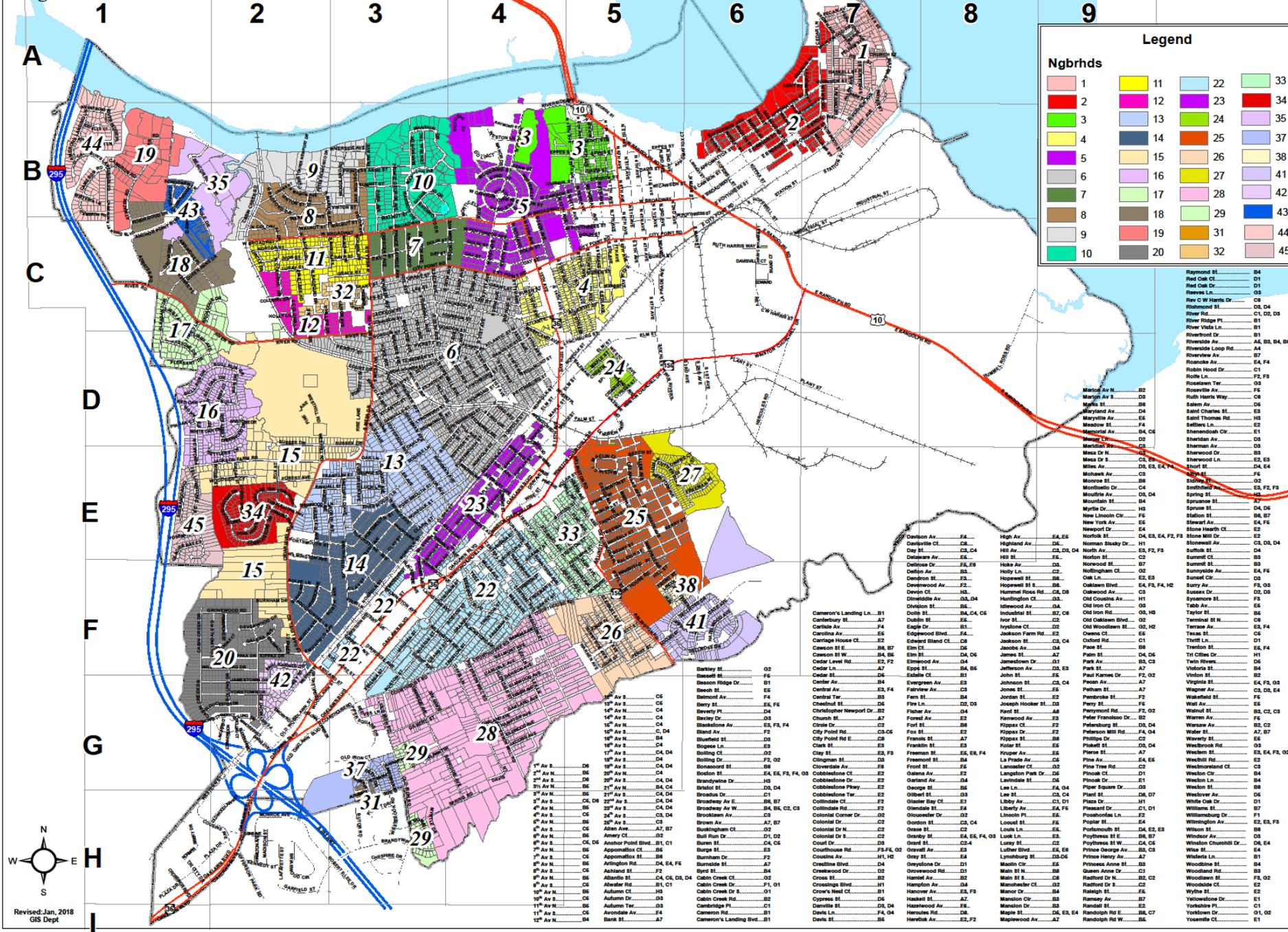


# Phase 1 – Preparation

- The city map is gridded into smaller maps/neighborhoods
- The maps are numbered
- All properties in the locality are included in one of the maps
- A record card for each property is printed



# Neighborhoods



### Legend

Ngrbrhds	
1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20
21	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45

Raymond St.	04
Red Oak Dr.	01
Riverside Ln.	03
Rev C W Harris Dr.	04
Ridgmont St.	04, 04
River Rd.	01, 02, 03
River Ridge Pl.	01
River Vista Ln.	01
Riverside Dr.	04
Riverside Av.	04, 05, 04, 08
Riverside Loop Rd.	04
Riverview Av.	07
Roanoke Av.	04, 04
Robb Hood Dr.	01
Roth Ln.	02, 03, 03
Rosewater Tr.	09
Ruth Harris Way.	08
Salem Av.	06
Saint Charles St.	03
Saint Thomas Rd.	03
Shenandoah Cir.	02
Sheridan Av.	08
Sherman Av.	03
Sherwood Dr.	03
Sherwood Ln.	02, 03
Shoof St.	04, 04
Shook St.	04, 04
Shoreline Dr.	02
Shoreline Ln.	02, 02, 03
Spring St.	03
Spruance St.	02
Stacy Dr.	04, 06
Station St.	06, 07
Stewart Av.	04, 06
Stone Health Ct.	02
Stout St.	02
Sutton Dr.	02, 03
Sussex Dr.	02, 03
Symonson St.	03
Taft Av.	03
Taylor St.	06
Terrace Av.	04, 06
Terrace Ct.	04, 04
Texas Ct.	01
Thrift Ln.	01
Trenton St.	05, 04
Tri Cities Dr.	04
Truitt Av.	04, 04
Victoria St.	01
Victor St.	02
Virginia St.	04, 03, 04
Wagner Av.	03
Walfield St.	05
Walnut St.	05, 02, 03
Warner Av.	06
Warsaw Av.	06
Water St.	07, 07
Phillips Dr.	04
Webster St.	02, 04
Weston St.	03, 04, 03, 02, 01
Westwood Rd.	04
Westwoodland Ct.	03
Weston Cir.	04
Weston Ln.	04
Weston St.	01
Wedgeover Av.	06
Wilmington Dr.	07
Wilmington Dr.	07
Wilmington Av.	02, 03, 03
Wilson St.	08
Winchester St.	03
Winifred Churchhill Dr.	06, 04
Wise St.	04
Winters Ln.	04
Woodbine St.	04
Woodland Rd.	03
Woodrow St.	03, 02
Woodstock Ct.	02
Wythe St.	02
Yadkin St.	01
Yellowstone Dr.	01
Yorkshire Pl.	01
Yorktown Dr.	01, 02
Yosemite Ct.	01

Revised: Jan, 2018  
GIS Dept

# Phase 2 – Sales Study

- Wampler-Eanes Appraisal Group starts the process of reassessment by completing a sales ratio report
- All recent arms-length sales/transactions in a particular locality are evaluated
- The recent sale price is compared to the assessment value
- This process provides a base to determine what the fair market value is in the locality



# What is “fair market value”?

- The amount a typical, well-informed purchaser would be willing to pay for a property, under the following conditions:
  - The seller and buyer must be unrelated
  - The seller must be willing, but not under undue pressure to sell; the buyer must be willing, but not under any obligation to buy
  - The property must be on the open market for a reasonable length of time
  - The payment must be in cash or its equivalent, and the financing, if required, must be typical for that type of property
- If all these conditions are present, this is considered a market value, or “arm’s length,” sale

# Phase 3 – Field Visits

- Wampler-Eanes sends assessors to visit every property in the locality
- Information on the property record card is verified
- The assessor makes note of any changes to the property, updates the property record card, and takes a new picture
- Changes may include new decks, porches, additions, sheds, etc. or removal of such items



# Phase 4 – Data Entry

- All changes to a property are entered into the locality's property record data system
- A sketch of each building is created
- Charts and land tables are also updated in the data system
- After completion of data entry, the locality sends out notices to property owners of the new assessed value of the property



# Phase 5 – Appeals/Changes

- Detailed information about the appeal process is listed on the 2019 reassessment notice.
- Appeals can be done in person, by phone or in writing.
- Deadline to appeal informally to the Assessor's Office is March 15, 2019.
- To appeal call the Assessor's Office 804-541-2234.
- An appointment will be made between March 18 and March 29 for a hearing with an assessor either in person or by phone.



# Phase 5 – Appeals/Changes

- Hearings will be held in Council Chambers for residential properties, others in the Assessor's Office.
- Notification of the outcome of the informal appeal will be mail at the conclusion of the hearings.
- Appeals to the Board of Equalization (BOE) will be taken from April 1 through April 30, 2019.
- Applications to the BOE will be available online.
- No dates have been set for BOE hearings  
**WHEN AVAILABLE THEY WILL BE ADVERTISED.**



# Update: 2019 Reassessment for City of Hopewell

- Reassessment process began in February 2018
- Field work/data entry 100% complete (excluding exempt properties)
- 100% of properties were sketched (excluding exempt properties)
- Notices to the property owners were mailed on March 1, 2019



# Update: 2019 Reassessment for City of Hopewell

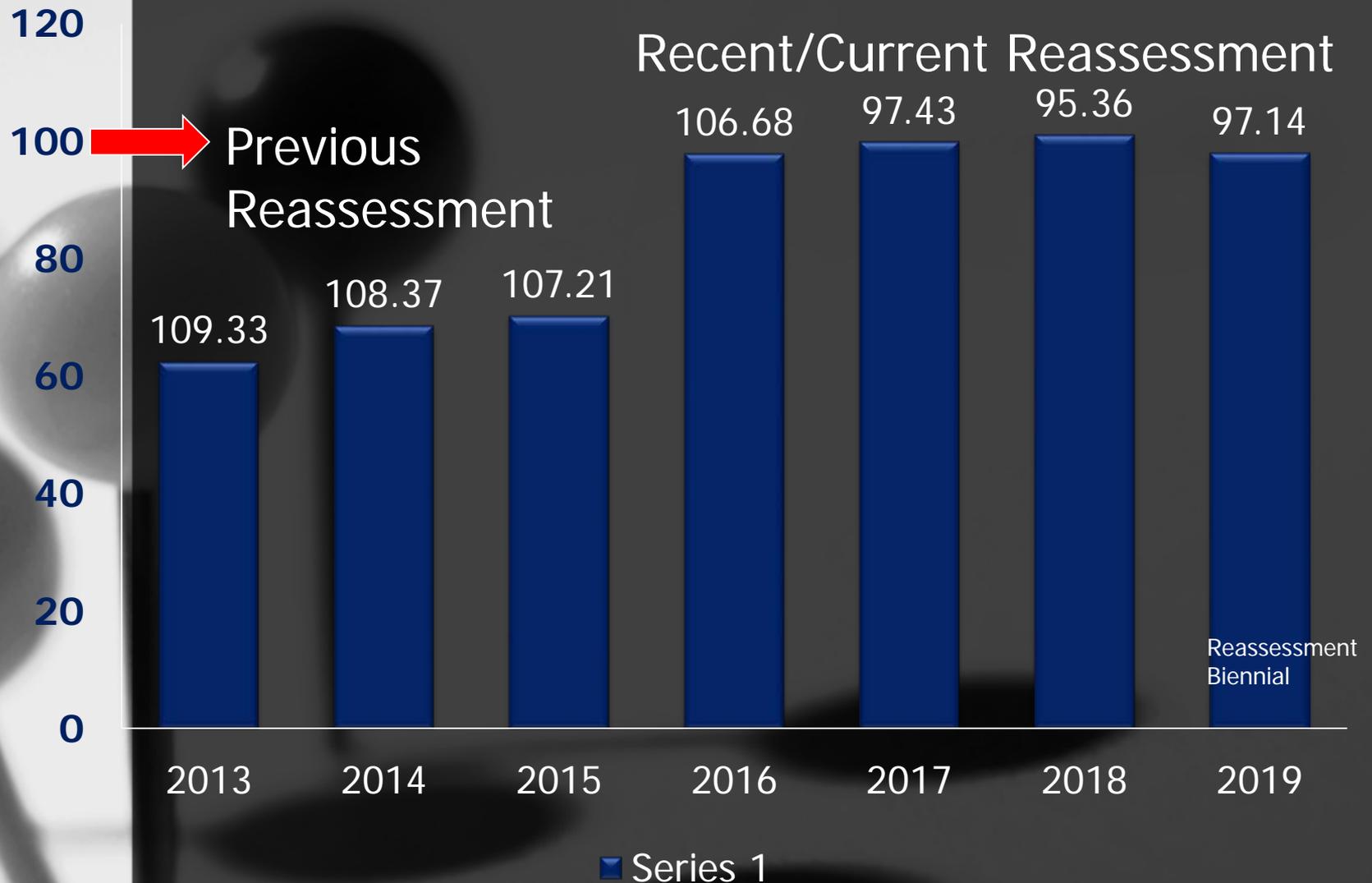
- Overall percentage of increase was 3.3%
- To date, percentage of appeals is less than 2%
- Property value patterns are consistent with patterns seen in the current market
- Increases are expected for new construction, additions, and new buildings
- Some neighborhoods have experienced increases due to market conditions and fair market sales



## Appeal Process Summary

- Appeals can be done in person, by phone or in writing.
- Deadline to appeal informally to the Assessor's Office was March 15, 2019.
- Informal hearings with an assessor either in person or by phone will be held in Council Chambers between March 18 and March 29.
- Notification of the outcome of the informal appeal will be mail at the conclusion of the hearings.
- Appeals to the Board of Equalization (BOE) will be taken from April 1 through April 30, 2019.
- Applications to the BOE will be available online.
- No dates have been set for BOE hearings,  
WHEN AVAILABLE THEY WILL BE ADVERTISED.

# Ratios for City of Hopewell



Source: <http://www.tax.virginia.gov/content/sales-ratio-studies>

Wampler-Eanes Appraisal Group  
appreciates the opportunity  
to serve the citizens  
of the City of Hopewell

Wampler-Eanes Appraisal Group, Ltd  
120 Amsterdam Road  
Daleville, VA 24083  
540-992-2323  
admin@wamplerenes.com



**REGULAR  
MEETING**

# **CONSENT AGENDA**

# MINUTES

**MINUTES OF THE FEBRUARY 12, 2019 CITY COUNCIL MEETING**

A meeting of the Hopewell City Council was held Tuesday, January 22, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor  
Patience Bennett, Vice Mayor  
Debbie Randolph, Councilor  
Johnny Partin, Councilor  
Arlene Holloway, Councilor  
Janice B. Denton, Councilor  
  
Tevya Griffin, Director of Development  
Sean M. Hutson of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk

ABSENT: Brenda S. Pelham, Councilor  
John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager

**ROLL CALL**

Mayor Gore opened the meeting at 5:31 p.m. Roll call was taken as follows:

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

**CLOSED MEETING**

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

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

**Motion passed 6-0**

**DRAFT**  
**February 12, 2019**  
**Regular Meeting**

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**RECONVENE OPEN MEETING**

Council returned to the dais and announced that they would not be coming out of closed meeting.

**AMEND/ADOPT AGENDA**

Councilor Denton moved to amend the agenda to remove item R-2 and IR-8, and to add the Cities of Opportunity Grant as IR-9 and discussion of the City Attorney hiring process as IR-10. Councilor Randolph seconded her motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

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

Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Rev. Judy Bailey of the John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Mayor Gore. Mayor Gore then requested a moment of silence on behalf Jessica Morse-Coley, a member of the Youth Services Committee, who passed away February 8, 2019.

**CONSENT AGENDA**

*All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.*

- C-1** **Minutes:** January 2, January 8, and January 22, 2019
- C-2** **Pending List:**
- C-3** **Routine Approval of Work Sessions:** Feb. 26, 2019 – One conditional use permit and two zoning ordinance amendments
- C-4** **Personnel Change Report & Financial Report:** Personnel Report attached
- C-5** **Ordinances on Second & Final Reading:**
- C-6** **Routine Grant Approval:**
- C-7** **Public Hearing Announcement:** March 26, 2019 - Conditional Use Request and Zoning Ordinance Amendments
- C-8** **Information for Council Review: Minutes:** Economic Development Authority – November and December 2018; Downtown Design Review Committee – December 2018 and January 2019
- C-9** **Resolutions/Proclamations/Presentations:** Website Presentation by Dr. Concetta Manker;
- C-10** **Additional Announcements:** John Randolph Foundation grant announcement; Richmond Sports Backers award announcement

**DRAFT**  
**February 12, 2019**  
**Regular Meeting**

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Councilor Partin moved to approve the Consent Agenda with the exception of C-1. He then noted errors in the minutes and requested that amended minutes be brought back to Council. Councilor Randolph seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**PUBLIC HEARINGS**

There were no public hearings.

**COMMUNICATIONS FROM CITIZENS**

Hal Hamner, formerly of Ward 3, currently with Atlantic Constructors, came forward. He spoke about wanting a program that would provide opportunities for Hopewell's youth to learn a trade (special mechanics, contractor, industrial, mechanical, etc.) if they do not choose to attend college.

Shamika Lewis, Ward 7 came forward and asked to discuss item CCR-7. Pursuant to Council Rules, Councilor Partin moved to waive the rules. Vice Mayor Bennett seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

Councilor Partin then moved to allow Shamika Lewis to speak about item CCR-7. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

Shamika Lewis then spoke to Council about her concerns regarding item CCR-7.

**DRAFT**  
**February 12, 2019**  
**Regular Meeting**

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~~Lam Searee~~Larry Searee of Ward 3 spoke to Council regarding police response procedures. He noted that police cruisers are often “flying” up and down Mesa Road.

Dennis McDermott of ITAC came forward. He said he was a member of the Hopewell Prince George ~~Board~~Chamber of Commerce. He said it was difficult for people in their industry to locate youth to replace people who are retiring. He said he was very interested in working with Hopewell to establish a training program for youth for career paths that are very promising, fulfilling and financially rewarding. ITAC sponsors a camp every summer, letting the kids see what else is out there. He invited Council to attend. He noted that Hopewell High School was involved.

Paul Harris, of Chesterfield County, also spoke about the program. He said, as a landlord renting property, he sees that our children do not know what opportunities are out there if they are unable to go to college. He said that the children could still make a very good living, even without college, and said that he and the previous speakers are willing to work with Hopewell on a program.

Jim Moeller of Quality Plus Services in Petersburg, Virginia also came forward to speak in support of the program. He noted that there are resources available and there are many benefits to construction work. He advised that he and the other speaker were willing to partner with Hopewell on a program.

Mayor Gore thanked all of the men for speaking and asked them to leave their contact information with the Assistant Clerk so they could be contacted.

**CONSENT AGENDA**

Mayor Gore realized that items C-9 and C-10 of the Consent Agenda had been overlooked. She asked Dr. Concetta Manker, Director of the IT Department to come forward. Dr. Manker presented on the updates to the website, including the launch of a new Hopewell app for android phones. Aaron Reidmiller, Director of Parks & Recreation then came forward and announced that Parks & Recreation had received a \$25,000 grant from the John Randolph Foundation, which would be used to significantly expand the summer program. Mr. Reidmiller also announced that Richmond Sports Backers had given Parks & Recreation an award, which is the first one they had ever awarded to Hopewell. Mr. Reidmiller noted that Parks & Recreation offered Fitness Warrior classes through Sports Backers, which are free. The Hopewell Community Center received the outstanding host site award from Sports Backers out of 50 sites.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Approval of Hopewell Police Department Next Generation (NG911) Migration Grant** – Ms. Tevya Griffin, Director of Development, who was sitting in on behalf of the City Manager, introduced Ms. Kim Parson, the Administration Services Manager of the Hopewell Police Department. Ms. Parson presented information to Council regarding the NG911 Migration Grant. Mayor Gore requested that Dr. Manker, the IT Director, be included in this project. Councilor Denton moved to approve the Hopewell Police Department to apply for the Next Generation (NG911) Mitigation Grant. Vice Mayor Bennett seconded her motion. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	yes
Vice Mayor Bennett	-	yes

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Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

**Motion passed 6-0**

**R-2 Removed per Council motion**

**Reports of the City Attorney:** Council rules – Sean M. Hutson of Sands Anderson PC, City Attorney presented Council with several revised rules. By consensus of Council, each Rule was voted on individually:

**Rule 201** – Councilor Randolph moved to revert back to the original wording of “immediate past mayor” wording simply based upon some new evidence that has been brought forward—not to take away from anybody and the honor they have had in the past for being mayor, but just to clean it up and keep it consistent going forward. Mayor Gore asked Councilor Randolph if she would amend her motion to remove the word “original”. Councilor Randolph agreed and changed “original” to “previous”. Councilor Denton seconded her motion. Upon the roll call, the vote resulted:

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

**Motion failed 3-3**

Mayor Gore asked that this item be put on the next agenda for clarification. She asked that both options be presented to Council—the one in the current packet, and the version as amended by Councilor Randolph.

**Rule 403** - Councilor Denton moved to approve the revised Rule 403 as submitted, which motion Councilor Partin seconded. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

Councilor Partin moved to move the establish and appoint members to the city council retreat committee to the end of the agenda when we come back out of closed session. Councilor Holloway seconded his motion. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	yes
Vice Mayor Bennett	-	yes

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Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

**Motion passed 6-0**

**Reports of the City Clerk:** Boards, Committees, Commissions Vacancies

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	1	6
Board of Building Cod and Fire Prevention Code Appeals	2	3
Board of Equalization	1	3
Board of Zoning Appeal	4	1
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	9	1
Dock Commission	0	5
Economic Development Authority	4	3
Historic Preservation Committee	5	2 (citizens)*
Friends of the Appomattox River	1	1
Keep Hopewell Beautiful	4	6
Planning Commission/Wetlands Board	4	1
Recreation Commission	4	3
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	7	8
Virginia Gateway Region	1	1

**Reports of City Council:**

**Committees**

**Establish and appoint members to the City Council Retreat Committee**

**Individual Councilors**

IR-1	Gore	Mayor Memo to City Council – Address issues and workflow of City Council, City staff and Council appointees. Request that City Council provide direction on all items listed in the memo via consensus or vote. Request that all items be included in City Council’s Rules of Procedure as an addendum.
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*Communication - Councilor Denton requested that this item be tabled.*

*Coordination with Staff. The second item was also tabled.*

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*Constituent Complaint Policy – Request that Council set a date to start testing the new system. Councilor Randolph wanted to be sure that complaints that come in via social media or Facebook would be covered. Council requested that a report be generated from TIMS and given to them in their packets every month, and that the Clerk work with Debbie Pershing on this.*

*Weekly Outreach – Other than regular business items, items for Council attention are to be sent to the Clerk. The Clerk directed to send to information to Council twice a week by email on Wednesday and Friday before 5:00 p.m.*

*Pending List – Request that Pending List be returned and go into Council packet every month. Consensus is sufficient to put an item on the Pending List. Pending List is to be given to Clerk for packet by City Manager.*

*Council Polling/Reporting from Mayor – This item was tabled. Councilor Randolph requested that the City Attorney weigh in on this item when it is brought back to Council.*

*Conduct of Members – Request that Council employees be reprimanded in closed session instead of publicly; that the Ethics Committee (Bennett and Denton) establish such a policy and a policy for grievances against council employees; that the City Attorney review any such policy. Ethics Committee will meet offline and set a date to address policy, which they will put on next agenda.*

*Decorum – tabled*

*Confidential Information – Breaches of confidentiality and breaches of FOIA – implement policy to do sanctions for those who violate –request that City Attorney look into what could be done as sanctions and what other municipalities are doing – tabled.*

*Ordinance updates – Ordinances are to be done by the City Attorney. The Clerk is directed to send ordinances to Sands Anderson.*

*Legal Services invoice – Councilor Randolph moved to approve that the Mayor sign and approve the December Sands Anderson December 2018 invoice for \$16,222.50, and that she will be the future monthly invoice amount for her to sign until we have a new city attorney. Councilor Denton seconded her motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

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IR-1  
Cont'd

Gore

*Ownership of Agenda – tabled.*

*Agenda packet deadlines – Current agenda deadlines still stand. Anything postponed from previous meeting appears at the top of the next agenda. Clerk's office closed when packets are due (Thursday before the Council meeting. Clerk is also allowed to close her office the morning after a meeting (until noon) to assist with completion of minutes. Council agreed to try this twice to see how it worked.*

*Transition - Council agreed that those who want paper packets would notify the Clerk, otherwise council would try to transition to electronic. To this end, IT will be asked to look into monitors being put on the dais (check at end of year).*

*Council will keep TBR binder and the Clerk will provide updates to the binders. Look into finding ways to encrypt confidential items so they can be sent electronically.*

*Public Hearings – Move land/zoning public hearings to the 2<sup>nd</sup> meeting of the month, work sessions on the 1<sup>st</sup> of the month. Council agreed to “pilot” this for two months.*

*Meeting Video Recordings – City Clerk can communicate directly with IT re video, livestreaming, IT issues in Chambers etc., copy City Manager. City Attorney directed to work with City Clerk to draft contract between the City and TJ Video by next meeting; Clerk directed to ensure that there is also audio recording in place to record council meetings. Council requests that City Attorney look into emergency waiver for this service.*

*Additional discussion – Request City Manager have auditors present to Council. Groundbreaking/City events – request that City Manager and Asst City Manager schedule city events in the afternoon so more councilors can attend.*

*Business packet – Asst City Manager working on information packet to be provided to Council for economic development deals. Information will be provided to Council in advance of the meeting where the item will appear.*

It being close to 10:30 p.m., Vice Mayor Bennett moved to continue the meeting beyond 10:30 p.m., which motion was seconded by Councilor Holloway. Upon the roll call the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	no

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Councilor Holloway	-	yes
Councilor Partin	-	yes

**Motion passed 4-2**

IR-2            Gore            Rental Inspection Program- Request that City Council hold a Work Session to revise the City Rental Inspection Program. Rental units are evaluated every four years. The entire City is not included in the rental inspection area, and Council will need to confirm breaking down the City into quadrants/staffing. *Councilor Randolph moved to support a change in the Rental Inspection Program and set up a work session to be determined by Ms. Griffin and our City Manager for a future date. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

IR-3            Gore            Real Estate Delinquency- Under the City's current code contractors/vendors that fail to pay real estate taxes are still allowed to do business with the City. Some business owners, who are delinquent in paying their real estate taxes, request and receive City land use permits, certifications, etc. for their rental properties and new developments. City Code prohibits obtaining a business license if personal property taxes are delinquent. Request that City Council consider ways to address the real estate tax loophole. *Councilor Randolph moved that City Council show support for the Mayor requesting additional work with the city attorney, and for the city attorney to work with the city manager to consider ways to address real estate loopholes, and put it back on the agenda with responses from the city attorney and city manager by the second meeting in March. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

IR-4            Gore            Letterhead- There is an unofficial policy pertaining to the use of City Council letterhead. Request, that City Council approve a policy and incorporate it in its Rules and Procedures. City Clerk to create individual letterhead and Council letterhead, but none is to be used until the policy is discussed and approved.

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Clerk to send draft to each councilor for approval prior to creation of letterhead. *Vice Mayor Bennett moved that the Clerk can purchase the individual letterheads and the group letterhead, but Council will not use the letterhead until Council discusses the policy at the next regular meeting on February 26, 2019. Mayor Gore seconded her motion. Upon roll call, the vote resulted:*

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

**Motion passed 6-0**

- IR-5      Gore      There is an official policy pertaining to the request and approval of City proclamation, resolutions and certificates. Request that City Council approve the current policy and incorporate it into its Rules and Procedures. *Tabled until next meeting. Clerk instructed to use old policy until new one in place.*
- IR-6      Denton      Proclamations and condolence certificates – *see above*
- IR-7      Gore      Community Policing and Shooting Taskforce- Request for City Council to consider creating a citizen board with key stakeholders to address gun violence within the community, and solicit state and federal resources. Consider using key persons to create a sub-committee to address community complaints. *Let the City Manager and Police Chief work on this item and report back to Council.*
- IR-8      Pelham      2017-8-19 Budget Resolution- In previous years City Council regulated the transfer of funds between accounts and appropriations. Request City Council reinstate the practice that the City Manager and Finance Director shall come before City Council to transfer funds between funds, accounts and departments \$25,000 in the budget Resolution. – *Removed per Council motion to amend agenda.*
- IR-9      Gore      Cities of Opportunity – *State of the City address set for Feb. 19, needs to be moved because Council is not prepared. Tracy Sampson of NLC shared that Council should have Town Halls and then do the State of the ~~Cities~~City address. State of ~~Cities~~City address is March. Move advance. Request to have Tracy Sampson handle the Advance in May. Councilor Partin moved to push back the state of the city address until after council advance, to move the council advance to the week of May 6 – May 10, and to work with Tracy Sampson from National League of Cities as our consultation. Mayor Gore seconded his motion. Upon the roll call, the vote resulted:*

Mayor Gore	-	yes
Councilor Denton	-	yes
Vice Mayor Bennett	-	yes

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Councilor Randolph	-	yes
Councilor Holloway	-	--- (not on dais)
Councilor Partin	-	yes

**Motion passed 6-0** (per Council rules)

IR-10      Bennett      City Attorney process – *Councilor Denton moved for Council to ask Administration to solicit outside firms to capture all current city attorney applications, and to screen them and to provide council with a list of applicants for interviews. Councilor Holloway seconded her motion. Mayor Gore requested that Council be willing and prepared to hold a special meeting within the next two weeks, if necessary, to review contract. Councilor Partin asked that his comments be read into the record: “I’m personally not going to vote in favor of it because we did commit to a process early on. And I originally stated that I don’t think it’s a good use of city tax dollars to use an outside agency when we can use our HR firm, but it is what it is, and I just want my remarks known.” Upon the roll call, the vote resulted:*

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

**Motion passed 4-2**

**Citizen/Councilor Requests**

CCR-1      Partin      Endorsement of the Chesapeake Bay Foundation’s Clean Water Blueprint In 2018 the overall health of the Chesapeake Bay went from a C- to a D+. Three of the biggest factors leading to this health downgrade came from nitrogen, phosphorous, and sediment pollution. The CBF is looking for more local governments and other organizations to endorse their Clean Water Blueprint and implement enhanced environmental policies that will improve the Bay’s health to at least the grade of C by 2025. I am asking for staff and the City Manager to research this idea and bring back a recommendation on whether we should endorse the CBF’s Clean Water Blueprint. *Councilor Partin moved to allow the City Manager to look into the Chesapeake Bay Foundation’s Clean Water Blueprint, and to bring back to Council as soon as he receives responses from the state, or at Council’s next meeting, if this is something that the City can endorse and find ways that we can implement this policy if it passes in order to improve the environmental health of the Chesapeake Bay. Vice Mayor Bennett seconded his motion. Mayor Gore requested a friendly amendment to add that the City Manager would also contact the state Chesapeake Bay Board. Councilor Partin and Vice Mayor Bennett agreed. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

CCR-2                      Partin                      New City Borrowing/Bonding Policy- With the financial reporting problems that our city has faced for the past several years, I believe we need to strengthen our fiscal policy in order to improve our bond ratings, once we get the ratings back. For every \$10 needed for a major project that needs borrowing or bonding, then the city must put up \$1 and borrow/bond the remaining \$9. I am asking for staff and the City Manager to research this idea, that I believe will bring a slice of “home economics” to city hall, and bring back a proposal and recommendation for city council to consider. *Councilor Partin moved to allow the City Manager to talk with our Finance Director, allow the City Manager to talk with Davenport, for the City Manager to research this matter and bring it back to City Council by the second week in April for consideration, including as to if a work session is needed. Councilor Denton seconded his motion. Mayor Gore requested a friendly amendment to add the Treasurer, to which Councilor Partin agreed. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

CCR-3                      Partin                      New Hopewell Small Business Procurement Policy - The city has done a lot of outreach and soliciting of businesses to come to Hopewell in order to diversify and expand the city’s tax base. This policy is aimed at retaining small businesses in the city and keeping the tax dollars local. For construction projects, we should require a certain percentage of the total project cost to be sub-contracted or completed by Hopewell contractors and subcontractors. I am asking for staff and the City Manager to research this idea and bring back a proposal and recommendation for city council to consider. Research what business the City has done with minorities, women and veterans. *Councilor Partin moved to allow the city manager and staff to research this idea and bring a report and recommendation back to Council by the second meeting in April for its consideration, and to research business the City has done with minorities, women and veterans, and bring that report back to Council, as well. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

CCR-4

Gore

Veteran Support- Request City Council to conduct a Work Session to review city resources to benefit Veterans. Resources include City discounts, setting up monthly satellite office hours for Veteran Benefits with the Virginia Department of Veteran Services, partnership with John Randolph Medical Center and the courts for a Veteran Court. *Mayor Gore noted that the Freedom Support in Petersburg works with Hopewell veterans, but is not supported by the City of Hopewell. Mayor Gore disclosed that she works for Department of Veterans Services. She said that the Department of Veterans Services has a department named SAA, which helps to create the program for municipalities, to help veterans earn a livable wage. Councilor Partin moved to allow the city manager to look into some options and come back to Council with ways we can be more veteran friendly, in particular, with OJT apprenticeships, discounts, and programs and a satellite office to help with GI benefits, and any other ideas that come from staff by the second meeting in April. Councilor Randolph seconded his motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

CCR-5

Gore

Vendor List and Procurement Policy- Approximately 2 years ago, I solicited City Council's support for the "Start Up in A Day Challenge" with the Small Business Administration. The overall goal was to cut the red tape for new business creation and to support small/local businesses. I requested a review of the City's purchasing records to identify how many local, small, minority, Veterans or women vendors/contractors were used. That request was never fulfilled. Request Council review procurement policy and vendor reports to identify wasteful spending due to not ordering in bulk or cost comparisons. Review data to determine what percentage of City contracts/vendors are local, small, minority, Veterans or women. *Councilor Partin moved to allow the city manager to come back to Council with the vendor list so we can determine if there is a way to be more efficient by the second meeting in March. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

CCR-6            Gore            Request for monthly report from the City Treasurer – *The Treasurer submitted her first report (which the Clerk is directed to forward to Council). Council agreed that this report would continue monthly by email.*

CCR-7            Partin            Increased Police Patrolling in Neighborhoods and Loud Noise Code Enforcement. The City of Hopewell has had an increase in crime, and many residents are getting worried. In addition to the increase in crime, residents are getting very annoyed and tired of vehicles speeding and playing loud music in their respective neighborhoods. Many of our elderly and military service member residents have metal plates in their body, due to medical procedures. The vibrations from the loud music and bass makes the metal plates in their body vibrant, resulting in terrible pain and discomfort. The speeding in neighborhoods cause safety risks for all residents, especially children, disabled residents, and the elderly. I am asking for the City Manager and the Chief of Police to come up with a plan to increase neighbor patrolling, community outreach, and the enforcement of loud noise ordinances and neighborhood speed limits. I would like the Chief of Police to present his plan within the next 60-75 days. *Councilor Partin moved for the city manager and the police chief to develop a plan regarding loud noises, and educating people on the ordinance, and to present a progress report to Council at its first meeting in May, and for the City Attorney to look into revising the ordinance to give it more teeth. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

**CLOSED SESSION**

Council left the dais and returned to Closed session.

**RECONVENE OPEN MEETING**

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Council convened into open meeting at 12:08 a.m., and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

Councilor Partin moved to move appointment of members to the City Council Retreat Committee to the next agenda, and move items numbered one, two and three from the closed meeting motion to the next agenda. Interview Youth Services Commission and Planning Commission at the next meeting. Mayor Gore seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**APPOINTMENTS**

Councilor Denton moved to appoint David Harless, Rogers Henry, Clarentene Jones and Minerva Jackson to the Board of Equalization, and Larry Mason, Samari Hernandez, Debbie Wallace, and Kevin Johnson to the Youth Services Commission. Councilor Partin seconded her motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-0**

**ADJOURN**

At 12:20 a.m., motion was made by Councilor Partin and seconded by Mayor Gore to adjourn. All council responded "aye" to the question.

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

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

DRAFT

## MINUTES OF THE FEBRUARY 12, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, January 22, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor  
Patience Bennett, Vice Mayor  
Debbie Randolph, Councilor  
Johnny Partin, Councilor  
Arlene Holloway, Councilor  
Janice B. Denton, Councilor

Tevya Griffin, Director of Development  
Sean M. Hutson of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk

ABSENT: Brenda S. Pelham, Councilor  
John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager

### ROLL CALL

Mayor Gore opened the meeting at 5:31 p.m. Roll call was taken as follows:

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

### CLOSED MEETING

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

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

**Motion passed 6-0**

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**RECONVENE OPEN MEETING**

Council returned to the dais and announced that they would not be coming out of closed meeting.

**AMEND/ADOPT AGENDA**

Councilor Denton moved to amend the agenda to remove item R-2 and IR-8, and to add the Cities of Opportunity Grant as IR-9 and discussion of the City Attorney hiring process as IR-10. Councilor Randolph seconded her motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

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

Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Rev. Judy Bailey of the John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Mayor Gore. Mayor Gore then requested a moment of silence on behalf Jessica Morse-Coley, a member of the Youth Services Committee, who passed away February 8, 2019.

**CONSENT AGENDA**

*All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.*

- C-1** **Minutes:** January 2, January 8, and January 22, 2019
- C-2** **Pending List:**
- C-3** **Routine Approval of Work Sessions:** Feb. 26, 2019 – One conditional use permit and two zoning ordinance amendments
- C-4** **Personnel Change Report & Financial Report:** Personnel Report attached
- C-5** **Ordinances on Second & Final Reading:**
- C-6** **Routine Grant Approval:**
- C-7** **Public Hearing Announcement:** March 26, 2019 - Conditional Use Request and Zoning Ordinance Amendments
- C-8** **Information for Council Review: Minutes:** Economic Development Authority – November and December 2018; Downtown Design Review Committee – December 2018 and January 2019
- C-9** **Resolutions/Proclamations/Presentations:** Website Presentation by Dr. Concetta Manker;
- C-10** **Additional Announcements:** John Randolph Foundation grant announcement; Richmond Sports Backers award announcement

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Councilor Partin moved to approve the Consent Agenda with the exception of C-1. He then noted errors in the minutes and requested that amended minutes be brought back to Council. Councilor Randolph seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**PUBLIC HEARINGS**

There were no public hearings.

**COMMUNICATIONS FROM CITIZENS**

Hal Hamner, formerly of Ward 3, currently with Atlantic Constructors, came forward. He spoke about wanting a program that would provide opportunities for Hopewell's youth to learn a trade (special mechanics, contractor, industrial, mechanical, etc.) if they do not choose to attend college.

Shamika Lewis, Ward 7 came forward and asked to discuss item CCR-7. Pursuant to Council Rules, Councilor Partin moved to waiver the rules. Vice Mayor Bennett seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

Councilor Partin then moved to allow Shamika Lewis to speak about item CCR-7. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

Shamika Lewis then spoke to Council about her concerns regarding item CCR-7.

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Larry Scarce of Ward 3 spoke to Council regarding police response procedures. He noted that police cruisers are often “flying” up and down Mesa Road.

Dennis McDermott of ITAC came forward. He said he was a member of the Hopewell Prince George Chamber of Commerce. He said it was difficult for people in their industry to locate youth to replace people who are retiring. He said he was very interested in working with Hopewell to establish a training program for youth for career paths that are very promising, fulfilling and financially rewarding. ITAC sponsors a camp every summer, letting the kids see what else is out there. He invited Council to attend. He noted that Hopewell High School was involved.

Paul Harris, of Chesterfield County, also spoke about the program. He said, as a landlord renting property, he sees that our children do not know what opportunities are out there if they are unable to go to college. He said that the children could still make a very good living, even without college, and said that he and the previous speakers are willing to work with Hopewell on a program.

Jim Moeller of Quality Plus Services in Petersburg, Virginia also came forward to speak in support of the program. He noted that there are resources available and there are many benefits to construction work. He advised that he and the other speaker were willing to partner with Hopewell on a program.

Mayor Gore thanked all of the men for speaking and asked them to leave their contact information with the Assistant Clerk so they could be contacted.

**CONSENT AGENDA**

Mayor Gore realized that items C-9 and C-10 of the Consent Agenda had been overlooked. She asked Dr. Concetta Manker, Director of the IT Department to come forward. Dr. Manker presented on the updates to the website, including the launch of a new Hopewell app for android phones. Aaron Reidmiller, Director of Parks & Recreation then came forward and announced that Parks & Recreation had received a \$25,000 grant from the John Randolph Foundation, which would be used to significantly expand the summer program. Mr. Reidmiller also announced that Richmond Sports Backers had given Parks & Recreation an award, which is the first one they had ever awarded to Hopewell. Mr. Reidmiller noted that Parks & Recreation offered Fitness Warrior classes through Sports Backers, which are free. The Hopewell Community Center received the outstanding host site award from Sports Backers out of 50 sites.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Approval of Hopewell Police Department Next Generation (NG911) Migration Grant** – Ms. Tevya Griffin, Director of Development, who was sitting in on behalf of the City Manager, introduced Ms. Kim Parson, the Administration Services Manager of the Hopewell Police Department. Ms. Parson presented information to Council regarding the NG911 Migration Grant. Mayor Gore requested that Dr. Manker, the IT Director, be included in this project. Councilor Denton moved to approve the Hopewell Police Department to apply for the Next Generation (NG911) Mitigation Grant. Vice Mayor Bennett seconded her motion. Upon the roll call, the vote resulted:

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

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**Motion passed 6-0**

**R-2 Removed per Council motion**

**Reports of the City Attorney:** Council rules – Sean M. Hutson of Sands Anderson PC, City Attorney presented Council with several revised rules. By consensus of Council, each Rule was voted on individually:

**Rule 201** – Councilor Randolph moved to revert back to the original wording of “immediate past mayor” wording simply based upon some new evidence that has been brought forward—not to take away from anybody and the honor they have had in the past for being mayor, but just to clean it up and keep it consistent going forward. Mayor Gore asked Councilor Randolph if she would amend her motion to remove the word “original”. Councilor Randolph agreed and changed “original” to “previous”. Councilor Denton seconded her motion. Upon the roll call, the vote resulted:

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

**Motion failed 3-3**

Mayor Gore asked that this item be put on the next agenda for clarification. She asked that both options be presented to Council—the one in the current packet, and the version as amended by Councilor Randolph.

**Rule 403** - Councilor Denton moved to approve the revised Rule 403 as submitted, which motion Councilor Partin seconded. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

Councilor Partin moved to move the establish and appoint members to the city council retreat committee to the end of the agenda when we come back out of closed session. Councilor Holloway seconded his motion. Upon the roll call, the vote resulted:

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

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**Motion passed 6-0**

**Reports of the City Clerk:** Boards, Committees, Commissions Vacancies

<b>Board, Commission, Committee</b>	<b>Current members</b>	<b>Vacancies</b>
Ashford Civic Plaza	1	6
Board of Building Cod and Fire Prevention Code Appeals	2	3
Board of Equalization	1	3
Board of Zoning Appeal	4	1
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	9	1
Dock Commission	0	5
Economic Development Authority	4	3
Historic Preservation Committee	5	2 (citizens)*
Friends of the Appomattox River	1	1
Keep Hopewell Beautiful	4	6
Planning Commission/Wetlands Board	4	1
Recreation Commission	4	3
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	7	8
Virginia Gateway Region	1	1

**Reports of City Council:**

**Committees**

**Establish and appoint members to the City Council Retreat Committee**

**Individual Councilors**

IR-1            Gore            Mayor Memo to City Council – Address issues and workflow of City Council, City staff and Council appointees. Request that City Council provide direction on all items listed in the memo via consensus or vote. Request that all items be included in City Council’s Rules of Procedure as an addendum.

*Communication - Councilor Denton requested that this item be tabled.*

*Coordination with Staff. The second item was also tabled.*

*Constituent Complaint Policy – Request that Council set a date to start testing the new system. Councilor Randolph wanted to be sure that complaints that come in via social media or Facebook would be covered. Council requested that a report be generated from TIMS and given to them in their packets every month, and that the Clerk work with Debbie Pershing on this.*

*Weekly Outreach – Other than regular business items, items for Council attention are to be sent to the Clerk. The Clerk directed to send to information to Council twice a week by email on Wednesday and Friday before 5:00 p.m.*

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*Pending List – Request that Pending List be returned and go into Council packet every month. Consensus is sufficient to put an item on the Pending List. Pending List is to be given to Clerk for packet by City Manager.*

*Council Polling/Reporting from Mayor – This item was tabled. Councilor Randolph requested that the City Attorney weigh in on this item when it is brought back to Council.*

*Conduct of Members – Request that Council employees be reprimanded in closed session instead of publicly; that the Ethics Committee (Bennett and Denton) establish such a policy and a policy for grievances against council employees; that the City Attorney review any such policy. Ethics Committee will meet offline and set a date to address policy, which they will put on next agenda.*

*Decorum – tabled*

*Confidential Information – Breaches of confidentiality and breaches of FOIA – implement policy to do sanctions for those who violate –request that City Attorney look into what could be done as sanctions and what other municipalities are doing – tabled.*

*Ordinance updates – Ordinances are to be done by the City Attorney. The Clerk is directed to send ordinances to Sands Anderson.*

*Legal Services invoice – Councilor Randolph moved to approve that the Mayor sign and approve the December Sands Anderson December 2018 invoice for \$16,222.50, and that she will be the future monthly invoice amount for her to sign until we have a new city attorney. Councilor Denton seconded her motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

IR-1  
Cont'd

Gore

*Ownership of Agenda – tabled.*

*Agenda packet deadlines – Current agenda deadlines still stand. Anything postponed from previous meeting appears at the top of the next agenda. Clerk's office closed when packets are due (Thursday before the Council meeting. Clerk*

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*is also allowed to close her office the morning after a meeting (until noon) to assist with completion of minutes. Council agreed to try this twice to see how it worked.*

*Transition - Council agreed that those who want paper packets would notify the Clerk, otherwise council would try to transition to electronic. To this end, IT will be asked to look into monitors being put on the dais (check at end of year).*

*Council will keep TBR binder and the Clerk will provide updates to the binders. Look into finding ways to encrypt confidential items so they can be sent electronically.*

*Public Hearings – Move land/zoning public hearings to the 2<sup>nd</sup> meeting of the month, work sessions on the 1<sup>st</sup> of the month. Council agreed to “pilot” this for two months.*

*Meeting Video Recordings – City Clerk can communicate directly with IT re video, livestreaming, IT issues in Chambers etc., copy City Manager. City Attorney directed to work with City Clerk to draft contract between the City and TJ Video by next meeting; Clerk directed to ensure that there is also audio recording in place to record council meetings. Council requests that City Attorney look into emergency waiver for this service.*

*Additional discussion – Request City Manager have auditors present to Council. Groundbreaking/City events – request that City Manager and Asst City Manager schedule city events in the afternoon so more councilors can attend.*

*Business packet – Asst City Manager working on information packet to be provided to Council for economic development deals. Information will be provided to Council in advance of the meeting where the item will appear.*

It being close to 10:30 p.m., Vice Mayor Bennett moved to continue the meeting beyond 10:30 p.m., which motion was seconded by Councilor Holloway. Upon the roll call the vote resulted:

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

**Motion passed 4-2**

IR-2            Gore            Rental Inspection Program- Request that City Council hold a Work Session to revise the City Rental Inspection Program. Rental units are evaluated every four years. The entire City is not included in the rental inspection area, and Council will need to confirm breaking down the City into quadrants/staffing. *Councilor Randolph moved to support a change in the Rental Inspection Program and set up a work session to be determined by Ms. Griffin and our City Manager for a*

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*future date. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

IR-3            Gore            Real Estate Delinquency- Under the City’s current code contractors/vendors that fail to pay real estate taxes are still allowed to do business with the City. Some business owners, who are delinquent in paying their real estate taxes, request and receive City land use permits, certifications, etc. for their rental properties and new developments. City Code prohibits obtaining a business license if personal property taxes are delinquent. Request that City Council consider ways to address the real estate tax loophole. *Councilor Randolph moved that City Council show support for the Mayor requesting additional work with the city attorney, and for the city attorney to work with the city manager to consider ways to address real estate loopholes, and put it back on the agenda with responses from the city attorney and city manager by the second meeting in March. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

IR-4            Gore            Letterhead- There is an unofficial policy pertaining to the use of City Council letterhead. Request, that City Council approve a policy and incorporate it in its Rules and Procedures. City Clerk to create individual letterhead and Council letterhead, but none is to be used until the policy is discussed and approved. Clerk to send draft to each councilor for approval prior to creation of letterhead. *Vice Mayor Bennett moved that the Clerk can purchase the individual letterheads and the group letterhead, but Council will not use the letterhead until Council discusses the policy at the next regular meeting on February 26, 2019. Mayor Gore seconded her motion. Upon roll call, the vote resulted:*

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

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**Motion passed 6-0**

- IR-5            Gore            There is an official policy pertaining to the request and approval of City proclamation, resolutions and certificates. Request that City Council approve the current policy and incorporate it into its Rules and Procedures. *Tabled until next meeting. Clerk instructed to use old policy until new one in place.*
- IR-6            Denton            Proclamations and condolence certificates – *see above*
- IR-7            Gore            Community Policing and Shooting Taskforce- Request for City Council to consider creating a citizen board with key stakeholders to address gun violence within the community, and solicit state and federal resources. Consider using key persons to create a sub-committee to address community complaints. *Let the City Manager and Police Chief work on this item and report back to Council.*
- IR-8            Pelham            2017-8-19 Budget Resolution- In previous years City Council regulated the transfer of funds between accounts and appropriations. Request City Council reinstate the practice that the City Manager and Finance Director shall come before City Council to transfer funds between funds, accounts and departments \$25,000 in the budget Resolution. – *Removed per Council motion to amend agenda.*
- IR-9            Gore            Cities of Opportunity – *State of the City address set for Feb. 19, needs to be moved because Council is not prepared. Tracy Sampson of NLC shared that Council should have Town Halls and then do the State of the City address. State of City address is March. Move advance. Request to have Tracy Sampson handle the Advance in May. Councilor Partin moved to push back the state of the city address until after council advance, to move the council advance to the week of May 6 – May 10, and to work with Tracy Sampson from National League of Cities as our consultation. Mayor Gore seconded his motion. Upon the roll call, the vote resulted:*
- |                    |   |                   |
|--------------------|---|-------------------|
| Mayor Gore         | - | yes               |
| Councilor Denton   | - | yes               |
| Vice Mayor Bennett | - | yes               |
| Councilor Randolph | - | yes               |
| Councilor Holloway | - | --- (not on dais) |
| Councilor Partin   | - | yes               |

**Motion passed 6-0 (per Council rules)**

- IR-10            Bennett  
Denton            City Attorney process – *Councilor Denton moved for Council to ask Administration to solicit outside firms to capture all current city attorney applications, and to screen them and to provide council with a list of applicants for interviews. Councilor Holloway seconded her motion. Mayor Gore requested that Council be willing and prepared to hold a special meeting within the next two weeks, if necessary, to review contract. Councilor Partin asked that his comments be read into the record: “I’m personally not going to vote in*

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favor of it because we did commit to a process early on. And I originally stated that I don't think it's a good use of city tax dollars to use an outside agency when we can use our HR firm, but it is what it is, and I just want my remarks known." *Upon the roll call, the vote resulted:*

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

**Motion passed 4-2**

**Citizen/Councilor Requests**

CCR-1            Partin            Endorsement of the Chesapeake Bay Foundation's Clean Water Blueprint  
In 2018 the overall health of the Chesapeake Bay went from a C- to a D+. Three of the biggest factors leading to this health downgrade came from nitrogen, phosphorous, and sediment pollution. The CBF is looking for more local governments and other organizations to endorse their Clean Water Blueprint and implement enhanced environmental policies that will improve the Bay's health to at least the grade of C by 2025. I am asking for staff and the City Manager to research this idea and bring back a recommendation on whether we should endorse the CBF's Clean Water Blueprint. *Councilor Partin moved to allow the City Manager to look into the Chesapeake Bay Foundation's Clean Water Blueprint, and to bring back to Council as soon as he receives responses from the state, or at Council's next meeting, if this is something that the City can endorse and find ways that we can implement this policy if it passes in order to improve the environmental health of the Chesapeake Bay. Vice Mayor Bennett seconded his motion. Mayor Gore requested a friendly amendment to add that the City Manager would also contact the state Chesapeake Bay Board. Councilor Partin and Vice Mayor Bennett agreed. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

CCR-2            Partin            New City Borrowing/Bonding Policy- With the financial reporting problems that our city has faced for the past several years, I believe we need to strengthen our fiscal policy in order to improve our bond ratings, once we get the ratings back. For every \$10 needed for a major project that needs borrowing or

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bonding, then the city must put up \$1 and borrow/bond the remaining \$9. I am asking for staff and the City Manager to research this idea, that I believe will bring a slice of “home economics” to city hall, and bring back a proposal and recommendation for city council to consider. *Councilor Partin moved to allow the City Manager to talk with our Finance Director, allow the City Manager to talk with Davenport, for the City Manager to research this matter and bring it back to City Council by the second week in April for consideration, including as to if a work session is needed. Councilor Denton seconded his motion. Mayor Gore requested a friendly amendment to add the Treasurer, to which Councilor Partin agreed. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

CCR-3

Partin

New Hopewell Small Business Procurement Policy - The city has done a lot of outreach and soliciting of businesses to come to Hopewell in order to diversify and expand the city’s tax base. This policy is aimed at retaining small businesses in the city and keeping the tax dollars local. For construction projects, we should require a certain percentage of the total project cost to be sub-contracted or completed by Hopewell contractors and subcontractors. I am asking for staff and the City Manager to research this idea and bring back a proposal and recommendation for city council to consider. Research what business the City has done with minorities, women and veterans. *Councilor Partin moved to allow the city manager and staff to research this idea and bring a report and recommendation back to Council by the second meeting in April for its consideration, and to research business the City has done with minorities, women and veterans, and bring that report back to Council, as well. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

CCR-4

Gore

Veteran Support- Request City Council to conduct a Work Session to review city resources to benefit Veterans. Resources include City discounts, setting up monthly satellite office hours for Veteran Benefits with the Virginia Department of Veteran Services, partnership with John Randolph Medical Center and the courts for a Veteran Court. *Mayor Gore noted that the Freedom Support in Petersburg works with Hopewell veterans, but is not supported by the City of*

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*Hopewell. Mayor Gore disclosed that she works for Department of Veterans Services. She said that the Department of Veterans Services has a department named SAA, which helps to create the program for municipalities, to help veterans earn a livable wage. Councilor Partin moved to allow the city manager to look into some options and come back to Council with ways we can be more veteran friendly, in particular, with OJT apprenticeships, discounts, and programs and a satellite office to help with GI benefits, and any other ideas that come from staff by the second meeting in April. Councilor Randolph seconded his motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

CCR-5            Gore            Vendor List and Procurement Policy- Approximately 2 years ago, I solicited City Council’s support for the “Start Up in A Day Challenge” with the Small Business Administration. The overall goal was to cut the red tape for new business creation and to support small/local businesses. I requested a review of the City’s purchasing records to identify how many local, small, minority, Veterans or women vendors/contractors were used. That request was never fulfilled. Request Council review procurement policy and vendor reports to identify wasteful spending due to not ordering in bulk or cost comparisons. Review data to determine what percentage of City contracts/vendors are local, small, minority, Veterans or women. *Councilor Partin moved to allow the city manager to come back to Council with the vendor list so we can determine if there is a way to be more efficient by the second meeting in March. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

CCR-6            Gore            Request for monthly report from the City Treasurer – *The Treasurer submitted her first report (which the Clerk is directed to forward to Council). Council agreed that this report would continue monthly by email.*

CCR-7            Partin            Increased Police Patrolling in Neighborhoods and Loud Noise Code Enforcement. The City of Hopewell has had an increase in crime, and many residents are getting worried. In addition to the increase in crime, residents are getting very annoyed and tired of vehicles speeding and playing loud music in

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their respective neighborhoods. Many of our elderly and military service member residents have metal plates in their body, due to medical procedures. The vibrations from the loud music and bass makes the metal plates in their body vibrant, resulting in terrible pain and discomfort. The speeding in neighborhoods cause safety risks for all residents, especially children, disabled residents, and the elderly. I am asking for the City Manager and the Chief of Police to come up with a plan to increase neighbor patrolling, community outreach, and the enforcement of loud noise ordinances and neighborhood speed limits. I would like the Chief of Police to present his plan within the next 60-75 days. *Councilor Partin moved for the city manager and the police chief to develop a plan regarding loud noises, and educating people on the ordinance, and to present a progress report to Council at its first meeting in May, and for the City Attorney to look into revising the ordinance to give it more teeth. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

**CLOSED SESSION**

Council left the dais and returned to Closed session.

**RECONVENE OPEN MEETING**

Council convened into open meeting at 12:08 a.m., and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

Councilor Partin moved to move appointment of members to the City Council Retreat Committee to the next agenda, and move items numbered one, two and three from the closed meeting motion to the next agenda. Interview Youth Services Commission and Planning Commission at the next meeting. Mayor Gore seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**APPOINTMENTS**

Councilor Denton moved to appoint David Harless, Rogers Henry, Clarentene Jones and Minerva Jackson to the Board of Equalization, and Larry Mason, Samari Hernandez, Debbie Wallace, and Kevin Johnson to the Youth Services Commission. Councilor Partin seconded her motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-0**

**ADJOURN**

At 12:20 a.m., motion was made by Councilor Partin and seconded by Mayor Gore to adjourn. All council responded "aye" to the question.

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

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

**MINUTES OF THE FEBRUARY 26, 2019 CITY COUNCIL MEETING**

A meeting of the Hopewell City Council was held Tuesday, February 26, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Stefan M. Calos of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk  
Michelle Hicks, Interim Assistant City Clerk

**ROLL CALL**

Mayor Gore opened the meeting at 5:34 p.m. Roll call was taken as follows:

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

**CLOSED MEETING**

Councilor Pelham moved to go into closed meeting go into closed meeting for (1) discussion, consideration and interview of specific appointees of city council (boards, commissions, authorities); (2) discussion of specific appointees or employees of city council (city manager, city clerk, city attorney); ~~3~~(3) discussion of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council (Bank Street garages); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (letterhead policy), requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], 3, and (8), respectively. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

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**RECONVENE OPEN MEETING**

Council returned to the dais at 6:47 p.m. and announced that they would not be coming out of closed meeting.

**AMEND/ADOPT AGENDA**

Councilor Partin moved to adopt the agenda without change. Mayor Gore said she was going to suggest the same thing. Mayor Gore seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**WORK SESSION**

March Altman, City Manager, introduced Tevya Griffin, the Director of Development who presented the work session. Mrs. Griffin explained to Council that, per its request, she was presenting a work session of the items that would be brought before Council in a public hearing at the March 26, 2019 meeting. The first item was a conditional use permit request brought by Barber Construction on behalf of Mr. Page. Ms. Griffin explained the nature of the request, and advised that both Staff and the Planning Commission had voted to deny the request. Elliot Eliades, Chairman of the Planning Commission came forward and explained to Council why the Planning Commission denied the request.

The second item discussed at the work session, as a Zoning Ordinance Amendment. The requested amendment would require that all non-conforming lots come before the Planning Commission and City Council.

**CLOSED MEETING**

Council went back into closed session briefly at 7:15 p.m. At 7:32 p.m., they returned to the dais and announced that they would still not be coming out of closed meeting.

**REGULAR MEETING**

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

Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Rev. Pamela Cooper of the John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Denton.

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**CONSENT AGENDA**

*All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.*

- C-1** Minutes: Amended minutes for Jan., 2, 2019; Jan. 8, 2019 and Jan. 22, 2019
- C-2** Pending List:
- C-3** Routine Approval of Work Sessions:
- C-4** Personnel Change Report & Financial Report: Financial report
- C-5** Ordinances on Second & Final Reading:
- C-6** Routine Grant Approval:
- C-7** Public Hearing Announcement: March 26, 2019 - Conditional Use Request and Zoning Ordinance Amendments
- C-8** Information for Council Review: Minutes: ARLS Feb 2019 Abbreviated Board Report; CPMT Jan 22, 2019 minutes
- C-9** Resolutions/Proclamations/Presentations: Recreation Commission Annual Report by Aaron Reidmiller, Director of Recreation & Parks
- C-10** Additional Announcements: Recreation & Parks: public meeting for renovation of King's Court playground; possible Dog Park

Mayor Gore read to the audience the items that were on the Consent Agenda. Councilor Partin moved to approve the Consent Agenda. He then noted that even though the minutes of February 12, 2019 were not listed on the agenda, he wanted to fully disclose that the Clerk had requested they not be considered at this meeting. Mayor Gore said she was going to recommend the same thing. Mayor Gore renewed her request for the auditors to come meet with Council to go over the 2016 CAFR. Mr. Altman shared that the 2017 CAFR could be completed soon and be submitted to the APA. Patrick Plourde, a member of the Recreation Commission spoke about the great things being done by Parks & Recreation. Mr. Reidmiller then gave his annual report in the form of a presentation. Mr. Reidmiller also announced that there would be a public meeting on February 27, 2019 to discuss a potential dog park in Hopewell, and another public meeting March 6, 2019 to discuss renovations of the King's Court playground. Councilor Randolph seconded Councilor Partin's motion. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	--- (not on dais)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

**Motion passed 6-0** (per Mayor Gore, Councilor Pelham's absence excused)

**PUBLIC HEARINGS**

There were no public hearings.

**DRAFT**  
**February 26, 2019**  
**Regular Meeting**

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**COMMUNICATIONS FROM CITIZENS**

Steve Romano, Ward 3 came forward and asked to discuss the Retreat, since it was on the agenda. Pursuant to Council Rules, Councilor Partin moved to waive the rules and allow Mr. Romano to discuss an item on the agenda. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

Mr. Romano then expressed his concern about the Retreat.

David Phillips, Ward 3, came forward to speak about his concern regarding Native Americans. He noted that Chief Steve Silverheels (grandson of Jay Silverheels who played Tonto on the Lone Ranger) would be here in Hopewell June 2, 2019 at 11:00 A.M. at Woodlawn Presbyterian Church. He said he would like Hopewell to have other activities for Native Americans. Mayor Gore said that both she and Councilor Denton had an interest in Native Americans and the proposed project, and requested that Mr. Phillips leave his information with the Assistant Clerk so he could be contacted for more information.

**Reports of the City Attorney:** Council rules – Stefan Calos of Sands Anderson PC, City Attorney presented Council with several revised rules. By consensus of Council, each Rule was voted on individually:

**Rule 201** – This item brought back per Council request. Councilor Pelham moved to approve proposed Rule 201, which reads as follows:

**Seating** – Councilors are seated at the council chamber dais as follows. Mayor: center; vice mayor: immediate left of mayor; most recent past mayor, if any: immediate right of mayor; remainder of members: in increasing numerical order by ward, starting at the far left of the mayor and the immediate right of the city manager. If the vice mayor is the most-recent past mayor, then the next-most-recent past mayor sits to the right of the mayor. The remaining seats are occupied, from the far left, by the city attorney, the city manager, the city clerk, and the assistant city clerk, respectively.

City Clerk	Councilor Ward 5	Councilor Ward 3	Most- Recent Past Mayor	Mayor	Vice Mayor	Councilor Ward 2	Councilor Ward 1	City Manager	City Attorney
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Vice Mayor Bennett seconded the motion. Mayor Gore requested the following statement be read into the record: I, myself, am not partaking of this conversation because one member of Council wanted to change their seat. I am talking about this because, in my opinion, the rule was not clear which is why I asked the City Attorney to provide interpretation. He did rule on it, however, just for the record, I am not partaking of this conversation just for someone’s special interest. Upon the roll call, the vote resulted:

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

**Motion passed 4-3**

**Rule 301** - Councilor Pelham moved to approve the revised Rule 301 as submitted, which motion Councilor Randolph seconded. Upon the roll call, the vote resulted:

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

**Motion passed 6-1**

**Rule 302** - Councilor Denton moved to approve the revised Rule 302 as submitted, which motion Mayor Gore seconded. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**Rules 405 and 406** – Councilor Pelham requested to amend the language in the Rules to advise citizens that they have the ability to ask Council to waive the rules so that they can speak about an item on the agenda. She said she liked to hear from the citizens. Councilor Randolph noted that this item was not on the agenda and was concerned if it could be addressed at this meeting. Mr. Calos said he could look into it and provide options, but required a consensus of Council to do so. Councilor Partin said that it would be helpful to include language that references the waiver directly on the agenda because the majority of people do not know you can ask permission. Mayor Gore noted that this item could not be discussed without amending the agenda to add it. After additional discussion, Councilor Pelham withdrew her request and said she would consider putting it on the agenda for next time. Mr. Calos sought clarification that there would be no change to the agenda, but that he could come back with options regarding the revisions to the Rules, which Mayor Gore confirmed. Councilor Denton asked that the Mayor include this discussion in the minutes for future reference. Mayor Gore said no because she said she could not see a purpose for noting an item in the minutes where no action was taken. Councilor Partin moved to amend the agenda so that he could make a motion to include discussion for the

**DRAFT**  
**February 26, 2019**  
**Regular Meeting**

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minutes to talk about what we just discussed in terms of Communications from Citizens and asking for a waiver. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 5-2**

Councilor Partin then moved to include in the minutes of this meeting that we discussed changes-- potential changes to the Communications from Citizens, including options from the city attorney about coming back to us and including a potential waiver of the item within the Communications from Citizens that states citizens can~~not~~ talk about items on the agenda with the permission of Council. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-1**

**Reports of the City Clerk: Boards, Committees, Commissions Vacancies**

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	1	6
Board of Building Cod and Fire Prevention Code Appeals	2	3
Board of Equalization	1	3
Board of Zoning Appeal	4	1
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	9	1
Dock Commission	0	5
Economic Development Authority	4	3
Historic Preservation Committee	5	2 (citizens)*
Friends of the Appomattox River	1	1
Keep Hopewell Beautiful	4	6
Planning Commission/Wetlands Board	4	1
Recreation Commission	4	3

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Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	7	8
Virginia Gateway Region	1	1

**Reports of City Council:**

**Committees**

Councilor Randolph noted that, earlier in the meeting, Mayor Gore had spoken about burial plots and that since she (Councilor Randolph) and Councilor Denton were on the Historical Preservation Committee and asked if they could be included in that.

**Establish and appoint members to the City Council Retreat Committee**

Councilor Randolph moved to postpone the “establish and appoint members to the City Council Retreat Committee until the March 5, 2019 meeting. Mayor Gore seconded her motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**Individual Councilors**

IR-1            Gore            Letterhead- There is an unofficial policy pertaining to the use of City Council letterhead. Request, that City Council approve a policy and incorporate it in its Rules and Procedures. (return item). ***Council discussed this item, by consensus agreed that the business cards were released from this portion of the discussion and that the Clerk could go ahead, and order cards. They further agreed to continue discussion of the letterhead to the March 5, 2019 agenda.***

IR-2            Gore            Mayor Memo to City Council – Address issues and workflow of City Council, City staff and Council appointees. Request that City Council provide direction on all items listed in the memo via consensus or vote. Request that all items be included in City Council’s Rules of Procedure as an addendum (return item). ***Councilor Randolph moved to postpone this item until the March 5, 2019 meeting. Councilor Denton seconded her motion. Upon the roll call the vote resulted:***

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



## MINUTES OF THE FEBRUARY 26, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, February 26, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Stefan M. Calos of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk  
Michelle Hicks, Interim Assistant City Clerk

### ROLL CALL

Mayor Gore opened the meeting at 5:34 p.m. Roll call was taken as follows:

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

### CLOSED MEETING

Councilor Pelham moved to go into closed meeting go into closed meeting for (1) discussion, consideration and interview of specific appointees of city council (boards, commissions, authorities); (2) discussion of specific appointees or employees of city council (city manager, city clerk, city attorney); (3) discussion of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council (Bank Street garages); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (letterhead policy), requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], 3, and (8), respectively. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**February 26, 2019  
Regular Meeting**

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**RECONVENE OPEN MEETING**

Council returned to the dais at 6:47 p.m. and announced that they would not be coming out of closed meeting.

**AMEND/ADOPT AGENDA**

Councilor Partin moved to adopt the agenda without change. Mayor Gore said she was going to suggest the same thing. Mayor Gore seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**WORK SESSION**

March Altman, City Manager, introduced Tevya Griffin, the Director of Development who presented the work session. Mrs. Griffin explained to Council that, per its request, she was presenting a work session of the items that would be brought before Council in a public hearing at the March 26, 2019 meeting. The first item was a conditional use permit request brought by Barber Construction on behalf of Mr. Page. Ms. Griffin explained the nature of the request, and advised that both Staff and the Planning Commission had voted to deny the request. Elliot Eliades, Chairman of the Planning Commission came forward and explained to Council why the Planning Commission denied the request.

The second item discussed at the work session, as a Zoning Ordinance Amendment. The requested amendment would require that all non-conforming lots come before the Planning Commission and City Council.

**CLOSED MEETING**

Council went back into closed session briefly at 7:15 p.m. At 7:32 p.m., they returned to the dais and announced that they would still not be coming out of closed meeting.

**REGULAR MEETING**

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

Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Rev. Pamela Cooper of the John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Denton.

**February 26, 2019  
Regular Meeting**

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**CONSENT AGENDA**

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- C-2** Pending List:
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- C-10** Additional Announcements: Recreation & Parks: public meeting for renovation of King's Court playground; possible Dog Park

Mayor Gore read to the audience the items that were on the Consent Agenda. Councilor Partin moved to approve the Consent Agenda. He then noted that even though the minutes of February 12, 2019 were not listed on the agenda, he wanted to fully disclose that the Clerk had requested they not be considered at this meeting. Mayor Gore said she was going to recommend the same thing. Mayor Gore renewed her request for the auditors to come meet with Council to go over the 2016 CAFR. Mr. Altman shared that the 2017 CAFR could be completed soon and be submitted to the APA. Patrick Plourde, a member of the Recreation Commission spoke about the great things being done by Parks & Recreation. Mr. Reidmiller then gave his annual report in the form of a presentation. Mr. Reidmiller also announced that there would be a public meeting on February 27, 2019 to discuss a potential dog park in Hopewell, and another public meeting March 6, 2019 to discuss renovations of the King's Court playground. Councilor Randolph seconded Councilor Partin's motion. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	--- (not on dais)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

**Motion passed 6-0** (per Mayor Gore, Councilor Pelham's absence excused)

**PUBLIC HEARINGS**

There were no public hearings.

**February 26, 2019  
Regular Meeting**

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**COMMUNICATIONS FROM CITIZENS**

Steve Romano, Ward 3 came forward and asked to discuss the Retreat, since it was on the agenda. Pursuant to Council Rules, Councilor Partin moved to waive the rules and allow Mr. Romano to discuss an item on the agenda. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

Mr. Romano then expressed his concern about the Retreat.

David Phillips, Ward 3, came forward to speak about his concern regarding Native Americans. He noted that Chief Steve Silverheels (grandson of Jay Silverheels who played Tonto on the Lone Ranger) would be here in Hopewell June 2, 2019 at 11:00 A.M. at Woodlawn Presbyterian Church. He said he would like Hopewell to have other activities for Native Americans. Mayor Gore said that both she and Councilor Denton had an interest in Native Americans and the proposed project, and requested that Mr. Phillips leave his information with the Assistant Clerk so he could be contacted for more information.

**Reports of the City Attorney:** Council rules – Stefan Calos of Sands Anderson PC, City Attorney presented Council with several revised rules. By consensus of Council, each Rule was voted on individually:

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City Clerk	Councilor Ward 5	Councilor Ward 3	Most- Recent Past Mayor	Mayor	Vice Mayor	Councilor Ward 2	Councilor Ward 1	City Manager	City Attorney
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Vice Mayor Bennett seconded the motion. Mayor Gore requested the following statement be read into the record: I, myself, am not partaking of this conversation because one member of Council wanted to change their seat. I am talking about this because, in my opinion, the rule was not clear which is why I asked the City Attorney to provide interpretation. He did rule on it, however, just for the record, I am not partaking of this conversation just for someone's special interest. Upon the roll call, the vote resulted:

Councilor Denton	-	no
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**February 26, 2019  
Regular Meeting**

---

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

**Motion passed 4-3**

**Rule 301** - Councilor Pelham moved to approve the revised Rule 301 as submitted, which motion Councilor Randolph seconded. Upon the roll call, the vote resulted:

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

**Motion passed 6-1**

**Rule 302** - Councilor Denton moved to approve the revised Rule 302 as submitted, which motion Mayor Gore seconded. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**Rules 405 and 406** – Councilor Pelham requested to amend the language in the Rules to advise citizens that they have the ability to ask Council to waive the rules so that they can speak about an item on the agenda. She said she liked to hear from the citizens. Councilor Randolph noted that this item was not on the agenda and was concerned if it could be addressed at this meeting. Mr. Calos said he could look into it and provide options, but required a consensus of Council to do so. Councilor Partin said that it would be helpful to include language that references the waiver directly on the agenda because the majority of people do not know you can ask permission. Mayor Gore noted that this item could not be discussed without amending the agenda to add it. After additional discussion, Councilor Pelham withdrew her request and said she would consider putting it on the agenda for next time. Mr. Calos sought clarification that there would be no change to the agenda, but that he could come back with options regarding the revisions to the Rules, which Mayor Gore confirmed. Councilor Denton asked that the Mayor include this discussion in the minutes for future reference. Mayor Gore said no because she said she could not see a purpose for noting an item in the minutes where no action was taken. Councilor Partin moved to amend the agenda so that he could make a motion to include discussion for the minutes to talk about what we just discussed in terms of Communications from Citizens and asking for a waiver. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

**February 26, 2019  
Regular Meeting**

---

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

**Motion passed 5-2**

Councilor Partin then moved to include in the minutes of this meeting that we discussed changes-- potential changes to the Communications from Citizens, including options from the city attorney about coming back to us and including a potential waiver of the item within the Communications from Citizens that states citizens can talk about items on the agenda with the permission of Council. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	no

**Motion passed 6-1**

**Reports of the City Clerk: Boards, Committees, Commissions Vacancies**

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	1	6
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Dock Commission	0	5
Economic Development Authority	4	3
Historic Preservation Committee	5	2 (citizens)*
Friends of the Appomattox River	1	1
Keep Hopewell Beautiful	4	6
Planning Commission/Wetlands Board	4	1
Recreation Commission	4	3
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	7	8
Virginia Gateway Region	1	1

**Reports of City Council:**

**February 26, 2019  
Regular Meeting**

---

**Committees**

Councilor Randolph noted that, earlier in the meeting, Mayor Gore had spoken about burial plots and that since she (Councilor Randolph) and Councilor Denton were on the Historical Preservation Committee and asked if they could be included in that.

**Establish and appoint members to the City Council Retreat Committee**

Councilor Randolph moved to postpone the “establish and appoint members to the City Council Retreat Committee until the March 5, 2019 meeting. Mayor Gore seconded her motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**Individual Councilors**

IR-1            Gore            Letterhead- There is an unofficial policy pertaining to the use of City Council letterhead. Request, that City Council approve a policy and incorporate it in its Rules and Procedures. (return item). ***Council discussed this item, by consensus agreed that the business cards were released from this portion of the discussion and that the Clerk could go ahead, and order cards. They further agreed to continue discussion of the letterhead to the March 5, 2019 agenda.***

IR-2            Gore            Mayor Memo to City Council – Address issues and workflow of City Council, City staff and Council appointees. Request that City Council provide direction on all items listed in the memo via consensus or vote. Request that all items be included in City Council’s Rules of Procedure as an addendum (return item). ***Councilor Randolph moved to postpone this item until the March 5, 2019 meeting. Councilor Denton seconded her motion. Upon the roll call the vote resulted:***

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

**Motion passed 7-0**

**February 26, 2019**  
**Regular Meeting**

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Council discussed a motion to postpone all items remaining on the agenda, including items not completed in the Closed Session. Mr. Calos advised that it was not necessary to do a motion because anything not discussed would automatically carry forward to the next agenda, including the closed session items.

**ADJOURN**

At 10:30 p.m., motion was made by Councilor Denton and seconded by Councilor Partin to adjourn. All council responded “aye” to the question. Except Councilor Pelham and Mayor Gore, both of whom responded “nay.”

/s/ Jasmine E. Gore

Jasmine E. Gore, Mayor

/s/ Ronnieye L. Arrington

Ronnieye L. Arrington, City Clerk

**ROUTINE APPROVAL OF**

**Work**

**Session**



**MEETING NOTICE  
JOINT SPECIAL MEETING  
April 10, 2019**

**HOPEWELL CITY COUNCIL  
and  
HOPEWELL SCHOOL BOARD**

Hopewell City Council will hold a special meeting, in accordance with Rule 302 (Special Meetings) of the Rules of City Council, on Wednesday, April 10, 2019 at 6:30 p.m. at Carter G. Woodson Middle School in the multi-purpose room, for a city budget work session with the Hopewell School Board.

**Wednesday, April 10, 2019  
6:30 p.m.**

**Carter G. Woodson Middle School  
Multi-Purpose Room  
1000 Winston Churchill Drive  
Hopewell, VA 23860**

**INQUIRIES: 804-541-2249**

# **FINANCIAL REPORT**

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**02.28.2019**

**Implementation Plan**

- **External Reporting**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**
  
- **Budget Development FY20**
  
- **Internal Reporting**
  - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
  - **Reporting for the period of 12.31.2018 – 06.30.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan**

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
02.28.2019**

- **External Reporting**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**

<p align="center">City of Hopewell, VA February 28, 2019</p> <p align="center">External Reporting -- CAFR Compliance Implementation Plan FY 2016, FY 2017 &amp; FY 2018</p>				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements: for Completion and Audit of the CAFR, APA Report(s) and Single Audit Fiscal Years Ending FY2016, FY 2017 & FY 2018	12.01.17	12.31.17	100%	
Communicate Implementation Plan: to Stake Holders & Essential Participants such as...	01.03.18	01.16.18	100%	Actual completion date 01.26.18 Lapse in achieving due date: City closings -- inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments).
<p align="center">City Administration &amp; Staff</p> <p align="center">Schools Administration &amp; Staff</p> <p align="center">City Council</p> <p align="center">Auditor- PBMares (PBM)</p> <p align="center">Government &amp; Regulatory Agencies</p>				
<p align="center">FY 2016 Implementation Plan Activities</p>				
	Date Start	Date Due	% Completion Status	Comment(s)
FY 2016 Audit & CAFR Preparation	01.03.18	03.31.18	100%	Overall estimated % of completion as of 09.30.18
Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers (Fiscal Year Ended 6.30.2010 thru 6.30.2015)				Task completion 100% 02.01.18
Received concurrence from current auditor-PBM on the City's CAFR implementation plan approach & timetable				Task completion 100% 02.01.18
Obtained additional input from current auditor-PBM on items the City are to have available during the audit field work process				Task completion 100% 02.02.18
Requested departments to provide documents, schedules and other required information for FY16 CAFR preparation				Task completion 100% 01.19.18
Ongoing review of information received from departments and follow-up communications with departments including interviews, meetings emails etc.				Task completion 100% 05.31.18
Schools: Task completion pending Schools providing corrected fund statements information to auditor (PBM)				Task completion ( 100%) City Manager requested Schools Superintendent to ensure Schools staff prioritize & complete required task.
City Finance Director recommended to City Manager solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit. (08.21.2018)				City Manager requested Schools Superintendent to consider recommended solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit
				Schools communicated fund statements information to auditor (PBM) 9.26.18
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task completion ( 100%) (see % completion status & comments of the City CRAW implementation plan)
FY 2016 Audit	04.01.18	04.30.18		Task completion ( 80%)
FY 2016 CAFR Audited & Issued			100%	Actual Completion date 10.24.18
FY 2016 APA Report(s) Issued			100%	Actual Completion date 10.30.18
FY 2016 Single Audit Issued			75%	FY16 CAFR audit completed. Preparation of federal schedule(s) in process and prior FY15 issues resolution in process 02.28.19

FY 2017				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
<b>FY 2017 Audit &amp; CAFR Preparation</b>	04.01.18	07.31.18		
Received confirmation from auditor-PBM on date to start preliminary internal control field work process for both City & Schools <b>(07.09.18 to 07.13.18 Field Work Period)</b>	06.14.18	06.29.18	100%	Task completion 06.25.18
Obtained input from auditor-PBM on items the City are to have available during the audit field work process & the departments that will be reviewed	06.14.18	06.18.18	100%	Task completion 06.18.18
Requested departments to provide documents, schedules and other required information for FY17 CAFR preparation	06.15.18	6.29.18	100%	Task completion 06.29.18
Auditor-PBM started preliminary internal control field work process for both City & Schools	07.09.18	07.20.18		Task completion at 07.31.18
			100%	City
			0%	Schools ( postpone to 08.06.18 )
			40%	Schools ( estimated as of 09.30.18 )
Received confirmation from auditor-PBM on date to start audit field work & testing process for both City & Schools <b>(08.06.18 to 08.17.18 Field Work Period)</b>	07.20.18	07.25.18	100%	Task completion 07.30.18
Received confirmation from auditor-PBM on <b>return date to continue</b> audit field work & testing process for both City & Schools <b>(09.10.18 to 09.14.18 Continued Field Work Period)</b>	09.04.18	09.05.18	100%	Task completed
Schools: <a href="#">To expedite the completion of the FY 2017 CAFR and the Audit the City Finance Director recommended to the City Manager the necessity to deploy City CAFR Team accounting support to Schools.</a>	1.24.19	2.28.19		Task work in process ( 75% ) Schools Superintendent welcomed the recommendation as advised by the City Manager. Schools Finance Staff is working closely with the City to complete the FY 2017 CAFR and the Audit.
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task work in process ( 85% ) (see % completion status & comments of the City CRAW implementation plan)
<b>FY 2017 Audit</b>	08.01.18	08.31.18		
FY 2017 CAFR Audited & Issued				
FY 2017 APA Report(s) Issued				
FY 2017 Single Audit Issued				
FY 2018				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
<b>FY 2018 Audit &amp; CAFR Preparation</b>	08.01.18	10.31.18		
<b>FY 2018 Audit</b>	11.01.18	11.30.18		
FY 2018 CAFR Audited & Issued				
FY 2018 APA Report(s) Issued				
FY 2018 Single Audit Issued				



City of Hopewell, VA February 28, 2019 Other FY 16, FY17 & FY18				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements for 2018:</b>	12.01.18	12.31.18	100%	Actual completion date 12.31.18
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Implement Plan for 2018:</b>	01.01.19	02.15.19	100%	Actual completion date 01.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Notification &amp; Requests for Reporting</b>	07.01.18	06.30.19	95%	Overall estimated % of completion as of <b>02.28.19</b>
State Compensation Board Reimbursement -- SCB				
(July 2018)			100%	Actual completion date 08.21.18
(August 2018)			100%	Actual completion date 09.13.18
(September 2018)			100%	Actual completion date 10.15.18
(October 2018)			100%	Actual completion date 11.15.18
(November 2018)			100%	Actual completion date 12.12.18
(December 2018)			100%	Actual completion date 01.11.19
(January 2019)			<b>100%</b>	Actual completion date <b>02.12.19</b>
Department of Criminal Justice System -- DCJS (FY18 4th Quarter)			100%	Actual completion date 07.25.18
Healthy Families Grant (FY18 4th Quarter)			100%	Actual completion date 07.16.18
Community Based Child Abuse Program (CBCAP) Grant (FY18 4rd Quarter)			100%	Actual completion date 07.16.18
Electronic Municipal Market Access -- EMMA (Escrow Deposit Agreement for 2015 Refunding)			100%	Actual completion date 01.23.18
VDOT/Weldon Cooper Center 2017 Highway Finance Survey (Due 03.15.18)			<b>15%</b>	Inquiry of City submission in process
VDOT/Weldon Cooper Center 2016 Highway Finance Survey (Due 03.15.17)			<b>15%</b>	Inquiry of City submission in process
Rating Agency requested the City to provide written responses to information inquiry.	7.23.18	7.31.18	100%	Actual completion date 07.31.18
(Electronic Municipal Market Access (EMMA) Continuing Disclosure Agreement "CDA" requirements -- rating withdrawal notification)	8.3.18	8.17.18	100%	Actual completion date 08.15.18
Residential Sewer Rates Cost of Service Study				Task on hold pending CAFR project completion
Va. Dept of Emergency Mangement (VDEM) Grant Compliance Monitoring Site Visit	7.24.18	7.24.18	100%	Actual completion date 07.24.18
City of Hopewell Cost Allocation Plan FY 2017 (preparation by Finance Staff and coordinating Maguire & Associates of Va. site visit )	8.15.18	8.28.18	100%	Actual completion date 08.28.18

City of Hopewell, VA February 28, 2019 External Reporting - APA, DEQ, Single Audit & FAC Issuance and/or Completion FY 2015				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%	
APA Reports (Comparative Transmittal, Sheriff's Report)				
DEQ (Landfill Financial Assurance Report)				
Single Audit Report				
Federal Audit ClearingHouse (FAC) Reporting				
Other				
Implementation Plan:				
Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18		
<u>APA Reports</u>				
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18
FY15 Sheriff Report			NA	The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of <b>01.31.18</b> the City had not made such request for FY15 or FY14.  The City requested on <b>02.01.18</b> CBH and APA to consider the impact on the City's current CAFRs implementation Plans (FY16, FY17 & FY18)  APA advised on <b>02.05.18</b> it will not pursue requesting the FY15 Sheriff's internal controls attesting report for FY15.
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	The City requested on <b>02.01.18</b> DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17.  DEQ advised on <b>02.02.18</b> since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis.
	01.25.19	02.25.19	100%	As requested by DEQ the City is implementing measures to reaffirm the standby trust put into place to satisfy DEQ requirements.
Single Audit Report FAC Reporting	01.03.18	01.31.18	85%	CBH provided the City with a draft FY15 report on <b>03.30.18</b> . Finalization & issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP). CBH issuance of the FY15 single audit & corresponding FAC Reporting is reset for <b>03.29.19</b>

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
02.28.2019**

- **Budget Development FY20**

City of Hopewell, VA				
February 28, 2019				
Budget Development				
FY 2019 - 2020				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements for FY 2019 - 2020 Budget Development:</b>	12.01.18	12.31.18	100%	
Annual Operating				
Capital Project				
Capital Improvement Plan (CIP)				
<b>Draft Proposed City Budget Calendar for FY 2019 - 2020</b>	01.15.19	01.31.19	100%	Task completion 01.31.19
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
<b>Communicate Draft to Stake Holders:</b>	01.31.19	02.22.19	100%	Task completion 02.21.19
<b>Finalize City Budget Calendar for FY 2019 - 2020</b>	02.22.19	02.28.19	90%	Task work in process
<b>Implement City Budget Calendar for FY 2019 - 2020</b>	03.01.19	05.31.19		
<b>Prepare the approved FY20 City Budget for loading to the City's accounting administrative system ( MUNIS)</b>	6.17.19	6.28.19		
<b>Review &amp; verify the loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</b>	6.24.19	6.28.19		
<b>Confirm &amp; verify City departments having access to their loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</b>	6.27.19	6.28.19		
Finance Department preparing DRAFT FY 2019-2020 Financial Plan (i.e. City budgetary document)	7.15.19	8.30.19		

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**02.28.2019**

- **Internal Reporting**
  - Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
  - Reporting for the period of 12.31.2018 – 06.30.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan

City Manager's Report on Transfers 07.01.2018 to 3.19.2019					
Activity Date	Account Description	Fund Type	From	To	Comment(s)
08/1/2018	Contingency/Litigation Regional Med-Flight (Chesterfield County)	General Fund General Fund	\$ 300	\$ 300	Transfer for Med-Flight (invoice for \$1,000 only \$700 included in FY19 budget)
08/20/2018	Disaster Recovery Exchange Email Server	Capital Fund Capital Fund	\$ 70,000	\$ 70,000	Transfer for Email Server Upgrade
10/18/2018	Contingency/Litigation CSA Litigation/Repayment	General Fund General Fund	\$ 90,000	\$ 90,000	Transfer for CSA Repayment
10/22/2018	Contingency/Litigation IT Disaster Recovery	General Fund General Fund	\$ 70,000	\$ 70,000	Transfer for Disaster Recovery (offsite data storage)
12/26/2018	Police Full-time Salaries (salary savings) IT EDP Equipment-VOIP	General Fund General Fund	\$ 35,000	\$ 35,000	Transfer for VOIP (Phone System)-City Hall
1/23/2019	Police Full-time Salaries (salary savings) Council Add Furniture/Fixtures/Equip	General Fund General Fund	\$ 32,803	\$ 32,803	Transfer for Council Chambers Rehab-FY 19
1/29/2019	Police Full-time Salaries (salary savings) Police Management Consulting Services	General Fund General Fund	\$ 4,298	\$ 4,298	Transfer for VA Assoc of Chiefs of Police Consultation
1/29/2019	HR Full-time Salaries (salary savings) IT Management Info System	General Fund General Fund	\$ 16,639	\$ 16,639	Transfer for Tyler Training Costs
2/28/2019	City Point Rd Drainage Project-Construction HHS/Mathis Park Project-Design/Engineering City Point Rd Drainage Project-Design/Engineering	Stormwater Fund Stormwater Fund Stormwater Fund	\$ 55,000	\$ 30,000 \$ 25,000	Transfer for Design/Engineering Stormwater Projects

# **PUBLIC HEARING ANNOUNCEMENTS**

**Tax Rate Public Hearing  
April 9, 2019**

**INFORMATION  
FOR COUNCIL  
REVIEW**

845

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

REGULAR MEETING OF January 14, 2019

\*\*\* 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, January 14, 2019 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  
                          Sherman Cross, Commissioner  
                          Ruth Johnson, Commissioner  
                          John Tunstall, Commissioner

Absent:                Rogers Henry, Commissioner  
                          Wendy Gant, Commissioner

Also Present:        Steven A. Benham, Executive Director  
                          Sherry Henderson, Executive Secretary  
                          Madelyn Peay, Deputy Executive Director  
                          Michelle Coleman, Director of Finance and Administration  
                          Tarvaris McCoy, Community Revitalization Director

CONSENT AGENDA

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

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Jones	- Yes
Commissioner Cross	- Yes
Commissioner Johnson	- Yes
Commissioner Tunstall	- Yes

5 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1   Discussion of Pending List.

Mr. Benham added two items to the Pending List for the next Board of Commissioners meeting: 1. Resident Training on Excess Utilities Allowances; and 2. Occupancy Information on 26 Units at the Summit, not the PBV units.

R-2   Financial Statement Review

Michelle Coleman presented the Board of Commissioners with a review of the Financial Statements.

R-3   Request approval of Resolution No. 853, Purchase of a Home to Begin a Homeownership Program.

Upon motion made by Vice-Chairman Jones and seconded by Commissioner Cross with all Commissioners present responding, the Board of Commissioners approved Resolution No. 853, Purchase of a Home to Begin a Homeownership Program.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Jones - Yes
- Commissioner Cross - Yes
- Commissioner Johnson - Yes
- Commissioner Tunstall - Yes

5 Yes; Motion Passed

R-4 Discussion/Other Matters.

Mr. Benham informed the Board of Commissioners of the following:

- Elections of Officers will be held on February 11, 2019
- Vision 2030 statement update
- STORY: ML2 evaluation report
- Family Self Sufficiency (FSS) Program Report and Narrative
- Dooley & Vicars Audit Report FYE 3/31/18 Letter

EXECUTIVE SESSION

E-1 The Board of Commissioners adjourned into Executive Session at 6:12 p.m. for the purpose of discussing personnel and other matters in accordance with 2.2-3711 (A) (1) (3) (4) (7) of the Code of Virginia as amended.

RETURN TO REGULAR SESSION

Upon return from Executive Session at 6:33 p.m., the following motion was made by Vice-Chairman Jones and seconded by Commissioner Tunstall with all Commissioners present responding affirmatively:

WHEREAS, the Board of Commissioners has convened an executive session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act, and

WHEREAS, Section 2.2-3711(B) of the Code of Virginia of 1950, as amended, requires a certification by the Board of Commissioners that such executive meeting was conducted in conformity with Virginia law:

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and only such public business as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board of Commissioners.

E-1 – Request approval of Resolution No. 854, Contract with Peay United, Inc.

Upon motion made Vice-Chairman Jones and seconded by Commissioner Tunstall with all Commissioners present responding, the Board of Commissioners approved Resolution No. 854, Contract with Peay United, Inc.

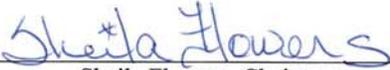
Upon roll call, the vote resulted:

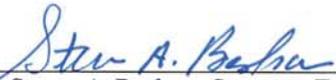
- Chairman Flowers - Yes
- Vice-Chairman Jones - Yes
- Commissioner Cross - Yes
- Commissioner Tunstall - Yes

4 Yes; Motion Passed

**ADJOURNMENT**

Upon motion made Commissioner Cross seconded by Vice-Chairman Jones with all Commissioners present responding affirmatively, the meeting was adjourned at 6:35 p.m.

  
\_\_\_\_\_  
Sheila Flowers, Chairman

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

**MINUTES OF THE DECEMBER 12, 2018 MEETING  
OF THE KEEP HOPEWELL BEAUTIFUL  
CITY OF HOPEWELL, VA**

The Keep Hopewell Beautiful meeting for the City of Hopewell was held on December 12, 2018, at 7:00 p.m. in the Municipal Building, 300 North Main Street, Hopewell, Virginia.

Keep Hopewell Beautiful Members present:

Brian Silver - Chairman

Mary Jones - Vice Chairwoman

Julia Bailey

John Eliades

Jean Lawson

Johnny Partin

**ADMINISTRATIVE MATTERS**

**1. Roll Call: Determination of Quorum**

Call to order and welcome to members by Mr. Silver. He announced that according to the City Attorney, Mr. Partin can count as a member of the quorum until his replacement is found. A quorum was established.

**2. Amendments to the Agenda**

No Amendments to the Agenda.

**3. Presentation of minutes**

There were no minutes to present.

**4. Citizen Comments**

No citizen comments.

**5. Budget Review**

- a. A budget from Ms. Griffin was reviewed by the committee members.
- b. Mr. Silver collected \$34.00 of donations from the calendars which were given to Ms. Jones to keep in the petty cash fund.

**6. Appointment of Chairman**

- a. Mr. Silver and Mr. Partin reviewed the Keep Hopewell Beautiful by-laws and determined that the appointment of officers would be presided by a non-voting

position. Mr. Eliades agreed to officiate the appointment since he is a non-voting member.

- b. Mr. Partin nominated Brian Silver for Chairman and was seconded by Ms. Bailey. Mr. Silver was voted in as Chairman unanimously by the committee.

## **7. Appointment of Vice Chairman**

Mr. Partin nominated Mary Jones for Vice Chairwoman and was seconded by Ms. Bailey. Ms. Jones was voted in as Vice Chairwoman unanimously by the committee.

## **UNFINISHED BUSINESS**

### **1. Calendars & Art Contest**

- a. Mr. Silver reported that the schools were working on the art contest and presentations would be in April or May.

## **NEW BUSINESS**

### **Current Project List:**

1. None

### **New Project List:**

1. Leaf Raking Event

The committee agreed to not do this event this year and try to pick it back up next year.

2. Ravine Clean up off 21<sup>st</sup> Ave (January 26<sup>th</sup>, 2019 at 8:00AM)

Mr. Partin and Mr. Eliades proposed a cleanup off 21<sup>st</sup> Ave around the Bluffs site. We will meet at the intersection of Woodbine and Victoria Street.

## **REPORTS OF MEMBERS**

1. Mr. Partin announced that the John Randolph Foundation donated \$60.00 to do an environmental service project and a citizen donated an additional \$40.00 in support of the idea. Mr. Partin proposed using the money to plant trees in Westmoreland Court. More details to follow on this project.

2. Ms. Jones introduced Mike Jones as a new prospective committee member.
3. Mr. Silver asked the committee what meeting time would work for members. The committee decided to meet on the 2<sup>nd</sup> Wednesday of each month at 7:00 p.m.
4. Mr. Silver proposed the idea of having Jonathan Austin perform his recycling show at the elementary schools again. Mr. Silver will ask Ms. Griffin whether this would fall within our budget.
5. The committee thanked Mr. Partin for his dedication to KHB for the past several years.

**ADJOURN**

The meeting was adjourned by Mr. Silver at 7:45 p.m.



**APPROVED**

**MINUTES OF THE JANUARY 9, 2018 MEETING  
OF THE KEEP HOPEWELL BEAUTIFUL  
CITY OF HOPEWELL, VA**

The Keep Hopewell Beautiful meeting for the City of Hopewell was held on January 9, 2018, at 7:00 p.m. in the Municipal Building, 300 North Main Street, Hopewell, Virginia.

Keep Hopewell Beautiful Members present:  
Brian Silver, Chairman  
Mary Jones, Vice Chairwoman  
Julia Bailey, Secretary

**ADMINISTRATIVE MATTERS**

**1. Roll Call: Determination of Quorum**

Call to order and welcome to members by Mr. Silver. A quorum was established.

**2. Amendments to the Agenda**

Mr. Silver added inventory of KHB tools under New Business.

**3. Presentation of minutes**

The committee approved the minutes from the December 12th, 2018 meeting.

**4. Citizen Comments**

No citizen comments.

**5. Proposed Amendment to by-laws to change day and time of KHB meetings**

Ms. Jones motioned to change the KHB meeting day and time to the second Wednesday of each month at 7:00 p.m. and if the meeting falls on a legal holiday, the meeting shall be held on the following Wednesday. The motion was seconded by Ms. Bailey and it was passed by the committee.

**6. Budget Review**

Mr. Silver presented the budget to the committee for review. There were no concerns over the budget from the committee

**UNFINISHED BUSINESS**

**1. Vote on funding the recycling program show by Jonathan Austin in three elementary schools**

Mr. Silver motioned to sponsor a recycling program presented by Jonathan Austin to the three elementary schools in Hopewell at a cost of \$875 for all three programs. Ms. Jones seconded the motion and it was passed by the committee.

**2. Ravine Clean Up January 26th at 8 a.m.**

KHB will have a cleanup off 21<sup>st</sup> Ave around the Bluffs site. We will meet at the intersection of Woodbine and Victoria Street.

**NEW BUSINESS**

**1. Updating KHB brochure**

The committee discussed updates to the KHB brochure.

**2. Recommendations for new clean-up projects.**

- a. Around the Hopewell/Prince George Visitor Center.
- b. Western Street around the Moose Lodge.

**3. Assigning committees: Awards Program, Adopt-A-Neighbor, Outreach, Education Liaison (Brian Silver) Facebook, Adopt-A-Street, Budget, Scholarship**

Mr. Silver suggested tabling this until we have more committee members present.

**4. Litter Index Survey**

Mr. Silver will see when the deadline for the survey is and ask Ms. Griffin for a map of all seven wards for this project.

**Current Project List:**

1. Ravine clean-up January 26th at 8 a.m.

**New Project List:**

1. Around the Hopewell/Prince George Visitor Center on March 16th at 8 a.m.
2. Western Street near the Moose Lodge on February 23rd at 8 a.m.

**REPORTS OF MEMBERS**



1. Mr. Silver will find out the dates for the recycling program and report back to members. The art contest is underway and will be discussed in either the February or March meeting. He also mentioned the extra KHB coloring books and suggested giving those out to the kids at the recycling programs or other community events.
2. Ms. Jones proposed doing a project for Earth Day like planting a tree. Mr. Silver suggested planting it at one of the gateways to the city such as the "LOVE" sign by the visitor center. Mr. Silver will speak with Ms. Griffin and Public Works about this idea.
3. The committee discussed recruiting new committee members.

**ADJOURN**

The meeting was adjourned by Mr. Silver at 8:30 p.m.

*Paul Silver*



**APPROVED**

**PROCLAMATIONS**

§

**RESOLUTIONS**

§

**PRESENTATIONS**

# Proclamation

OFFICE OF MAYOR JASMINE E. GORE

*City of Hopewell, Virginia*



## *Women Veterans Week*

*Whereas,* throughout Virginia's and our nation's history, women have served in and alongside the United States Armed Forces to secure and preserve freedom and liberty for all Americans and our allies; and

*Whereas,* American women have demonstrated great skill, sacrifice, and commitment to defending the principles upon which our nation was founded; and

*Whereas,* more than 35,000 women served in WWI, 350,000 in WWII, more than 1,000 (in theater) in the Korean War, and more than 7,500 (in theater) women served throughout the world during the Vietnam War, and another 41,000 (in theater) women were deployed during Operation Desert Storm risking their lives to serve their country; and

*Whereas,* women continue to serve in the United States Armed Forces in times of conflict and peace with great honor and bravery in defense of our nation; and

*Whereas,* Virginia has the highest percentage of women veterans of any state in the nation; and

*Whereas,* it is fitting to recognize the courage, honor, and dignity with which women have served and continue to serve in defense of our nation and our Commonwealth;

***NOW, THEREFORE, I, Jasmine E. Gore,*** do hereby recognize March 17-23, 2019, as **WOMEN VETERANS WEEK** in the City of Hopewell, and I call this observance to the attention of all our citizens.

***I*** **N WITNESS WHEREOF,** I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 26<sup>th</sup> day of March, 2019.

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*Jasmine E. Gore*  
*Mayor of the City of Hopewell*

# Proclamation

OFFICE OF MAYOR JASMINE E. GORE

*City of Hopewell, Virginia*



- Whereas,* American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways; and
- Whereas,* American women have played and continue to play critical economic, cultural, and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home; and
- Whereas,* American women have played a unique role throughout the history of the Nation by providing the majority of the volunteer labor force of the Nation; and
- Whereas,* American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation; and
- Whereas,* American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and
- Whereas,* American women have served our country courageously in the military; and
- Whereas,* American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and
- Whereas,* despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history; and
- Whereas,* every year the City of Hopewell will celebrate Women's History Month. This year's theme is "Visionary Women: Women in Government," honors women who have led efforts to improve the quality of life or residents within the City of Hopewell;
- Whereas,* women play a critical role in the vitality and diversity of our communities, and are essential to ensuring Hopewell, Virginia is well-represented, a sustainable City and moving forward;
- Whereas,* while the twentieth century was a pivotal time of growth for women entering politics, women remain underrepresented in male-dominated fields, and thus, providing opportunities to support women in public office is imperative;
- Whereas,* recognizing women in public office will bring awareness to the fundamental necessity of their work and will inspire other young people to serve their communities;

**NOW, THEREFORE, I, Jasmine E. Gore, do hereby recognize March 2019, as WOMEN'S HISTORY MONTH in the City of Hopewell, and I call this observance to the attention of all our citizens.**

**I** **N WITNESS WHEREOF,** I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 26<sup>th</sup> day of March, 2019.

---

Jasmine E. Gore  
Mayor of the City of Hopewell

# **PUBLIC HEARINGS**

**PH-1**



**Agent: Barber Construction**  
**Sub-Parcel #014-2365, also identified as Lots 1-5,**  
**Block 138, Battleground Annex**  
**Conditional Use Permit**

Staff Report prepared for the Hopewell City Council Regular Meeting *March 26, 2019*

*Revised March 18, 2019*

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

**I. PUBLIC HEARINGS:**

Planning Commission	January 10, 2019	Recommended Denial
City Council	February 26, 2019	Work Session
Planning Commission	March 26, 2019	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	7,081 square feet
Owner:	Jesse Elder Page
Location of Property:	Located at the intersection of Moultrie Avenue, Petersburg Street, Hill Avenue, and Bristol Street
Election Ward:	Ward 5
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 041-2365
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

### **III. EXECUTIVE SUMMARY:**

The City of Hopewell has received a request from Barber Construction for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Non-Conforming Lots, R-2, Medium Density Residential Zoning District, of the Hopewell Zoning Ordinance. The applicant proposes to build a single family detached home on Sub-Parcel #014-2365, further identified as LOTS 1-5 BLK 138 SUBDIVISION: BATTLEGROUND ANNEX.

### **IV. APPLICABLE CODE SECTIONS:**

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

#### *Article IV, Section I, Special Conditions for Non-conforming Lots*

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

#### *Article XXI, Amendments, Section D. Conditional and Special Use Permits, sub-section c. Review of Application*

1. When the Director has certified that the application is complete, it shall be deemed received and referred to the Planning Commission for its review and recommendation to City Council.
2. The Planning Commission shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation as to the approval or disapproval of such application and any recommendation for establishment of conditions, in addition to those set forth in this Article, deemed necessary to protect the public interest and welfare. Failure of the Planning Commission to report within ninety (90) days shall be deemed a recommendation of approval.
3. Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code § 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.
4. In approving any conditional use permit, the City Council may impose conditions or limitations on any approval as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:

- i. Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic, circulation, noise, lighting, hours of operation and similar characteristics; and
  - ii. A performance guarantee, acceptable in form, content and amount to the City, posted by the applicant to ensure continued compliance with all conditions and requirements as may be specified.
- d. Approval Criteria

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

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

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

#### **V. SUBJECT PROPERTY:**

The vacant lot in question is located on a property located in the Battleground Annex Subdivision surrounded on four sides by right-of-way; Petersburg Street, Moultrie Avenue, Hill Avenue, and Bristol Street. The property is approximately 7,081 square feet and has 71 feet of frontage along Moultrie. It is zoned R-2, and is surround by R-2 zoned property to the north, south, east and west. The property is vacant and functionally operates as open space.

#### **VI. ZONING/STAFF ANALYSIS:**

Article IV, Section I of the Zoning Ordinance allows a property owner with a non-conforming lot of record in the R-2 zoning district to appeal to the Planning Commission and City Council for approval of a Conditional Use Permit to construct a single family dwelling on a non-conforming lot consisting of less than 7,500 square feet but at least 5,000 square feet and/or less than 75 feet but at least 50 feet or more of frontage.

The subject property is non-conforming because it has 71' feet of frontage and is 7,081 square feet. The property meets the criteria to apply for a Conditional Use Permit. The map attached to this document, illustrates the property line in blue. The remaining property in the triangle is public right-of-way and cannot be utilized by the owner. Due to the triangular shape of the property, if approved, the backyard of the home would be substantially small. The applicant has provided for a driveway on the property, however, off street parking is allowed. Guests of the home could park on the street which would be problematic in an area with three four way stops exist.

The subject property has never been developed. The 2017 assessment was \$2,600. The location and shape of the property has warranted the low assessment as the property has appeared to be undevelopable. The property is the only vacant property located in the center of the Battleground Annex subdivision.

The applicant requests to build a one story single family detached home at 1,325 square feet. Three potential renderings and floor plans of the dwelling has been provided with this report. The applicant is willing to build either design.

The table on the last page of this document provides characteristics of the housing stock within the neighborhood.

Proposed conditions can require a use to conform to the character of the neighborhood within the same zoning district in which it is located. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be a variance with either the exterior architectural appeal and functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district.

## **VII. STAFF RECOMMENDATION:**

The Staff recommends denial of the construction of a single family detached home on the subject property. It is Staff's opinion that while the property meets the square footage and zoning criteria to be *considered* for a conditional use permit, the property's location is not suitable for development. The following reasons are offered to support this opinion:

1. **Connectivity:** The property is an island surrounded entirely by right of way. There are four way intersections with problematic connectivity which could cause further issues by adding a driveway and/or parked cars along Moultrie, Petersburg, or Bristol Street.
2. **Required Setbacks:** Buildings are required to be a minimum distance from the front, rear and side yard property lines. In the R-2 Zoning District, the front and rear yard setback for main structures are 25 feet and the side yard setback for a corner lot is 15 feet. The width of the parcel, measured at the required 25' front yard setback, is approximately 54 feet. Therefore the width of the home at the setback line will be approximately 24' (with 15' setback on both sides). The required side yard setback must be maintained the entire length of the parcel and due to the triangular shape of the parcel, if a 1 story, the rear of the home will narrow to meet the required side yard setback.
3. The size of the yard surrounding the home would be substantially limited as the backyard narrows and the public right-of-way surrounds the property on all sides.

The applicant must demonstrate adherence to the seven criteria outlined in the Ordinance. Staff contends that the application does not meet criteria #2 and #3 found in Article XXI of the Zoning Ordinance.

2. The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.
3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially impair the use of other property within the immediate proximity.

Staff has established the reasons why the property is not suitable for single family residential development. If developed as requested, the Planning Commission contends that this development would be detrimental to the comfort or general welfare of the surrounding neighborhood and that it would be injurious to the use and enjoyment of other property.

The property, while not public, has served as an open space area for the neighborhood for the homes located on Petersburg Street, Moultrie Avenue and Bristol Street, and after careful consideration, it should not be developed as requested.

**VIII. PLANNING COMMISSION RESOLUTION:**

In accordance with Article XXI, Section D, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends denial by a vote of 3-0 of the request submitted by Barber Construction for a Conditional Use Permit for Sub-Parcel 014-2365, also identified as Lots 1-5, Block 138, Battleground Annex. The Planning Commission made this recommendation because the application did not meet criteria #2 and #3 of Article XXI, Section D of the Hopewell Zoning Ordinance (see page 3 of this document).

Attachment(s):

1. Application for Conditional Use Permit
2. Aerial Map

**AERIAL MAP**



Sub-Parcel # 014-2365

**Comparison Table**

<b>Sub-Parcel #</b>	<b>Square Footage</b>	<b>Stories</b>	<b>Bathroom</b>	<b>Bedrooms</b>
0142310	912	1	1	3
0142315	1,368	1	1	3
0142305	1,520	1	1	3
0142300	1,144	1	1	3
0142270	912	1	1	3
0142265	1,032	1	1	3

Exterior siding on all homes surveyed is either vinyl or masonite. Each home has a stoop in the front yard leading to the front door.



The City  
of  
Hopewell, Virginia

City of Hopewell, VA  
Permits / Inspect... - 20180888|CUP - 2018  
008490-0004 Melissa ... 11/02/2018 01:02PM  
1124376 - BARBER DONNIE  
CONDITIONAL USE PERMIT - REVIEW  
Payment Amount: 300.00  
Transaction Amount: 300.00  
CHECK: 001254

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: Barber Construction Co. inc.  
ADDRESS: 101 Queen Anne Dr.  
Hopewell, VA 23860  
PHONE #: 804-731-1051 FAX #: N/A  
EMAIL ADDRESS: Donnie.b@va.edu

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

OWNER: Jesse Elder Page  
ADDRESS: 10409 Old Stage Rd.  
Prince George, VA 23875  
PHONE #: N/A FAX #: N/A

PROPERTY ADDRESS / LOCATION: Petersburg St. Lots 1, 2, 3, 4, 5 Bldg 138  
Battleground Annex  
PARCEL #: 014-2365 ACREAGE: 7,081<sup>SF</sup> ZONING: R2  
.1626

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

APP # 20180888

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

PRESENT USE OF PROPERTY:

Lot - open field

THE CONDITIONAL USE PERMIT WILL ALLOW:

New construction house

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

Construction of a new single family residence will increase the value of the surrounding area.

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

Having a new construction will allow the values to increase in the area.

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

more tax revenue

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



APPLICANT SIGNATURE

11/1/18

DATE

Donald S. Bamber

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 11/02/2018

DATE OF ACTION \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

APPROVED WITH THE FOLLOWING CONDITIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Summary**

Parcel ID 0142365  
 Tax ID 0142365  
 Neighborhood 6  
 Property Address Petersburg  
 Hopewell, VA 23860  
 Legal Description LOTS 1-2-3-4-5 BLK 138 SUBDIVISION: BATTLEGROUND ANNEX  
 (Note: Not to be used on legal documents)  
 Acreage N/A  
 Class 1 - 1 Single Family Urban  
 Tax District/Area 05

[View Map](#)

**Owner**

Primary Owner  
 Elder Jesse Page  
 10409 Old Stage Rd  
 Prince George, VA 23875

**Site Description**

Zoning R2

**Land**

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Homesite			0.000			1.00	1.00		2,900.00	2,900.00	2,900.00		2,900.00

Land Detail Value Sum 2,900.00

**Transfers**

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
10/12/1967	PARR LESLIE A				\$1.00
11/1/1962	A				\$0.00

**Valuation**

Assessment Year		01/01/2017	01/01/2015	01/01/2013	01/01/2011	01/01/2009
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$2,600	\$2,600	\$2,600	\$2,900	\$3,100
(Assessed Value)	Improvements	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,900</b>	<b>\$3,100</b>

**Recent Sales In Area**

[Recent Sales in Neighborhood](#)

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

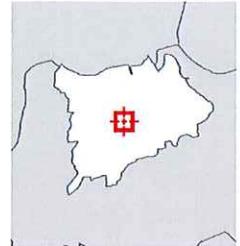
The City of Hopewell Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

Last Data Upload: 12/13/2018 5:07:05 AM





Overview



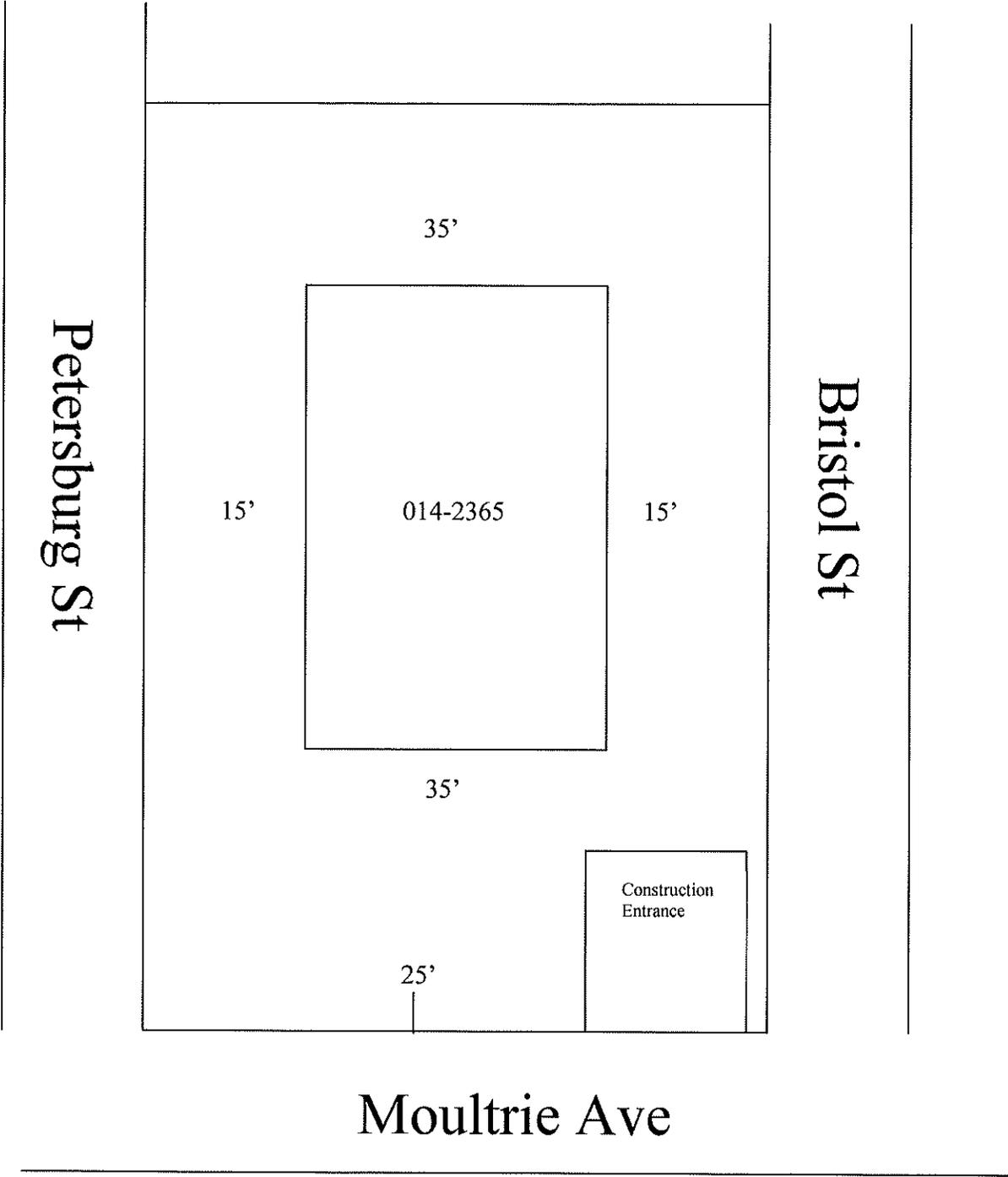
Legend

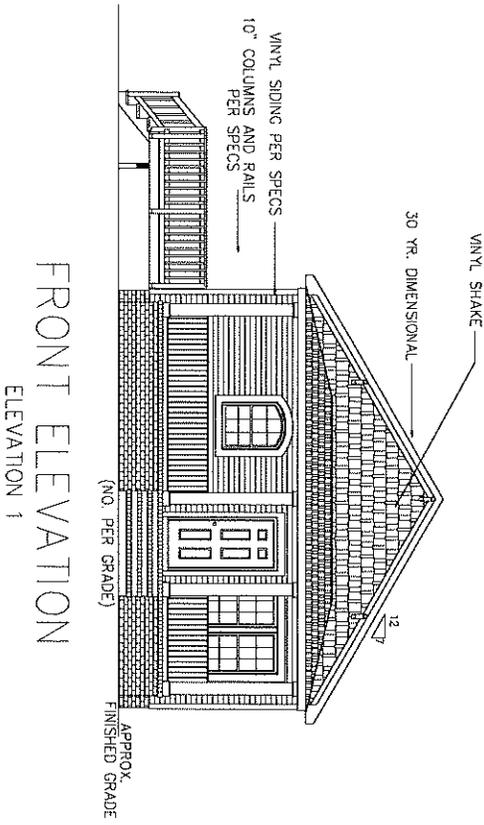
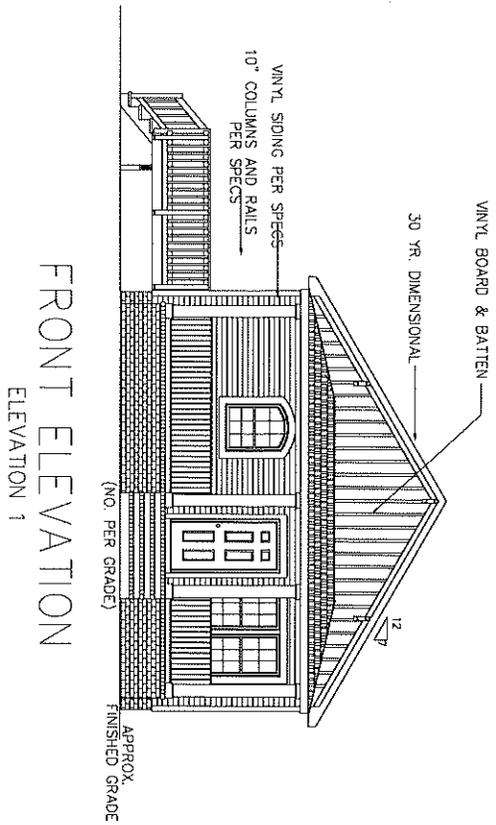
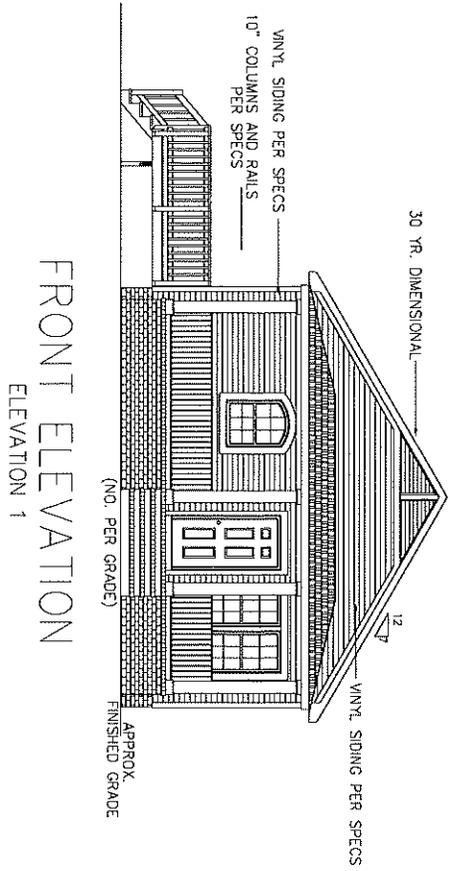
-  Parcels
-  Roads
-  Water

Parcel ID	0142365	Alternate ID	0142365	Owner Address	ELDER JESSE PAGE
Sec/Twp/Rng	n/a	Class	1 Single Family Urban		10409 OLD STAGE RD
Property Address	PETERSBURG HOPEWELL	Acreage	n/a		PRINCE GEORGE, VA 23875
District	n/a				
Brief Tax Description	LOTS 1-2-3-4-5 BLK 138 SUBDIVISION: BATTLEGROUND ANNEX <b>(Note: Not to be used on legal documents)</b>				

Date created: 12/13/2018  
Last Data Uploaded: 12/13/2018 5:07:05 AM

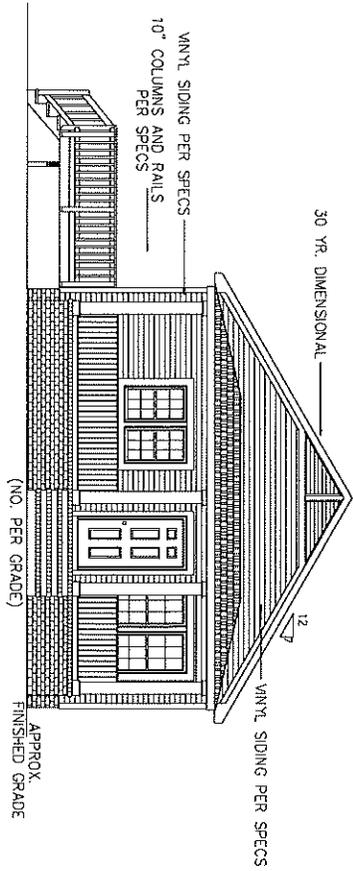
Developed by  **Schneider**  
GEOSPATIAL



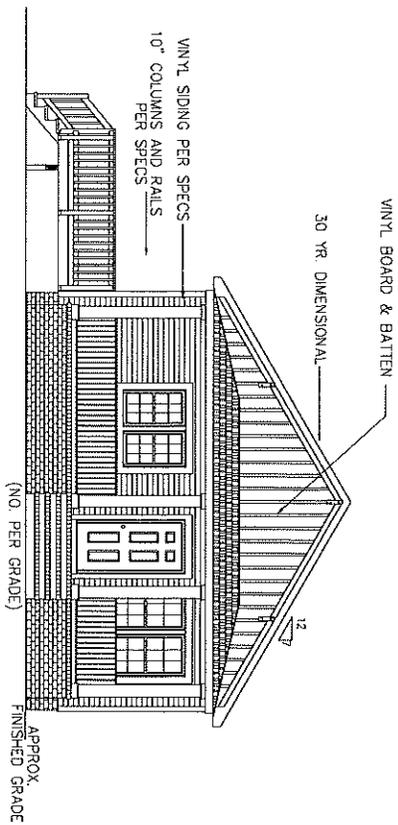


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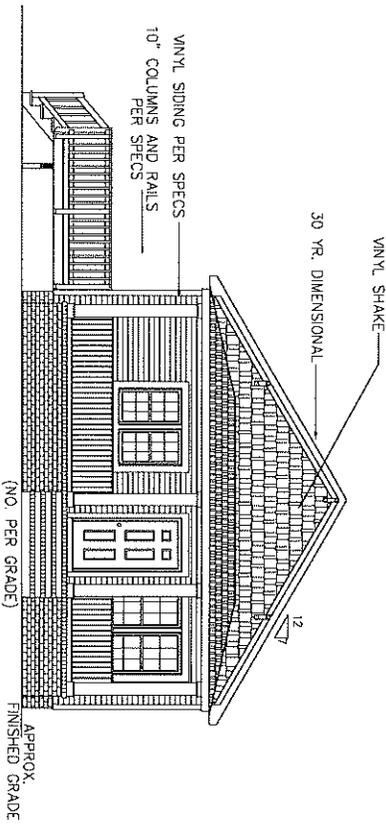
# DESIGN II



FRONT ELEVATION  
ELEVATION 1



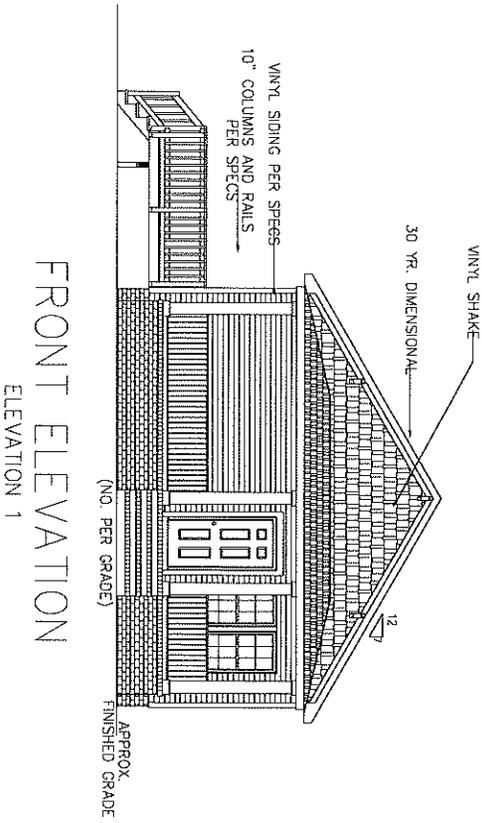
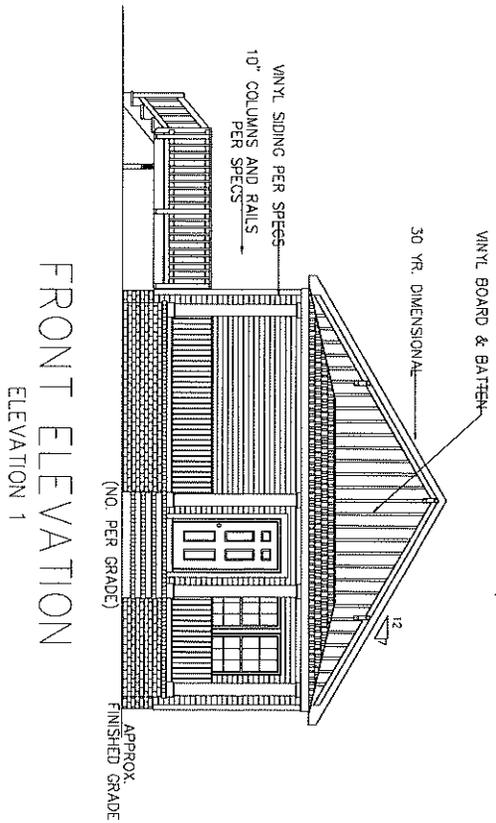
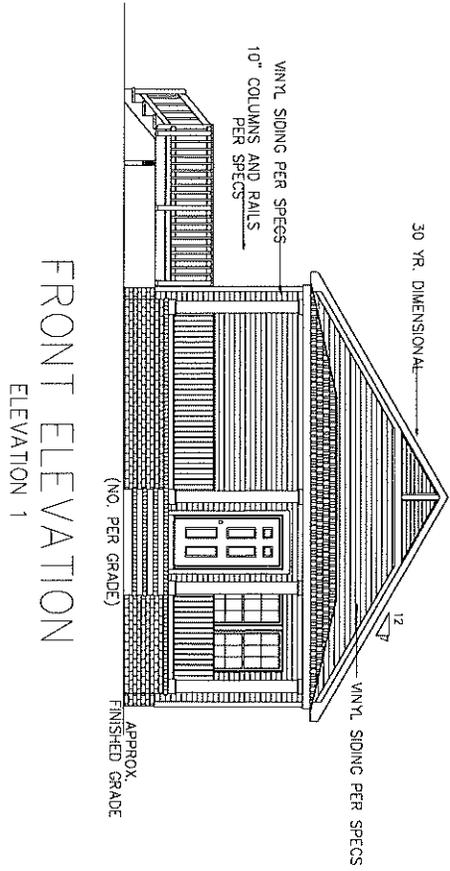
FRONT ELEVATION  
ELEVATION 1



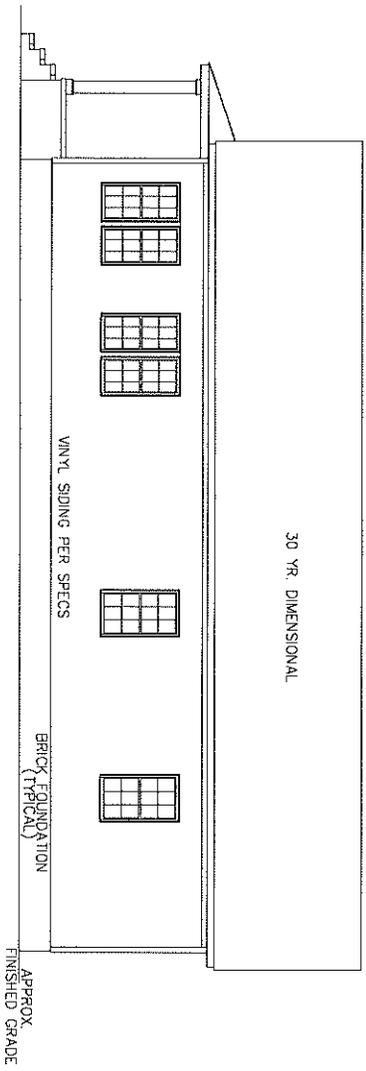
FRONT ELEVATION  
ELEVATION 1

SCALE: 1/8" = 1'-0"

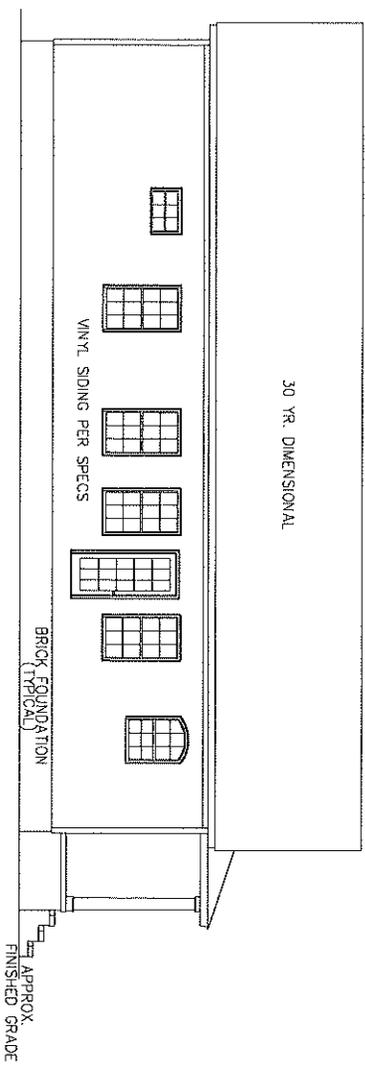
# DESIGN III



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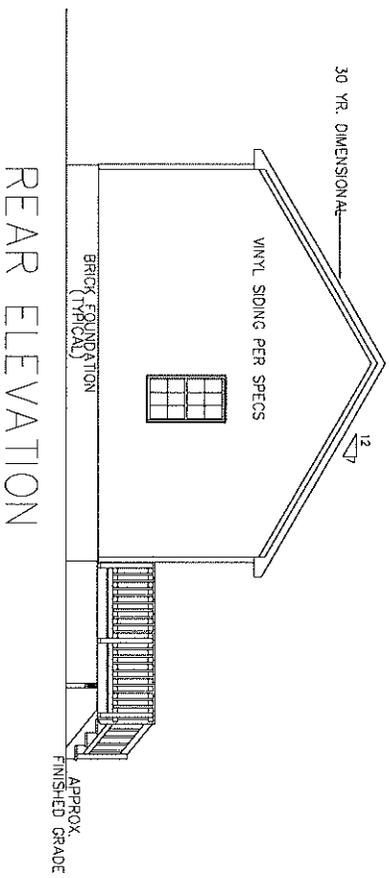


RIGHT ELEVATION



LEFT ELEVATION

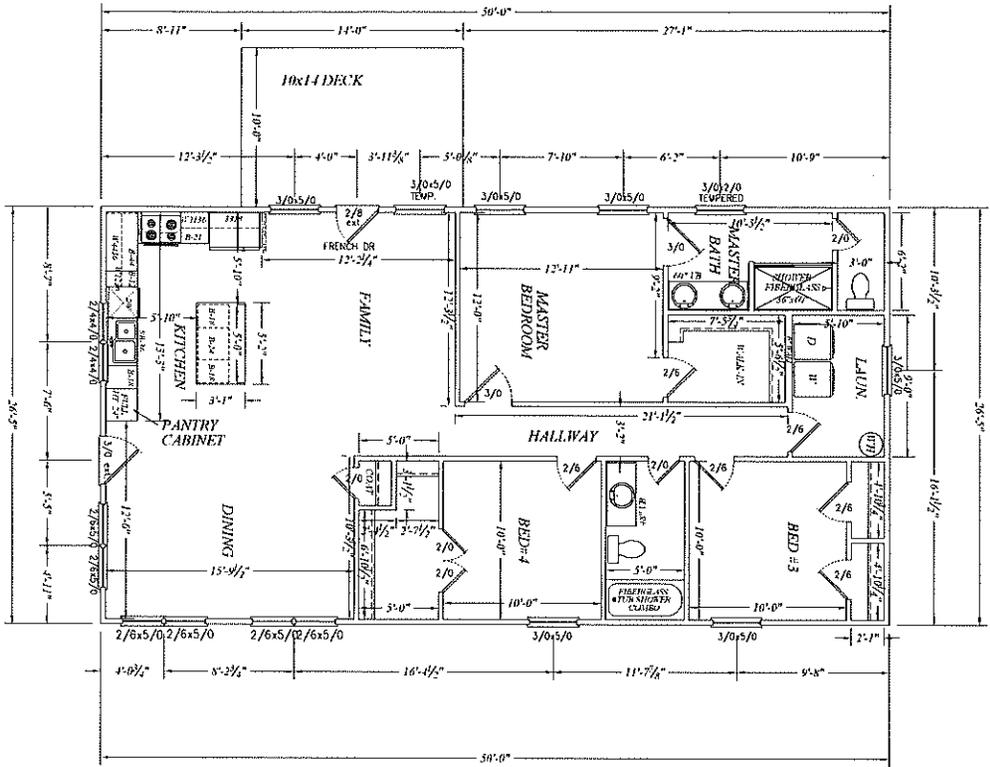
SCALE: 1/8" = 1'-0"



SCALE: 1/8" = 1'-0"

SCALE: 1/8" = 1'-0"

FLOOR PLAN



ALL DOORS AND C.O.S TO BE 6'8" IN HEIGHT (U.N.O.)

NOTE:  
 (2) 2X4 STUDS BETWEEN MULTIPLE WINDOWS (TYPICAL)

Smoke Detectors shall be interconnected and shall receive primary power from permanent connection to dwelling's electrical system. With secondary power coming from internal batteries

NOTE:  
 - ALL BATHROOMS, WATER CLOSET COMPARTMENTS AND SIMILAR SPACES TO BE PROVIDED WITH INTERMITTENT MECHANICAL VENTILATION TO EXTERIOR (50 CFM - MINIMUM)

# Land Use Public Hearings

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March 26, 2019

- Conditional Use Permit
- Zoning Ordinance Amendment

# Public Hearing #1

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Barber Construction

Conditional Use Permit Request

# Conditional Use Permit

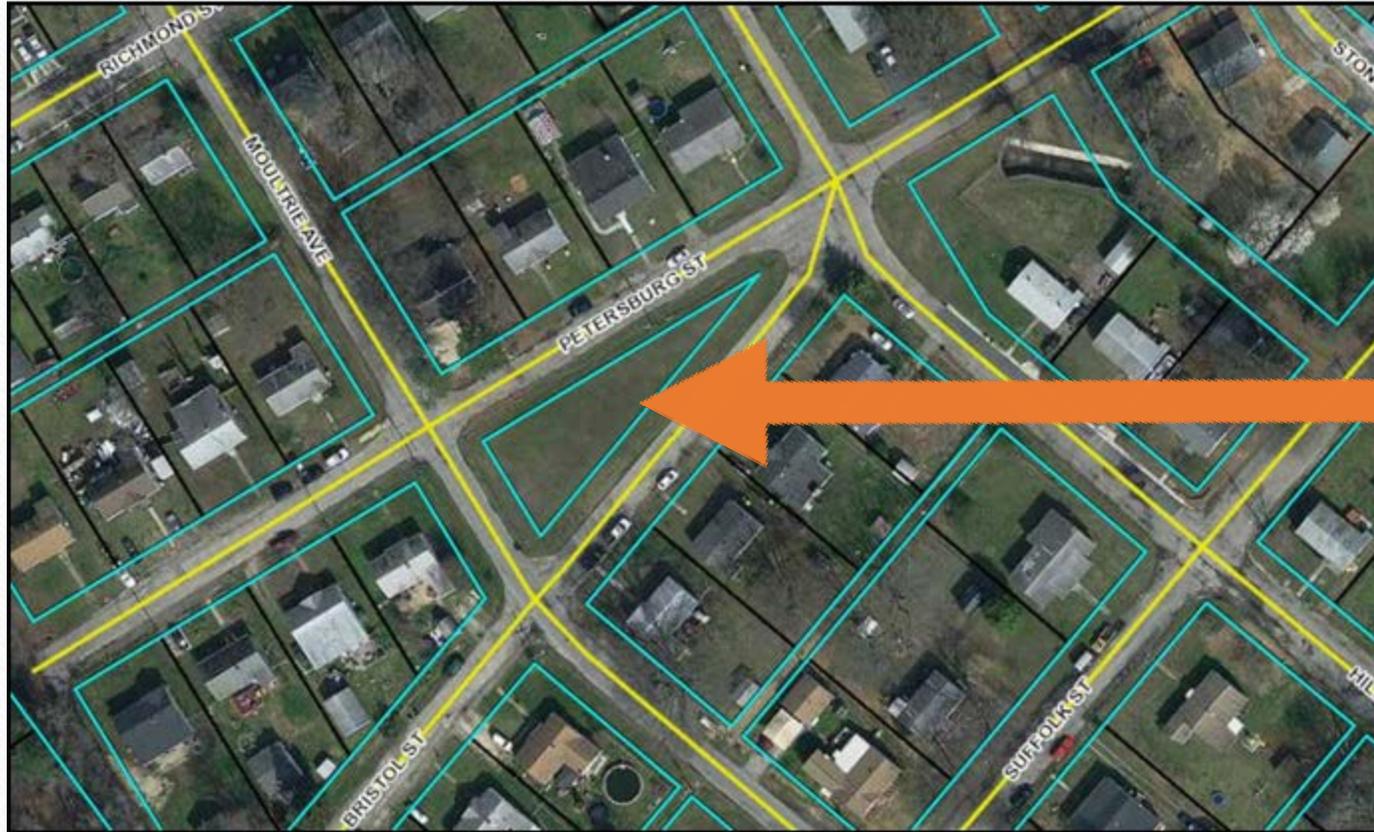
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- **Agent: Barber Construction**
- **Sub-Parcel #014-2365, also identified as Lots 1-5, Block 138, Battleground Annex**
- **Planning Commission Public Hearing: January 10, 2019 – Recommended Denial 3-0**

# IDENTIFICATION AND LOCATIONAL INFORMATION

Existing Zoning:	R-2, Residential, Medium Density
Acreage:	7,081 square feet
Owner:	Jesse Elder Page
Location of Property:	Located at the intersection of Moultrie Avenue, Petersburg Street, Hill Avenue, and Bristol Street
Election Ward:	Ward 5
Land Use Plan Recommendation:	Urban Residential
Map Location(s):	Sub Parcel #: 041-2365
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

# Aerial Map showing neighborhood and parcel



Sub-Parcel  
# 014-2365

# Understanding Non-Conforming Lots of Record

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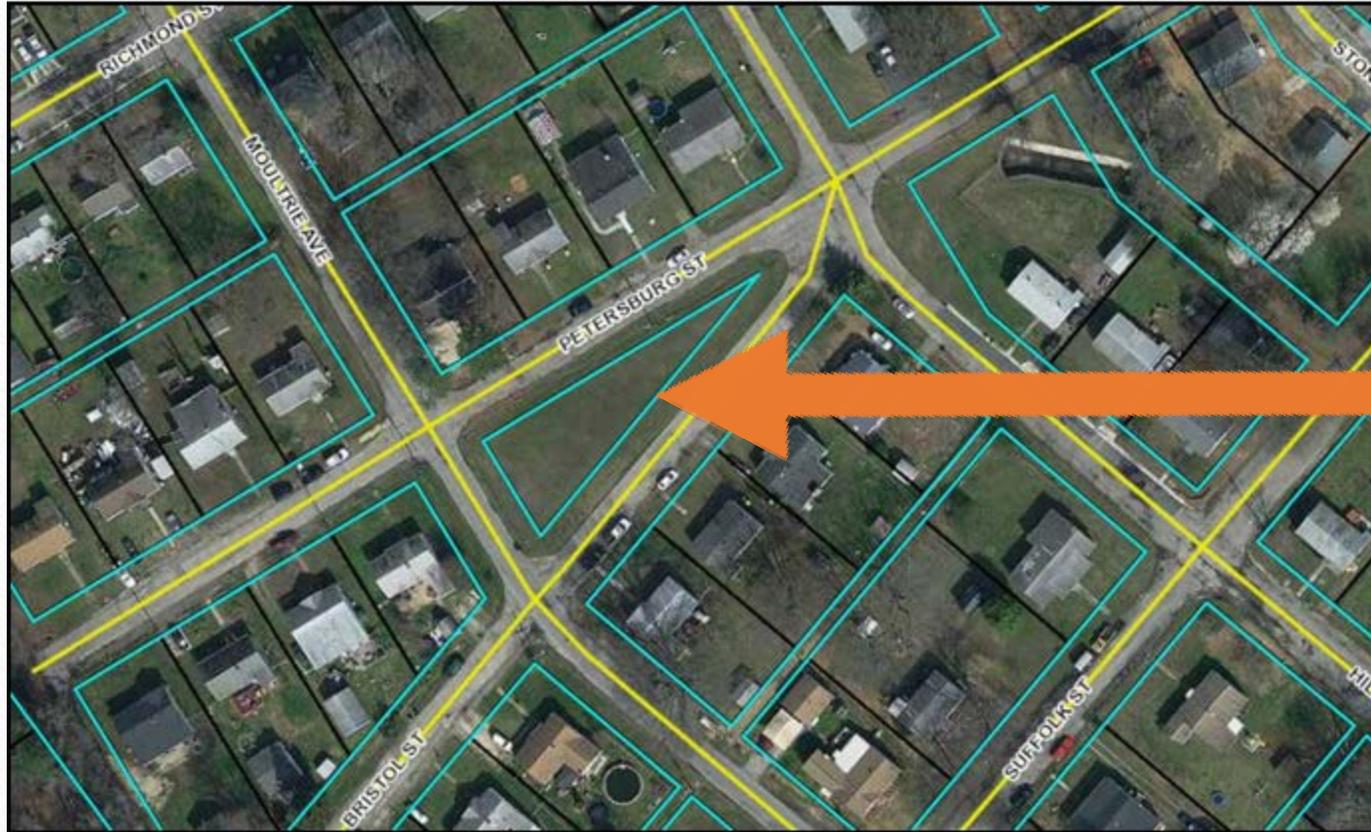
- Lots that fail to meet the current ordinance minimum lot size and minimum width requirement at the right of way.
- R-2 Zoning District Requirement
  - 7,500 square feet
  - 75' width of frontage along the public right of way

# The R-2 Zoning District Special Provision

---

- If a lot is at least 5,000 square feet
- Has at least 50' feet of frontage along the public right of way
- then*
- Can build if all setbacks are met &
- Contiguous lot(s) along the right of way are not owned by the same person/entity so that the lots can be combined to create a conforming lot

# A look at required setbacks



25' front and rear yard setback  
10' side yard setback  
15' corner lot

Sub-Parcel  
# 014-2365

Note: A setback is measured from the property line depicted in blue.

# Public Hearing #2

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Zoning Ordinance Amendment  
Hopewell Planning Commission

# Zoning Ordinance Amendment – Non-conforming Lots of Record

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- Currently, in all zoning districts except the Residential, Medium Density District, (R-2) the Zoning Ordinance allows owners to build structures on residential non-conforming lots of record if all required setbacks are met and provided that the parcel is in separate ownership and not of continuous frontage with other lots in the same ownership.
- When a permitted structure is built on a residential non-conforming lot of record through an administrative process, there are no architectural, material, or size requirements that ensure the structure is compatible with the surrounding neighborhood.

# Zoning Ordinance Amendment – Non-conforming Lots of Record

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- Currently, in all zoning districts except the Residential, Medium Density District, (R-2) the Zoning Ordinance allows owners to build structures on residential non-conforming lots of record
- Results:
  - Less strategically planned infilled development
  - Small, narrow homes
  - Homes with minimal architectural character
  - Lack of ability to require neighborhood compatibility or enhancement in building materials

# Zoning Ordinance Amendment – Non-conforming Lots of Record

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- The amendment will allow input from adjacent property owners regarding infill development within their community. It also provides review by the Planning Commission and City Council.
- Planning Commission recommended approval of amendment 4-0.

# Non-conforming Lots of Record Amendment

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**CURRENT:** Section F. Nonconforming Lots of Record

In any district, permitted structures may be erected on any nonconforming lot of record; provided that said lot is in separate ownership and not of continuous frontage with other lots in the same ownership which could be combined with said nonconforming lot to provide one more lots which would comply with applicable set back and yard requirements.

**PROPOSED:** In any zoning district, permitted structures may be erected on any nonconforming lot of record, if City Council grants a Conditional Use Permit for erection of such a structure.

**PH-2**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Public Hearing to consider citizen comments regarding a request to amend Article XVIII, Nonconforming Uses, Section, F., Nonconforming Lots of Record.**

**ISSUE:** Currently, a permitted structure is allowed to be built on a nonconforming lot of record in all zoning districts except the Residential Medium Density, R-2 District, if the developer adheres to two criteria; (1) meet required setbacks and (2) lot must be in separate ownership and not of continuous frontage with other lots in the same ownership that could otherwise be combined to create a conforming lot.

**RECOMMENDATION:** The Planning Commission voted to recommend approval of the amendment.

**TIMING:** City Council will hold a public hearing on Tuesday, March 26, 2019.

**BACKGROUND:** Currently, only non-conforming lots of record in the R-2 Zoning District are required to obtain a Conditional Use Permit in order to build an otherwise permitted structure. When a permitted structure is built on a non-conforming lot of record in all other zoning districts, the applicant is approved through an administrative process implemented through the Development office. A building is not held to any architectural, material, or size requirements that ensure the structure is compatible with the surrounding neighborhood. Requiring a conditional use permit for buildings constructed on non-conforming lots of record in all zoning districts will allow input from adjacent property owners regarding infill development within their community. Moreover, it provides review by the Planning Commission and City Council to determine neighborhood compatibility.

**FISCAL IMPACT:** Staff believes that requiring a conditional use permit for permitted structures on non-conforming lots of record will spur quality infill development in the City. This will subsequently improve property values and foster community and economic development.

**ENCLOSED DOCUMENTS:** Staff report, power point presentation

**SUMMARY:**

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

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



**STAFF:** Tevya W. Griffin, Director, Department of Development

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**SUMMARY:**

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

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





## **Zoning Ordinance Amendment Non-conforming Lots of Record Article XXII. Section F. Non-conforming Lots of Record**

*Staff Report prepared for the Hopewell Planning Commission  
October 4, 2018 meeting*

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

### **I. STATUS:**

Planning Commission public hearing	October 4, 2018	Tabled
Planning Commission meeting	December 6, 2018	Recommended Approval
City Council work session	February 26, 2019	Work Session
City Council public hearing	March 26, 2019	Pending

### **II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	No Change Requested
Existing Zoning:	No Change Requested
Election Ward:	City Wide
Land Use Plan Recommendation:	All Zoning Districts

### **III. EXECUTIVE SUMMARY:**

Currently, in all zoning districts except the Residential, Medium Density District, (R-2) the Zoning Ordinance allows owners to build structures on residential non-conforming lots of record if all required setbacks are met and provided that the parcel is in separate ownership and not of continuous frontage with other lots in the same ownership. Staff is requesting an amendment to this language to require a conditional use permit be approved by the Hopewell City Council in order to build on a non-conforming lot of record.

#### **IV. STAFF ANALYSIS:**

When a permitted structure is built on a residential non-conforming lot of record through an administrative process, there are no architectural, material, or size requirements that ensure the structure is compatible with the surrounding neighborhood. Requiring a conditional use permit for buildings constructed on non-conforming lots of record in all residential zoning districts will allow input from adjacent property owners regarding infill development within their community. It also provides review by the Planning Commission and City Council.

The zoning ordinance amendment will move the City closer to fulfilling one of the seven housing goals outlined in Chapter 9, Housing, of the 2028 Comprehensive Plan; to “upgrade deteriorating neighborhoods”. Unfortunately, home builders, given no minimum quality standard, often provide a low cost product that transfers to poor quality materials, and minimum to no architectural character. This does not improve the quality of the community oftentimes reduces it by not being able to demand higher rents or mortgage payments. This ordinance amendment will require a minimum standard of quality, and computability that will benefit the City’s housing stock.

#### **Zoning Ordinance**

The Zoning Ordinance allows for amendments as follows (Article XXI, Amendments Section B):

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

Staff also provides the following language, also from Article XVII, Non-conforming Uses

#### **NONCONFORMING LOTS OF RECORD:**

1. In any district, permitted structures may be erected on any nonconforming lot of record; provided that said lot is in separate ownership and not of continuous frontage with other lots in the same ownership which could be combined with said nonconforming lot to provide one or more lots which would comply with applicable set back and yard requirements.
2. In any district, existing permitted structures may be enlarged on any nonconforming lot of record; provided that it is in separate ownership and not of continuous frontage with other lots in the same ownership, and provided that the setback and yard requirements are met.

**VI. STAFF RECOMMENDATION:**

Staff recommends approval of the Zoning Ordinance Amendment to require a conditional use permit to build a single family detached home on all residential zoning districts in the City of Hopewell.

**VIII. PROPOSED RESOLUTION:**

The Hopewell Planning Commission *recommended approval with a vote of 3-0 to amend Article XVII. Non-conforming Uses, Section F. Non-conforming Lots of Record, to require permitted structures on all non-conforming lots of record obtain a Conditional Use Permit from the Hopewell City Council.*

**ARTICLE XVII.  
NONCONFORMING USES**

**A. CONTINUATION:**

Where, at the time of passage of this ordinance or any amendments thereto, lawful use of land and/or structures exist which would not be permitted by this ordinance, the use may be continued so long as it remains otherwise lawful, provided:

1. No such nonconforming use and/or structure shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this ordinance unless said enlargement does not result in an increase in nonconformity or results in a change to a use permitted in this district.; however, in B-4 District, any single family, detached dwelling may be enlarged, provided all setbacks are observed.
2. No such nonconforming use and/or structure shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use and/or structure at the effective date of adoption or amendment of this ordinance unless said move results in decreasing the degree of nonconformity or results in conformity with the requirements for the district;
3. No additional structure not conforming to the requirements of this ordinance shall be erected in connection with such nonconforming use of land. No additional uses of a nature which would be prohibited generally in the district involved shall be permitted.
4. Any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use at the time of adoption or amendment of this ordinance, but no such use shall be extended to occupy any land, outside such building.
5. When any nonconforming use is superceded by a permitted use, the use shall thereafter conform to the regulations for the district, and no nonconforming use shall thereafter be resumed.
6. If any such nonconforming use of land and/or structure ceases for a period of more than two (2) years (except when government action impedes access to the premises), any subsequent use of such land and/or structure shall conform to the regulations specified by this ordinance for the district in which such land is located.
7. If any change in title of possession, or renewal of a lease of any such lot or structure occurs, the existing use may continue.

**B. PERMITS:**

1. All nonconforming uses shall be issued a certificate of occupancy within twelve (12) months from the adoption of this ordinance.
2. The construction or use of a nonconforming building or land area for which a building permit was issued legally prior to the adoption of this ordinance may proceed, provided

such building is completed within one (1) year, or such use of land established within thirty (30) days after the effective date of this ordinance. However, the time period may be extended by the governing body, upon recommendation by the Planning Commission.

**C. REPAIRS, MAINTENANCE, AND EXPANSION:**

1. On any nonconforming structure or portion of a structure containing a nonconforming use, work may be done for any period of twelve (12) consecutive months on ordinary repairs or on repair or replacement of non-bearing walls, fixture wiring, or plumbing, to an extent not exceeding ten (10) percent of the current replacement cost of the nonconforming structures or nonconforming portion of the structure, as the case may be, provided that the cubic content, existing when it became nonconforming, shall not be increased.
2. If a nonconforming structure or portion of a structure thereof, containing a non-conforming use, becomes physically unsafe or unlawful due to lack of repairs and maintenance, and is declared by any duly authorized official to be unsafe or unlawful by reason of physical condition, it shall not thereafter be restored, repaired, rebuilt, or used except in conformity with the regulations of the district in which it is located.
3. No change or expansion of a structure containing a non-conforming use shall be allowed with the exception that:
  - a. The City Council may grant a Conditional Use Permit for alterations or additions to such structures provided that the alteration or expansion to the structure containing a non-conforming use does not exceed fifteen (15) percent of the gross floor area of the existing structure.
  - b. An application for a Conditional Use Permit shall be made to and upon forms furnished by the Director of Development and shall include the minimum information required by Article XVIII (G)(3) of the Zoning Ordinance for a Conditional Use Permit.
  - c. A Conditional Use Permit for the expansion of a structure containing a non-conforming use shall become null and void twelve (12) months from the date granted if no substantial work has commenced.  
(Ord. 2002-02)

**D. CHANGES IN DISTRICT BOUNDARIES:**

1. Whenever the boundaries of a district are changed, any uses of land or buildings which become nonconforming as a result of such change shall become subject to the provisions of this Article.

**E. RESTORATION OR REPLACEMENT:**

1. If a nonconforming structure or a conforming structure devoted to a nonconforming activity is destroyed or damaged in any manner, to the extent that the cost of restoration to its condition before the occurrence shall not exceed fifty (50) percent of the cost of

reconstructing the entire structure based on the assessed value, as recorded in the city real estate assessment office, it may be repaired or restored, provided any such repair or restoration is started within six (6) months and completed within twelve (12) months from the date of partial destruction.

2. If the cost of restoration to its condition before the occurrence shall exceed fifty (50) percent of the cost, based on the assessed value as recorded in the city real estate assessment office, of reconstructing the entire structure, it may be repaired or restored only upon the issuance of a special use permit by the administrator with the approval of the Board of Zoning Appeals.
3. In approving such permit, the Board shall consider the stated purpose for establishing the zoning district, in which the structure is located, the uses in the area immediately surrounding the structure in question, particularly the other nonconforming uses, and the hardship which would result from a denial of the special use permit. The permit shall include conditions as to the time within which the repair or restoration must be started and completed and may contain any other conditions regarding the repair and restoration which, in the opinion of the Board, shall be necessary to carry out the intent of this section and the ordinance.
4. The cost of land or any factors other than the cost of the structure are excluded in the determination of fair market value for the purpose of calculating the percent of damage.
5. Where nonconforming status applies to a use and/or structure removal or destruction of the structure shall eliminate the nonconforming status of the land. Destruction for the purpose of this subsection is defined as damage to an extent of more than fifty (50) percent of the replacement cost, based on the assessed value as recorded in the city real estate assessment office, at the time of destruction.

**F. NONCONFORMING LOTS OF RECORD:**

1. In any district, permitted structures may be erected on any nonconforming lot of record; provided that said lot is in separate ownership and not of continuous frontage with other lots in the same ownership which could be combined with said nonconforming lot to provide one or more lots which would comply with applicable set back and yard requirements.
2. In any district, existing permitted structures may be enlarged on any nonconforming lot of record; provided that it is in separate ownership and not of continuous frontage with other lots in the same ownership, and provided that the setback and yard requirements are met.

**G. HIGHWAY REALIGNMENT OR CONDEMNATION:**

Any lot, which, by reason of realignment of a public street or highway or by reason of condemnation proceedings, has been reduced in size to an area less than that required by law, shall be considered a nonconforming lot of record subject to the provisions set forth in this section; and any lawful use or structure existing at the time of such highway realignment or condemnation proceedings which would thereafter no longer be permitted under the terms

of this ordinance shall be considered a nonconforming use or structure as that term is used in this ordinance.

**ARTICLE XVII.  
NONCONFORMING USES**

**A. CONTINUATION:**

Where, at the time of passage of this ordinance or any amendments thereto, lawful use of land and/or structures exist which would not be permitted by this ordinance, the use may be continued so long as it remains otherwise lawful, provided:

1. No such nonconforming use and/or structure shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this ordinance unless said enlargement does not result in an increase in nonconformity or results in a change to a use permitted in this district.; however, in B-4 District, any single family, detached dwelling may be enlarged, provided all setbacks are observed.
2. No such nonconforming use and/or structure shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use and/or structure at the effective date of adoption or amendment of this ordinance unless said move results in decreasing the degree of nonconformity or results in conformity with the requirements for the district;
3. No additional structure not conforming to the requirements of this ordinance shall be erected in connection with such nonconforming use of land. No additional uses of a nature which would be prohibited generally in the district involved shall be permitted.
4. Any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use at the time of adoption or amendment of this ordinance, but no such use shall be extended to occupy any land, outside such building.
5. When any nonconforming use is superceded by a permitted use, the use shall thereafter conform to the regulations for the district, and no nonconforming use shall thereafter be resumed.
6. If any such nonconforming use of land and/or structure ceases for a period of more than two (2) years (except when government action impedes access to the premises), any subsequent use of such land and/or structure shall conform to the regulations specified by this ordinance for the district in which such land is located.
7. If any change in title of possession, or renewal of a lease of any such lot or structure occurs, the existing use may continue.

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1. All nonconforming uses shall be issued a certificate of occupancy within twelve (12) months from the adoption of this ordinance.
2. The construction or use of a nonconforming building or land area for which a building permit was issued legally prior to the adoption of this ordinance may proceed, provided

such building is completed within one (1) year, or such use of land established within thirty (30) days after the effective date of this ordinance. However, the time period may be extended by the governing body, upon recommendation by the Planning Commission.

**C. REPAIRS, MAINTENANCE, AND EXPANSION:**

1. On any nonconforming structure or portion of a structure containing a nonconforming use, work may be done for any period of twelve (12) consecutive months on ordinary repairs or on repair or replacement of non-bearing walls, fixture wiring, or plumbing, to an extent not exceeding ten (10) percent of the current replacement cost of the nonconforming structures or nonconforming portion of the structure, as the case may be, provided that the cubic content, existing when it became nonconforming, shall not be increased.
2. If a nonconforming structure or portion of a structure thereof, containing a non-conforming use, becomes physically unsafe or unlawful due to lack of repairs and maintenance, and is declared by any duly authorized official to be unsafe or unlawful by reason of physical condition, it shall not thereafter be restored, repaired, rebuilt, or used except in conformity with the regulations of the district in which it is located.
3. No change or expansion of a structure containing a non-conforming use shall be allowed with the exception that:
  - a. The City Council may grant a Conditional Use Permit for alterations or additions to such structures provided that the alteration or expansion to the structure containing a non-conforming use does not exceed fifteen (15) percent of the gross floor area of the existing structure.
  - b. An application for a Conditional Use Permit shall be made to and upon forms furnished by the Director of Development and shall include the minimum information required by Article XVIII (G)(3) of the Zoning Ordinance for a Conditional Use Permit.
  - c. A Conditional Use Permit for the expansion of a structure containing a non-conforming use shall become null and void twelve (12) months from the date granted if no substantial work has commenced.  
(Ord. 2002-02)

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real estate assessment office, it may be repaired or restored, provided any such repair or restoration is started within six (6) months and completed within twelve (12) months from the date of partial destruction.

2. If the cost of restoration to its condition before the occurrence shall exceed fifty (50) percent of the cost, based on the assessed value as recorded in the city real estate assessment office, of reconstructing the entire structure, it may be repaired or restored only upon the issuance of a special use permit by the administrator with the approval of the Board of Zoning Appeals.
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5. Where nonconforming status applies to a use and/or structure removal or destruction of the structure shall eliminate the nonconforming status of the land. Destruction for the purpose of this subsection is defined as damage to an extent of more than fifty (50) percent of the replacement cost, based on the assessed value as recorded in the city real estate assessment office, at the time of destruction.

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3. No additional structure not conforming to the requirements of this ordinance shall be erected in connection with such nonconforming use of land. No additional uses of a nature which would be prohibited generally in the district involved shall be permitted.
4. Any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use at the time of adoption or amendment of this ordinance, but no such use shall be extended to occupy any land, outside such building.
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6. If any such nonconforming use of land and/or structure ceases for a period of more than two (2) years (except when government action impedes access to the premises), any subsequent use of such land and/or structure shall conform to the regulations specified by this ordinance for the district in which such land is located.
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3. No change or expansion of a structure containing a non-conforming use shall be allowed with the exception that:
  - a. The City Council may grant a Conditional Use Permit for alterations or additions to such structures provided that the alteration or expansion to the structure containing a non-conforming use does not exceed fifteen (15) percent of the gross floor area of the existing structure.
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real estate assessment office, it may be repaired or restored, provided any such repair or restoration is started within six (6) months and completed within twelve (12) months from the date of partial destruction.

2. If the cost of restoration to its condition before the occurrence shall exceed fifty (50) percent of the cost, based on the assessed value as recorded in the city real estate assessment office, of reconstructing the entire structure, it may be repaired or restored only upon the issuance of a special use permit by the administrator with the approval of the Board of Zoning Appeals.
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**COMMUNICATIONS  
FROM CITIZENS**

# **REGULAR BUSINESS**

**R-1**

**R-2**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Workforce Development Program**

**ISSUE:** We have been working with local schools and local governments for over 12 months in an attempt to develop Workforce training and an expanded CTE program for our communities. Additionally, we have wanted to initiate a youth summer hire program for our High School students, to introduce them to the requirements of employment and to teach them both hard and soft skills. Recently industry representatives came before City Council asking for a partnership to create a more robust workforce development program. The Mayor, through her contacts at the Governor’s office, arranged for a meeting with State Government staff related to this topic. There appears to be grant funding, and possibly workforce development funds available for one or both programs. We would like to pursue these avenues and attempt to get both programs running on parallel tracks so that we can hopefully fulfill the needs of our industrial partners, and to help bring our citizens from un-employment and under-employment to success careers where they can earn a living wage and support their families and become contributing members of our adult society.

**RECOMMENDATION: Approval to pursue grants or funding from the State and other sources to help fund these initiatives.**

**TIMING: Immediate**

**BACKGROUND:**

**FISCAL IMPACT: Potentially funding as high as \$500,000 initially to fund these efforts.**

**SUMMARY:**

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



**ENCLOSED DOCUMENTS: None**

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

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**SUMMARY:**

**Y   N**  
  Councilor Debbie Randolph, Ward #1  
  Councilor Arlene Holloway, Ward #2  
  Councilor Johnny Partin, Ward #3  
  Mayor Jasmine Gore, Ward #4

**Y   N**  
  Councilor Janice Denton, Ward #5  
  Councilor Brenda Pelham, Ward #6  
  Vice-Mayor Patience Bennett, Ward #7



**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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:** The City of Hopewell & Virginia First Cities - A Strong Partnership

**ISSUE:** Virginia First Cities will provide an informational presentation to City Council on VFC's history, update on the 2019 General Assembly legislative session and state budget to include conferee's report.

**RECOMMENDATION:** N/A

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**STAFF:** City of Hopewell Legislative Committee: Mayor Jasmine E. Gore, Vice Mayor Patience Bennett, John M. Altman, Jr., City Manager, Stefan Calos, City Attorney and Herbert Bragg, Director, Intergovernmental & Public Affairs and Legislative Liaison

**Attached:** Virginia First Cities PowerPoint presentation

**SUMMARY:**

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

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





**The City of Hopewell & Virginia First Cities  
A Strong & Lasting Partnership**

March 26, 2019

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**Tonight's Presentation**

- Introduction to VFC - History, Members, Why We Exist
- 2019 General Assembly Update – VFC Perspective
- State Budget Update / Conference Report



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- Since 1999, We Are Virginia's **City** Advocacy Coalition
- A 501 c-4
- Our members are 15 of Virginia's core, historic cities:  
*Charlottesville, Danville, Hampton, Harrisonburg, Hopewell,  
Lynchburg, Martinsville, Newport News, Norfolk, Petersburg,  
Portsmouth, Richmond, Staunton, Williamsburg, Winchester*



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### Who Is VFC

- We coalesce around city-specific issues arising out of Virginia’s unique local government structure.
- These issues include: urban economic development, taxation, highway/ transportation funding formulas, at-risk/birth through K-12 education, public safety funding and policy, & community wealth building



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### VFC = Proactive

- We push for legislative & policy change because:
  - Our member’s budgets are driven by demographics
  - Virginia’s taxation structure (near constant defense of M&T tax, BPOL, etc)
  - State funding levels & formulas Tend to be unrealistic given the above



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- Strategic lobbying to benefit VFC members
- Advocate for new ideas/best practices
- Partner with VML on many issues
- We are different from VML, though



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### 2019 General Assembly

- Our focus was on budget and legislative items our membership relayed were most meaningful, including:
  - Defeating any attempt to weaken, remove, or otherwise restructure Virginia's Machinery and Tools tax
  - Increasing appropriations for urban school divisions with the At-Risk Add-On
  - Paying particular attention to legislative and budget actions that alter revenue sharing agreements, annexation moratoriums, or local government funding
  - Promoting our cities as incubators for best practices in the areas of community wealth building and economic gardening



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### State Budget Victories

- \$1 million in additional funding for the Enterprise Zone program to avoid or ameliorate the effects of grant proration (Boosting it to \$14,500,000 in FY 20)
- \$250,000 in additional funding for the Master Teacher Residency programs (Boosting it to \$1,750,000 in FY 20);
- \$1,000,000 additional funding (boosting to \$2,500,000 in FY 20) for the Virginia Removal or Rehabilitation of Derelict Structures Fund



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### Other Budget Victories

- We would be remiss if we did not include specific budget items that VFC worked on for several years and that were in the Governor's Introduced Budget and remain in the state budget:
  - Brownfields Restoration & Economic Redevelopment Assistance Fund (\$4.5 million in FY 20)
  - HB 599/Aid to Localities with Police Departments - Funded as per Governor's Introduced Budget. FY19 - \$184,548,683; FY20 - \$191,746,081



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Lastly, as a “Value-Add” for VFC members, we will provide all members a listing of those bills that require or provide an option for new or revised city ordinances.



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**Enrolled State General Fund Budget Review**

- Amended 2018-20 budget had additional revenue of over \$1.5 billion
- FY 2018 surplus of \$553 mil. available for FY 2019 appropriation and increased base going forward
- \$230 mil. available for appropriation from federal tax changes not returned or reserved for future tax reform
- Legislation adopted to require all internet sellers to collect sales tax due to U.S. Supreme Court decision in *Wayfair*
- Up to \$450 million reserved from FY 2019 revenues due to federal tax reform for tax refunds in Oct. 2019 – up to \$110 for single and \$220 for married filers.



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**State Tax Reform**

- An estimated \$600 mil. FY 2019 rising to \$950 mil. FY 2024 in additional state GF income tax revenue estimated due to federal tax reform changes
- Virginia tax reform beginning tax year 2019 includes:
  - One-time refunds Oct. 2019
  - 50% increase in the state standard deduction
  - De-conform from federal SALT \$10,000 limitation and allow unlimited property tax itemized deductions at state level
  - Retain high income taxpayer “Pease” limitation (eliminated in federal reforms.



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### State Tax Reform-Continued

- A "Taxpayer Relief Fund" is created from estimated individual income taxes as a result of federal tax reform not returned to taxpayers to fund future tax reform
- Currently, federal individual income tax reforms are temporary changes set to expire in 2025
- Most business tax revenue increases from federal tax changes are retained by the state – estimated at about \$400 million per year by FY 2023



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### Selected Budget Changes – 2018-2020 Biennium

- Reserves: Sets aside an additional \$360 mil. in Rainy Day funds and \$474 mil. in revenue reserves in the budget. Total reserves of over \$1.3 billion by the end of FY 2020
- Fewer K-12 students than estimated last year results in reduced state aid
- \$72.8 million for up to 5 percent teacher salary increase (September 1, 2019)
- \$35.0 million for Literary Fund school construction loans and interest rate subsidy
- \$34.7 million Lottery Per Pupil Amount (same as introduced budget)
- \$24.9 million to increase At-Risk Add-On
- \$12.0 million for additional school counselors
- Increases the School Security Equipment Grant annual allocation from \$6 million to \$12 million beginning in FY 2020
- Increases for water quality (WQIF and SLAF)
- \$15 million increase for broadband



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### Lastly

Thank you, City of Hopewell, for your membership in Virginia First Cities



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**REPORTS  
OF THE  
CITY  
ATTORNEY**

## Ronnieye Arrington

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**From:** Calos, Stefan M. <scalos@sandsanderson.com>  
**Sent:** Thursday, March 21, 2019 10:26 AM  
**To:** Ronnieye Arrington  
**Cc:** John M. Altman; Debbie Pershing; Charles E. Dane  
**Subject:** City Attorney Reports--Council Rules  
**Attachments:** Rules of Procedure, City Council, clean, approved through 3.5.19 (to be adopted after all rules approved), by smc as of 3.19.19.pdf

Ronnieye,

As we discussed, in follow up to the March 5, 2019 city council meeting, I attach an updated draft of all rules approved through that date. It remains four pages. Please keep them together, as one document. The document now includes:

- Rule 405 (*Communications from Citizens and Others*). The approved version was the second of the three options city council had directed me at the February 26 meeting to present on March 5. Once adopted, the rule will permit citizen communications regarding items already on the agenda. (The first option, like the current rule, would have prohibited communications on agenda items; the third option would have permitted communications on agenda items, but only upon affirmative waiver of the rule by a two-thirds vote of councilors present.)

Please include this explanatory email in the March 26 agenda packet for the open meeting, along with the attached document.

Thank you,

**Stefan M. Calos**

*Attorney*

**Sands Anderson PC**

1111 East Main Street, Suite 2400 | P.O. Box 1998 | Richmond, VA 23218-1998

(804) 783-7215 Direct | (804) 648-1636 Main | (804) 783-7291 Fax

[www.SandsAnderson.com](http://www.SandsAnderson.com) | [scalos@sandsanderson.com](mailto:scalos@sandsanderson.com) | Bio | vCard

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## 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 chair (see Rule 103) is the presiding officer.

[Approved 6.26.18 (this and other rules are to be adopted once all rules are approved); for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 102. Roll Call; Quorum** – The presiding officer takes the chair at the appointed meeting hour, and immediately calls council to order. The city 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 city 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 Chair** – In the absence of the mayor and vice mayor, the city 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 chair until the mayor or vice mayor appears.

- 104. Appeals** – See Rule 101.

[Rules 102 - 104 approved 9.11.18; addition of "city" before "clerk" per 1.22.19 council meeting; for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 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).

[Approved 10.9.18]

- 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.

[Approved 9.11.18]

**CONDUCT OF MEETINGS—  
MEMBERS OF COUNCIL**

- 201. Seating** – Councilors are seated at the council chamber dais as follows. Mayor: center; vice mayor: immediate left of mayor; most-recent past mayor, if any: immediate right of mayor; remainder of members: in increasing numerical order by ward, starting at the far left of the mayor and the immediate right of the city manager. If the vice mayor is the most-recent past mayor, then the next-most-recent past mayor sits to the right of the mayor. The remaining seats are occupied, from the far left, by the city attorney, the city manager, the city clerk, and the assistant city clerk, respectively.

**Sample Seating Chart**

Asst. City Clerk	City Clerk	Councilor Ward 5	Councilor Ward 3	Most- Recent Past Mayor	Mayor	Vice Mayor	Councilor Ward 2	Councilor Ward 1	City Manager	City Attorney
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[podium]

[Approved 2.26.19]

- 202. Addressing Council** – Councilors and others are addressed or referred to as Mr., Mrs., Miss, Ms., Madam, and/or by title. For example, "Madam Mayor," "Vice Mayor Jones," "Councilor Smith," "Mr. Williams," or "the City Manager."

[Approved 10.9.18]

- 203. Discussion Limitation** – No member speaks for longer than ten minutes on any item or more than twice on any item (*Robert's Rules*), and not until every other councilor has had an opportunity to speak.

[Approved 1.22.19]

- 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.

[Approved 9.11.18]

- 205. Motions** – All motions, except those to adopt ordinances making appropriations, authorizing the contracting of indebtedness, or relating to the issuance of bonds or other evidences of debt, are confined to one subject (Charter IV.8).

[Approved 1.22.19]

**206. RESERVED**

[Approved 1.22.19, with this notation: No changes proposed at this time. Council would continue to reserve this number for a future rule. The familiar numbering of current rules would remain.]

**207. Dissent or Protest** – During debate, a councilor has the right to express dissent from or protest against the adoption of any ordinance or resolution.

**208. Attendance** – Councilors notify the city clerk of absence from a scheduled meeting, at least 12 hours in advance if possible. The city clerk promptly notifies all councilors of the absence, if a quorum might not be present.

[Rules 207 and 208 approved 1.22.19]

**209. Excuse During Meeting** – Any councilor may excuse himself or herself during a meeting, except to avoid voting.

[Approved 10.9.18]

**REGULAR AND SPECIAL MEETINGS; AGENDA**

**301. Regular Meetings** – Regular meetings are held in the council chamber, third floor of the Municipal Building, beginning at 7:30 p.m., at least once each month (Charter IV.6), on such days and at other times or places established at council's annual meeting (Va. Code § 15.2-1416).

**302. Special Meetings** – Special meetings are called by the city manager, the mayor, or any other councilor (Charter IV.6), upon notice that is reasonable under the circumstance (Va. Code § 2.2-3708.2) but no less than 12 hours. The city clerk immediately notifies, in addition to the public, the city manager, the city attorney, and each councilor by electronic mail or other writing if previously requested by the councilor, of the meeting time and place, and the specific items of business. No other items are considered unless all councilors are present and unanimously consent. Notice is waived if all councilors attend the meeting or sign a waiver (Va. Code § 15.2-1418).

[Rules 301 and 302 approved 2.26.19]

**403. Minutes; Recordings** – Meetings are electronically recorded. In accordance with *Robert's Rules of Order*, minutes contain a record of what was done at the meeting. A councilor may, however, direct through the mayor that the draft minutes of the meeting include a brief summary of the councilor's remarks regarding an agenda item. Such direction must be given at the same meeting in which the remarks were made and prior to the next agenda item.

[Approved 2.12.19]

- 405. Communications from Citizens and Others** – The communications from citizens portion of the regular-meeting agenda is limited to three minutes per speaker and 30 minutes total. Speakers may contact the clerk in advance of, or sign up in person at, the meeting. They are called in the order they signed up, before others in the audience speak. Each person addressing council approaches the podium, and gives name and, if a Hopewell resident, ward number. No one may address council more than once per meeting, unless granted permission by the presiding officer. Speakers address council as a body, not individual councilors. Questions are asked of councilors and staff through the presiding officer. The presiding officer, subject to free-speech considerations as determined by the city attorney, has the authority to deem a matter inappropriate. Upon motion of any councilor, a majority of councilors present may allow the speaker to continue.

[Approved 3.5.19]

- 406. Decorum** – Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in the council chamber may be reprimanded by the presiding officer, and removed from the meeting upon a majority vote of councilors present, excluding any councilor who is the subject of the motion.

[Approved 10.9.18]

*Current . . .*

- 422.** *This rule number does not exist in the current rules of city council. At its March 5, 2019 meeting, city council directed the city attorney to incorporate its proclamation and related guidelines into the rules. Although city council previously reserved Rule 207 for a future rule, that section of the rules governs the conduct of meetings, which is inapplicable to the proposed rule.*

*Proposed . . .*

- 422.** **Proclamation, Certificate, and Letterhead Guidelines** – Council as a body issues proclamations, certificates of recognition or condolence, and congratulatory letters, in conformance with the attached guidelines. Such proclamations, certificates, and letters are signed by the mayor or, in the absence or disability of the mayor, the vice mayor (Charter IV.5). For personal communications or statements, an individual councilor may use letterhead incorporating the city logo and indicating they are "from the desk of" the councilor. No communication or statement issued by an individual councilor is or may be deemed an official act of the council, the city of Hopewell, or its agencies.

# **REPORTS OF THE CITY COUNCIL**

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

**ADJOURN**