

AGENDA



CITY OF HOPEWELL

AGENDA

(804) 541-2408
www.hopewellva.gov
info@hopewellva.gov
cityclerk@hopewellva.gov

CITY COUNCIL

John B. Partin, Jr., Mayor, Ward #3
Rita E. Joyner, Vice Mayor, Ward #1
Michael B. Harris, Councilor, Ward #2
Ronnie Ellis, Councilor Ward #4
Susan Daye, Councilor, Ward #5
Vacant, Ward #6
Lovena Rapole Councilor, Ward #7

Michael C. Rogers, Interim City Manager
Anthony R. Bessette, City Attorney
Bishelya Howard, City Clerk

January 13, 2026

REGULAR MEETING

Closed Session – 5:00 P.M.
Open Session – 7:00 P.M.

Call to order and roll call
Call for amendments to the agenda

CLOSED MEETING

SUGGESTED MOTION: I move to go into a closed meeting under Va. Code § 2.2-3711(A)(3), (8), and (29), to discuss the acquisition or disposition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, the award of a public contract where discussion in an open session would adversely affect the City's bargaining position, and to consult with legal counsel regarding specific legal matters (real estate contract discussions, support agreement with EDA); § 2.2-3711(A)(1), to discuss personnel matters including appointments (school board, Ward 6 council, HRHA) and § 2.2-3711(A)(29) (health insurance contract update).

Certification Under 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 the closed meeting?

WELCOME TO VISITORS

REPORT OF THE CITY MANAGER

City Manager's Address – Michael Rogers, Interim City Manager

November Financials FY 2026- Stacey Jordan, Deputy City Manager

Crime Summary Report – Gregory Taylor, Chief of Police

ACTIONS RESULTING FROM CLOSED MEETING

PRAYER AND PLEDGE OF ALLEGIANCE

Prayer by Reverend Tucker, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Mayor Partin.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered routine by the 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 – November 18, 2025

C-2 Resolution to adopt City Council Meeting Days and the City Pay and Holiday Schedule for 2026 – Stacey Jordan, Deputy City Manager

C-3 Human Resources Report – Yaosca Smith, Director of Human Resources

C-4 2232 Review of City of Hopewell Fire Training Facility proposed for Parcel #106-0965, also identified as 2000 Cloverdale Ave., in the C-1 District. – Chris Ward, Director of Planning and Development

SUGGESTED MOTION: To adopt the consent agenda

COMMUNICATIONS FROM CITIZENS

CITY CLERK: A Communication from Citizens period, limited to a total of 30 minutes, occurs at each regular Council meeting. Persons addressing Council approach the microphone, give their name and, if they reside in Hopewell, their ward number. Each comment is limited to 3 minutes. No person is permitted to speak on an item scheduled for public hearing. All remarks must be addressed to the Council as a body. Any person who makes personal, impertinent, abusive, or slanderous statements or incites disorderly conduct in Council Chambers may be barred from future Communications from Citizens and removed.

REGULAR BUSINESS

R-1 Consideration of appointments of candidates for Ward 6 – Anthony Bessette, City Attorney

R-2 School HVAC Funding Update – R.T. Taylor and Jimmy Sanderson

- R-3 Sewer Rate Increase Ordinance Public Hearing – Stacey Jordan, Deputy City Manager**
- R-4 Lamb Center for Arts and Healing Resolution for Tax Exemption Public Hearing– Anthony Bessette, City Attorney**
- R-5 Treasurer’s Salary Supplement Public Hearing – Anthony Bessette, City Attorney**
- R-6 Retiree Health Benefit Update – Stacey Jordan, Deputy City Manager**
- R-7 Resolution in Support of Establishing a South-Central Transportation Authority – Anthony Bessette, City Attorney**
- R-8 Conditional Use Permit request from Juanterria Browne of Kidz with Goals Unlimited LLC to operate a private school on Parcel #080-0921, also identified as 247 E. Cawson St. in the B-1 Downtown Central Business District Public Hearing – Chris Ward, Director of Planning and Development**
- R-9 Conditional Use Permit Request from Trek Properties LLC to construct a single-family dwelling on non-conforming lot, Parcel #075-0120, located on Maryville Ave. in the R-3 Residential High Density District Public Hearing – Chris Ward, Director of Planning and Development**
- R-10 Zoning Enforcement Amendment to Article XX Violation Penalty Ordinance Public Hearing – Chris Ward, Director of Planning and Development**
- R-11 Conditional Use Permit Request from A&K Enterprises LLC to utilize Parcel #089-1395, located at 3400 Oaklawn Blvd., as a single-family dwelling in the B-4 Corridor Development District (second reading) – Chris Ward, Director of Planning and Development**
- R-12 Conditional Use Permit Request from Kenri Kade Properties LLC to construct a single-family dwelling on non-conforming lot, Parcel #0011-0875, located at 405 N. 3-1/2. (second reading) – Chris Ward, Director of Planning and Development**
- R-13 Ordinance Amending Article II, Section 34-30 (Chapter 34): Rebate of Machinery and Tools tax of the Hopewell City Code – Charles Bennett, Director of Economic Development**

ADJOURNMENT

CLOSED
MEETING

REPORTS OF
THE CITY
MANAGER



CITY MANAGER OPERATIONAL REPORT MONTHLY

Tuesday, Nov 25, 2025

[Nov 28, 2025, Community Spotlight Link](#)

Ginger Holland
GHolland@hopewellva.gov

Recreation and Parks:

- \$5,856.47 in Deposits
- 2062 Member check-ins for the Community Center
- 407 Transactions processed for classes, memberships, and rentals
- 115 Facility rentals
- 75 Programs facilitated throughout the month
- 3087 Program participants for programs held throughout the month
- 2508 Sport participants held throughout the month
- 2879 Pool users
- 10,902 Visitors to the Center (people counter)
- 50 Work orders completed
- Park Projects:
 - Staging, setup, and cleanup for City Point Race Series
 - Staging, setup, and cleanup for Harvest Fest

Communications:

Community Engagement

- **HDP Monthly Meeting:** Attended the monthly Hopewell Downtown Partnership meeting to discuss business development opportunities for the city and potential real estate sales. Provided an update on the progress of the Wayfinding signage project.
- **LEPC Meeting:** Participated in the Local Emergency Planning Committee meeting, where discussions included the recent emergency siren test and a minor incident at AdvanSix. The incident was fully contained and posed no threat to the public.
- **Rotary Club Meeting:** The Hopewell Chapter is uncertain because its membership has dropped, and it doesn't have enough members to keep a charter. They are exploring the possibility of becoming a satellite club and are awaiting approval.
- **Legislative Committee Meeting:** voted on the legislative agenda for the 2026 general assembly session. They encouraged cities to add their agenda to the city's legislative agenda.
- **Attended the Governor's Tourism Conference.** It was a fantastic conference that emphasized ways to attract tourism to your community. I was thoroughly drawn to the lectures on encouraging businesses in your area to become a destination spot. Additionally, they emphasized the importance of showing visitors where you are physically located. Don't assume they know where you are, but show them through the aid of maps.
- **CMC Spouses Tour:** Attended the CMC Spouses Tour at the Beacon Theatre, hosted in partnership with CMC staff and the Hopewell/Prince George Chamber of Commerce. The tour highlighted key tourism destinations and development opportunities within the City of Hopewell as well as the surrounding localities.

Marketing and Tourism

- A Holiday ad was taken out in the Progress-Index paper to promote area tourism for the Holidays. The ad will run from November 28 to January 3. It is a quarter-page print ad and digital ad on social media to track progress.

- **Tourism Development:** Held monthly coordination meetings with the Economic Development Department to explore tourism initiatives, with a particular focus this month on promoting holiday activities.
 - Also looking at placing a promotion in the Bracey Rest Spot to promote our Holiday events.
 - Exploring additional marketing opportunities, including billboard placements and local newspaper features, to increase visibility of holiday celebrations.
- **Wayfinding Signage Project:** We have agreed on a signage company, and they are ready to come out for a site visit to evaluate our needs and order materials. The site visit is scheduled for the first week of December.
- **Social Media Recap:**
 - LinkedIn 238(+7) Connections
 - Facebook 466 (+24) Followers
 - Instagram 1,339 (+8) Followers
 - YouTube 220 (+4) Subscribers
 - Constant Contact 1355 (+1) Subscribers
 - X (Twitter) 396 (+5) Followers

Planning and Development:

November

Zoning Ordinance Update

- Staff held two working meetings with the consultants from Berkley Group to refine residential uses, allowable residential uses in districts, and related performance standards. Once we are satisfied with the residential uses, we will address commercial and industrial uses. Our timeline for starting public engagement and the adoption process in the summer of 2026 remains valid.

Community Development Block Grant

- The CDBG Coordinator position has been posted, and the department is now receiving applications. The position is classified as temporary part-time and is funded with federal funds. This position has been unfilled for approximately four years.

EPA/DEQ Urban Tree Canopy Grant

- The City has executed a Landscape Maintenance Agreement with HRHA regarding the proposed landscaping installation at the Davisville property.
- The City received proposals from two landscaping companies for the installation of trees under this grant. Both proposals came within budget, and the review and selection of a contractor is underway.

Planning Commission

- New member, Dr. William Butler, was welcomed to his first Planning Commission meeting.
- Members held elections with the following results: Patience Bennett – Chairman; Carlos Roman – Vice Chairman.
- The Planning Commission held three public meetings at its November 6th meeting with the following outcomes:
 - Recommended approval 5-0 to amend Article XX – Violation and Penalty to add civil penalties to zoning violations.
 - Recommended approval 5-0 to allow a private school to operate at 247 E. Cawson. The property currently operates as a daycare.
 - Recommended approval 5-0 to allow the construction of a single-family dwelling on a nonconforming lot, Parcel #075-0120, Maryville Ave.
 - Decided 5-0 that the proposed battery energy storage system to be located at 105 Winston Churchill Dr. is in substantial accord with the Comprehensive Plan.

- Staff presented a Code of Ethics document for consideration and requested signatures from all members.

Board of Zoning Appeals

- The members welcomed Robert Gaines, Jr., and Wayne Taylor to their first BZA meeting.
- Members held elections with the following results: Jesse Spruill, Jr. – Chairman; Cassandra Vanderkeift – Vice Chairman.
- The Board of Zoning Appeals met on November 19th and held one public hearing:
 - Approved 4-0 a Special Use Permit for the applicant to reconstruct a nonconforming structure on the existing foundation. The nonconformity is that the dwelling does not comply with the current front-yard setback requirements.
- Staff presented a Code of Ethics document for consideration and requested signatures from all members. Staff also presented draft Rules of Procedure (by-laws) for review by members.

GIS

The GIS Manager worked on the following projects:

- Verified and reconciled the Critical Asset Data Inventory and submitted to Plan RVVA.
- Collaborated with QPublic (the City's online GIS mapper) to add associated addresses to active records.
- Incorporated dimensions for all parcels into the internal map viewer.
- Assisted DPW with datasets related to the upcoming paving projects.
- Continued the development of an easement layer in GIS that will assist multiple departments with the identification of all easements in the city.

Site Plans

- Staff provided second review comments on the Advansix Marine Operations Improvement Project site plan.
- Staff provided second review comments on the Advansix Marine Operations Improvement Project site plan and VA American Water Distribution Stone Shed, and began review of the Westrock Pond Closure.
- Staff continues to work closely with the developers at Anchor Point and Hopecrest Townes subdivisions to begin development.
- Staff reviewed and approved the building permit and sign package for the new LivAway Suites hotel.

ARB

- The ARB approved projects at 247 E Cawson (Kidz with Goals) and 1013 Maplewood.

Water Renewal:

LABORATORY

- Routine sampling/testing activities
- Preliminary November VPDES Permit Compliance –
 - a) Total Residual Chlorine (TRC) violations
- October VPDES Permit Compliance –
 - a) exceedance/violation of the VPDES annual average Total Nitrogen (TN) concentration limit
 - b) exceedance/violation of daily max/monthly average ammonia limits
 - c) Total Residual Chlorine (TRC) violations
- Ongoing investigation regarding influx of high ammonia from unknown discharge(s) causing detrimental effects on ammonia compliance limits / virtual meetings with DEQ (notification & updates)

ENVIRONMENTAL COMPLIANCE

- Routine industrial permitting / inspection activities ongoing
- Pretreatment Permit Compliance – no significant issues to report
- Local Limits - comments due 11/18
- Enforcement Response Plan (ERP) to be submitted to DEQ for final review

OPERATIONS

- Operated centrifuge 118.25 hours (total) to the incinerator

MAINTENANCE

- Furnace PM - November 2025 for performance test, capital, & maintenance
- #1 Fine Screen – to be installed 11/19 & 11/20
- UNOX Mixer Plan (PM) - all gear oil changed out / coupling & alignments started – 80% complete
- Grit pump #1 - waiting on pump (WEMCO) / lead time of 4-5 weeks – trying to expedite
- NPW Pumps (1&2) (WO-078737, WO-080451) - needs to be replaced as parts are obsolete / will be a Capital Project due to Cost (\$550k) / maintenance removed shaft on one NPW pump for rebuild & removed motor 09/24 to be sent out
- Inferred PM inspections – complete with exception of unable to open door for several buckets / Rudy Hawkins Electrical scheduled to start repairs
- Gather PM check lists for all equipment
- O/H Weirs on the DAF systems – planning stage
- Nukini pump overhauls &/or replacements (DAF System) – waiting on pump & spare parts for overhaul
- Industrial Grit Chamber overhauls (3) - \$60K each / controls started on #1 / should be completed by 11/15
- Polymer systems (Parts) – waiting for update
- Cleaning up the Back Log
- O2 Plant - 12 and 3-inch piping walked down for replacement / waiting on quotes/operations meeting needed to discuss outage
- O2 Plant 9-day outage (partial) – 6 check valves replaced / vessel leaks repaired & pearlite replaced / several other valves replaced plus other maintenance activities completed
- Working on overdue housekeeping

CAPITAL WORK

- **Ash Elevator – clutch replaced on the Clinker Grinder / functional with some minor issues / WACO to reach out to the designer of the equipment**
- **Gravity Thickener Rehab: Meeting 09/08** - Drive mechanism to arrive mid-November / supports & crosswalk scheduled for 12/01 / estimated completion of electrical drawings in November / final bid review to be done afterwards
- **Electrical main substation room / Bldg.** – in service with old switchgear demoed / concrete-asphalt roadway repair & cleanup in progress
- **Oxygen plant outage (October 2026)** - Air compressor to be installed (WR-PO-)
- **Incinerator Feed Pumps (Hazen Sawyer)** – pumps here / discussion needed for 95% design / waiver complete & signed off (WR-0014) / finalizing parts and pieces on site (In sealed boxes) / contractor start date scheduling in progress
- **Industrial Fine Screens** - in service with manual operation / waiting on modem
- **Valve Actuators Purchased** – some already delivered / will schedule when all parts arrive / hardware not delivered yet
- **CEMS Replacement for Incinerator** – online / air compressor for O2 calibrations to be ordered
- **PLC 7 Upgrade (WR-0007)**

- Lab Expansion Admin - waiting on valves to come in for fume hoods (WACO/McGill) & Roof Contractors to finish up (WR-0016) / scheduled completion Feb. 2026
- Phosphoric Acid Monitoring / Control (HDR Engineering) (WR-0010) - HACH System
- Domestic Fine Screens (#1) – to be completed 11/20 & put in service
- Domestic Fine Screens (#3) – will be scheduled to go out for overhaul after the Christmas holidays (FY25)
- Primary / Secondary Clarifiers Weirs (WR-0021) - #3 Secondary Clarifier in service
- MBBR Optimization - (WR-0009) Preliminary phase
- Fiber / PLC upgrade - (WR-0007) in Planning
- STOREROOM SHELVES AND CABINETS (NO WR) Safety and Logistical Upgrade needs
- #6 Secondary Clarifier – out of service for repair
- DOMESTIC HEADWORKS CORRECTIVE ACTIONS (From JULY 11 incident) – sent report for finalization with DEQ (11/18)
- Incinerator (Hearth 4 & 5) \$212,000.00 (WR-0033) – estimated completion date 11/21 / RATA rescheduled for 12/16

Fire Department:

- Fire: 68 EMS: 438 Public Service: 26 Total: 532

Human Resources:

October	Leaves	Vacancies
Week 10/20-10/24	6	54
Week 10/17-10/31	7	54
Week 11/3-11/7	7	54
Week 11/10-11/14	5	54

Public Works:

Stormwater	Completed Totals
Stormwater Management:	
Community Outreach	0
Inspections	20
Plan Reviews	0
Stormwater Maintenance:	
Work orders	17
Emergency Repair	0

Engineering	Completed Totals
VA 811 tickets	252
VA 811 Emergency tickets	15
WROW Permits Approved	27
Utility Permits Approved	4
Site Inspections	5
Plan Research	2

Facilities and Concrete	Completed Totals
Buildings Service Request	67
Emergency Calls	8
Street Service Request	50
Concrete Repairs	62'
Moving Request	6
Convenience Center:	
Payloads	372
Brush	334
Freon appliance	9
Tires	27
Mulch (loads)	25

Fleet	Repairs	Inspections	Completed WO
School Board	31	29	60
PD/Sheriff	18	11	29
Fire	15	4	19
All Other Departments	8	15	23
	# of Units down		
School Board	2		
Police	3		
Sheriff	4		
Fire	3		
DSS	0		
Public Works	8		

Streets	Completed Total
Asphalt:	
Potholes/patches	14/52
Tree Removal	0
Gravel/Grading	50 LF
Catch Basin Cleaning	5
Litter Removal (bags)	12
Moving Request	0
Work Order Request	42
Right Of Way (R.O.W.):	

Streets continued	
Traffic Control Set up	38
Special Events	6
Sign Repair/Replace	81
Painting	0' LF
Turn Arrows/ symbols	0
Trimming (line of sight)	0
Litter Removal (bags)	0
Work Order Request	13

Healthy Families:

Program-Specific Summaries

Loving Steps – Healthy Start

Loving Steps experienced strong referral growth, increased family engagement, and expanded outreach. The new federal HRSA award supports additional staffing, training, and community-based services.

Hopewell–Prince George Healthy Families

Hopewell–Prince George's Healthy Families maintained service quality, submitted all DSS reporting, and provided emergency assistance to families in crisis. CAP compliance updates were successfully submitted.

New Hires

- Kaneisha Strand – Family Support Specialist (Hired November 12, 2025)
- Siatta-Joan Asare – Part-Time Family Resource Specialist (Hired November 12, 2025)

Staff Trainings Completed

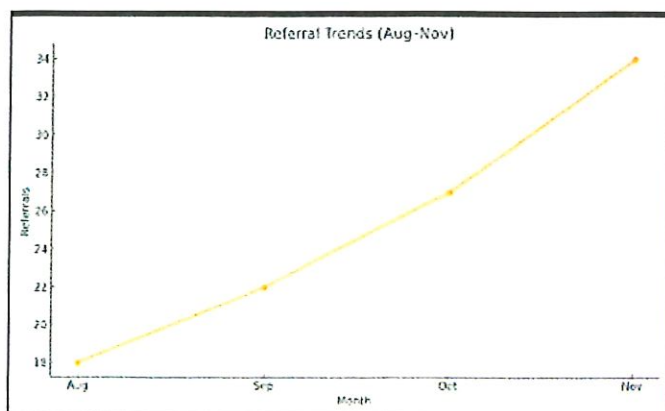
- Mandatory Reporter Refresher Training (All Staff)
- CHEERS Observational Skills Training
- FROG Developmental Curriculum Training
- Trauma-Informed Care Workshop
- Documentation & Data Quality Improvement Training

Program Trends

The department continues to experience increased demand for services, particularly in housing stabilization, mental health referrals, and maternal/infant support. Referral trends have shown steady growth over the past four months, driven by strengthened community partnerships and enhanced outreach efforts.

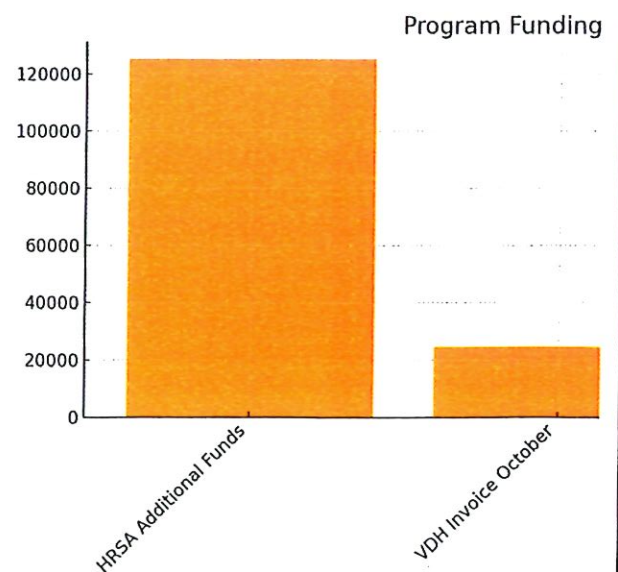
What's Next

- Implement onboarding plans for new staff (FSS and FRS roles).
- Continue holiday support coordination for participating families.
- Integrate new HRSA funding into programming and service delivery.
- Strengthen local partnerships with hospitals, DSS, and



Financial Charts

Funding Overview Chart:



community groups.

- Increase home visits and outreach efforts to manage rising referral volume.

Family Highlight Story

A mother facing homelessness and unemployment was connected to Loving Steps after a hospital referral. With dedicated CHW support, she secured full-time employment, stabilized her housing, and developed stronger parenting skills. She credits the program with 'giving her hope again' and creating a safer, healthier home for her children.

Economic Development:

Business Retention and Expansion Activities:

- Conducted eight business retention and expansion visits and made initial connections with nine additional businesses.
- Assisted two new businesses in navigating the business license process, as well as the sign and certificate of appropriateness processes.
- Identified a Hopewell business seeking to expand and assisted in identifying possibilities for said expansion.
- Continued with the marketing of the Business Resource Meeting scheduled for December 9, 2025, with strong feedback from local businesses.
- Worked with multiple property owners in the City on the marketing of their properties and assisted in scheduling showings with interested parties.
- Assisted local b
- Business in navigating workforce concerns through Virginia Career Works resources.
- Local manufacturer is planning a significant expansion in the region. Hopewell is one of the sites under consideration. We are working very closely with the company to bring said expansion to Hopewell.

Police:

Current Staffing Status

- Sworn Officer Vacancies: 9
- Emergency Communications Vacancies: 2

Personnel in Training & Recruitment Pipeline

- Field Training: None currently in progress
- Police Academy: 4 uncertified recruits began on July 7, 2025 (currently in Week 20)
- **Background Investigations:**
 - Four applicants in the background for law enforcement.
 - Both certified and non-certified law enforcement processes remain open.
 - One ECC applicant was recommended and is currently being reviewed by command staff.
 - Five police applicants were not recommended.

Information Technology:

Tyler Enterprise forms - migration from Doc-Origins

Accounts Payable Check – In Progress
New Tax Form – In Progress
Business License - In Progress
Real Estate Forms - In Progress

E-Procurement- demonstration and set up for all Departments for two vendors
 Weekly updates to all modules

Tyler Munis Reporting – Custom reports can now be made available for departments by request.
 Security changes for reporting services – Updated for user optimization

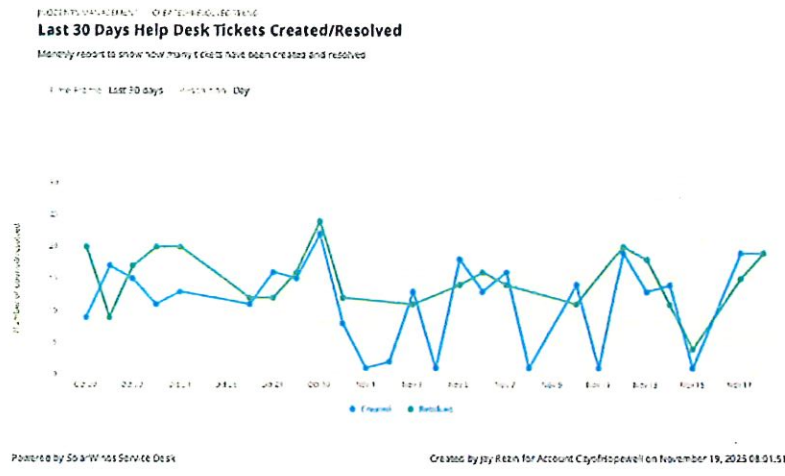
DUO Multifactor Implementation for Remote Access – Started November 19, 2025. This process will take approximately 2 months to complete the update for all VPN users.

Verkada Cameras – Parks and Recreation -
 95% of cameras have been installed. Skatepark camera requires additional.

Social Services

Cameras have been ordered and delivered. The installation vendor has begun installing the new Network Cabling.

City Firewall has been updated to new firmware, resolving the VPN tunnel issue that occurred during



sync for the Disaster Recovery project.

Proval updates were completed for Real Estate; however, one issue had to be resolved due to a database issue related to the updates.

Windows 11 updates - Windows 10 computers will be updated to Windows 11 over the next several months.

Upcoming – Flock Safety equipment upgrade: December 2nd.

EOC Updates pending

Server updates and decommission older operating systems - ongoing

Support Tickets average open issues by month- 38

Issues closed daily average - 15

Operational Report				
Hopewell Department of Social Services Report for month October 1, 2025 - October 31, 2025				
Agency's Walk-ins	400			
Administrative Support Unit received/pended the following applications and issued EBT cards				
	Received & Pended	Issued	Received	
SNAP/Medicaid	139			
TANF	17			
Medicaid	52			
EBT Cards Issued		173		
Calls Received			3159	
Total	208			
Applications Processed for Benefit Programs		Month: 10/2025		
SNAP		172		
Medicaid		126		
TANF		23		
Total		321		
	Received	Accepted	Request	# of children in care
Adult Protective Services (APS)	35			
Adult Protective Unit				
Long Term Support & Services Screeni	20			
Assisted Living Facility Screening	1			
CPS (Child Protective Services) Unit	51	23		
Foster Care				37
	Referrals	Accepted	Processed	Applications received
VIEW (Virginia Initiative for Education and Work) Program referrals	3			
Child Care Unit				18

Social

Services:

Finance:

BANKING

Truist

- General Demand Bank Account: \$4,283,186.54
- Remaining ARPA Funds: \$766,775.64 (Encumbered)

FINANCE

- **General Ledger/Enterprise**
 - Review General Journal Entry Proofs for approval
 - FY26 Budget vs Actuals Reporting for October YTD
 - Update Revenue Reporting for October
 - FY25 Investment Reconciliations
 - General Fund FY25 Fixed Asset Maintenance & Departmental Training
 - Recruiting for an Enterprise Accountant Vacancy/In the final selection process
- **Cash Reconciliations for FY25**
 - July 2024 through October 2025 – In process
 - Continuing to work through pending JEs, outstanding TR batches (BTH# 29153 to be resolved on 06.25.2025, issue resolved 08.18.2025), manual matching within BRM
- **Revenue**
 - EFT's and REDI reports- currently reviewing day-to-day posting
 - Paymentus payments updated
 - Revenues posted promptly.
 - Payments Journal-unposted journals TR office (still pending)

PROCUREMENT

- **Open Purchase Orders**
 - o FY 2026: 842 OPEN Purchase Orders as of 11/19/2025
 - Order Amount: \$59,589,130.58
 - Balance: \$43,062,787.14
- **Monthly P-Card Reconciliation**
 - o P-Card user reconciliation for September 2025 & October 2025 statement periods is delayed due to new P-card administrator training. P-card administrator training is scheduled for November 21, 2025.
 - o Monthly payment for the City account is constant.
- **Policy & Procedure**
 - Working on finalization and adaptation of Procurement Manual. Estimated acceptance and adaptation: TBD
- **Recruitment Services and Procurement Updates**
 - RFP #11-26 Live Fire Training Structure has been reposted to eVA. A repost was required due to an administrative error in the state system.
 - RFP #06-26 (Recruitment Services for City Manager and other positions): The Chosen organization has been awarded, and an introductory kick-off meeting has taken place.
 - Participated in two planning sessions with Amazon and City IT to launch Amazon e-procurement within the Tyler MUNIS system.

BUDGET:

- Issued October budget reports to directors & constitutional officers
- 2 new ClearGov modules (Capital Budgeting & Capital Project Tracking) to be implemented during the upcoming FY2027 budget cycle
 - o All necessary training has been completed by Finance
 - o User accounts have been set up for the departments to enable departments to complete training before the entry of FY2027 budget requests
- Created preliminary budget calendar for FY2027
- New budget manager selected/anticipated start date 12/10/25
- Continuing to support departments with budget-related inquiries & requests
- Planning & discussing possible changes for upcoming FY2027 budget cycle
- Assisting HR with position control cleanup in preparation for the FY2027 budget cycle

REAL ESTATE ASSESSOR

- Performed field building permit inspection, residential and commercial, and sales verifications by appraisers. Supplements and posted in Proval and mailed to citizens.
- Initiated supplement valuation for changes in plats.
- GIS Manager will provide the Assessor's Office with new neighborhood maps to reflect current lot sizes to aid in generating new land models for the 2027 Reassessment.
- GIS Manager and qPublic technical support worked with our staff to create solutions to access multiple addresses shared by the same parcel number.
- Posting for the Real Estate Appraiser position was generated and is currently being advertised, interviewed candidates for the position, and the search is ongoing with a new advertisement.
- Dwayne Hall, CAMA Proval consultant, and IT staff are working with the GIS Manager to resolve the table interface update between Proval and Arc GIS Mapping.
- Continued field work with Senior Appraiser reviewing neighborhoods in Wards 6 and 7 that could be considered for land model updates and lot size and value analysis for the 2027 reassessments.
- Participated in the Local Conference conducted by Costar concerning the local commercial real estate Market in Ashland, Virginia, on October 29, 2025.

- Civic Vanguard provided a demonstration for the new public website attended by the Treasurer, Assessor, Public Works, Fire/EMS, Planning, and other staff members on October 24, 2025, in the Council Chambers, coordinated by the GIS Manager and Assessor's Office.
- Proval Version update was completed from 9.1.27 to version 9.1.33.

PAYROLL:

Total Payroll Expenses for Pay Date 10-30-2025 **\$1,293,437.31**

Total Payroll Expenses for Pay Date 11-13-2025 **\$1,170,091.42**

Total Payroll Expenses for Pay Date 11-17-2025 **\$12,570.00 (Election Workers)**

Attended Two Training Sessions conducted by Tyler/Munis

Recruiting for Assistant Payroll Specialist Vacancy

ACCOUNTS PAYABLE: 10/21/2025- 11/20/2025

- **Weekly Check Run Totals – \$4,494,126.23**
 - 10/21/2025 Total- \$924,382.41
 - 10/28/2025 Total- \$907,624.66
 - 11/6/2025 Total- \$965,038.80
 - 11/13/2025 Total- \$1,697,080.36
- **Total Invoices Paid- 1,363**
- **Total Checks Cut- 928**
- **Checks paid over 15K- 10/21/2025- 11/20/2025**
 - **Checks paid over 15K- 10/21/2025**
 - Dominion Energy – \$222K
 - US Bank – \$164K
 - Beacon Theater – \$75K
 - Univar USA Inc – \$52K
 - USA Bank- UB1620- \$52k
 - Sycom-Technologies – \$52K
 - Open Arms Family Services – \$47K
 - Sherwood-Logan & Associates – \$46K
 - Pathway to Success – \$27K
 - Commonwealth Catholic Charities – \$22K
 - McGill Associates – \$21K
 -
 - **Checks paid over 15K- 10/28/2025**
 - Anthem Blue Cross Blue Shield – \$492K
 - Gridless Power Corp – \$58K
 - Connection – \$56K
 - Waste Management of VA – \$43K
 - Columbia Gas- \$36k
 - Dominion Energy – \$29K
 - Motorola Solutions – \$18K
 - Hazen and Sawyer, PC – \$16K
 - **Checks paid over 15K- 11/6/2025**
 - City of Refuge – \$210K
 - Industrial Furnace – \$155K
 - NAMO, LLC – \$128K
 - Enterprise FM Trust – \$50K
 - AFLAC Premium Holding- \$26k
 - Western Oilfields – \$24K
 - Virginia American Water Company – \$24K
 - IPC Technologies Inc – \$23K

- Revels Turf and Tractor – \$21k

ACCOUNTS PAYABLE: 10/21/2025- 11/20/2025 (continued)

○ **Checks paid over 15K- 11/13/2025**

- Riverside Regional Jail – \$238K
- CVWMA – \$209K
- Western Oilfields – \$151K
- The Lead Center – \$103K
- Univar USA Inc- \$84k
- Anthem Blue Cross Blue Shield – \$66K
- Fifth Third – \$53K
- The Robert Bobb Group – \$51K
- Governmentjobs.com – \$44k
- Strohman Enterprise – \$39k
- Waco Inc – \$36k
- Applied Industrial – \$25k
- The Bair Foundation – \$23k
- Virginia Employment – \$21k
- Treasurer, Prince George – \$20k
- Baker Hydraulics – \$17k
- Cooper and Claiborne – \$17k
- Dominion Energy – \$15k
- Atlantic Machinery – \$15k
- The College of William & Mary – \$15k

Virginia Recreation and Park Society
6372 Mechanicsville Turnpike, Suite 109
Mechanicsville, VA 23111
804-730-9447
www.vrps.com



News Release

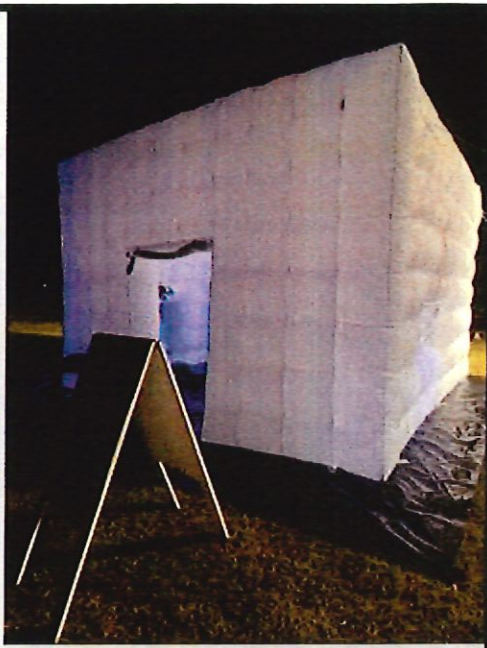
FOR RELEASE: October 26, 2025

Comfort Cove from Hopewell Recreation & Parks receives Best New DEI (Diversity, Equity and Inclusion) Initiative award at VRPS State Conference

Over 400 *delegates, exhibitors, speakers, and volunteers* from around the state gathered this week at the 72nd Annual Conference of the Virginia Recreation and Park Society held in Roanoke, Virginia. The conference is a learning exchange and provides an opportunity for recreation and park professionals to discuss areas of common interest.

Highlighting each year's conference is a formal presentation of awards. This state-wide program honors individuals, departments and organizations throughout Virginia who have demonstrated excellence in any of several areas during the previous year. 140 applications were received vying for awards in 16 different categories. Judged by a jury of its peers, **Hopewell Recreation & Parks, Comfort Cove** received **Best New DEI (Diversity, Equity and Inclusion) Initiative Award**.

The mission of the Virginia Recreation and Park Society is to unite all professionals, students, and interested lay persons engaged in the field of recreation, parks, and other leisure services in the Commonwealth of Virginia. For more information on the Society contact the state office at 804-730-9447 or visit the website at www.vrps.com



Virginia Recreation and Park Society
6372 Mechanicsville Turnpike, Suite 109
Mechanicsville, VA 23111
804-730-9447

www.vrps.com



News Release

FOR RELEASE: October 29, 2025

Hopewell Recreation & Parks receives award at VRPS State Conference

Over 400 *delegates, exhibitors, speakers, and volunteers* from around the state gathered this week at the 72nd Annual Conference of the Virginia Recreation and Park Society held in Roanoke, Virginia. The conference is a learning exchange and provides an opportunity for recreation and park professionals to discuss areas of common interest.

Highlighting each year's conference is a formal presentation of awards. This state-wide program honors individuals, departments and organizations throughout Virginia who have demonstrated excellence in any of several areas during the previous year. 140 applications were received vying for awards in 16 different categories. Judged by a jury of its peers, **Hopewell Recreation & Parks received an award in the Best New Renovation/Addition (Parks, Playground, Blueways, Greenways, or Trails): Under 25,000 category Westwood Park Playground.**

The mission of the Virginia Recreation and Park Society is to unite all professionals, students, and interested lay persons engaged in the field of recreation, parks, and other leisure services in the Commonwealth of Virginia. For more information on the Society contact the state office at 804-730-9447 or visit the website at www.vrps.com.

After Renovation





Finance Committee Meeting

CITY MANAGER: MICHEAL ROGERS

PRESENTED BY: STACEY JORDAN, CFO

AGENDA

Minutes from last meeting

FY26 Budget to Actuals - November

- Citywide
- General Fund
- Enterprise
- Schools
- Departmental

Accounts Payable/Debt Service

November committee items

Citywide FY26 Budget to Actuals – November

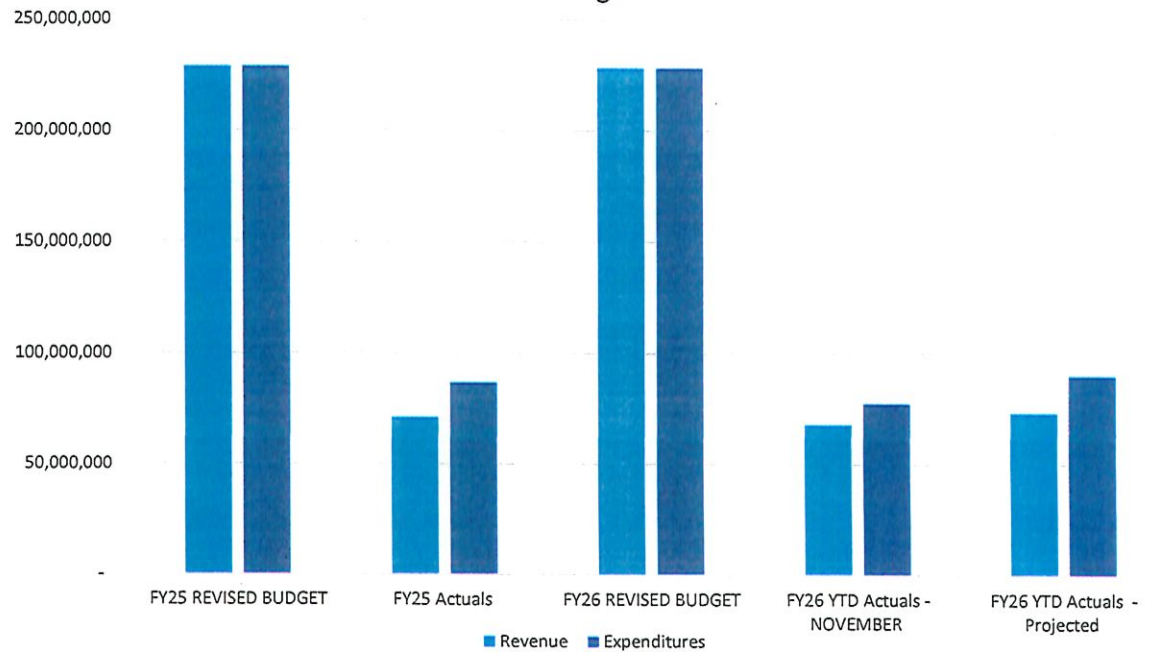
City-wide for November revenues are trending 1.16% or \$2.4M higher for FY26 vs FY25.

Expenses for November are trending 1.63% or \$3.5M higher for FY26 vs FY25.

Key due dates for the City of Hopewell are December, February, May and June.

Increase in expenses stem from Annual Increases and class and comp study increases.

FY26 Citywide Revenues and Expenditures - Budget vs Actuals



Citywide FY26 Budget to Actuals – November

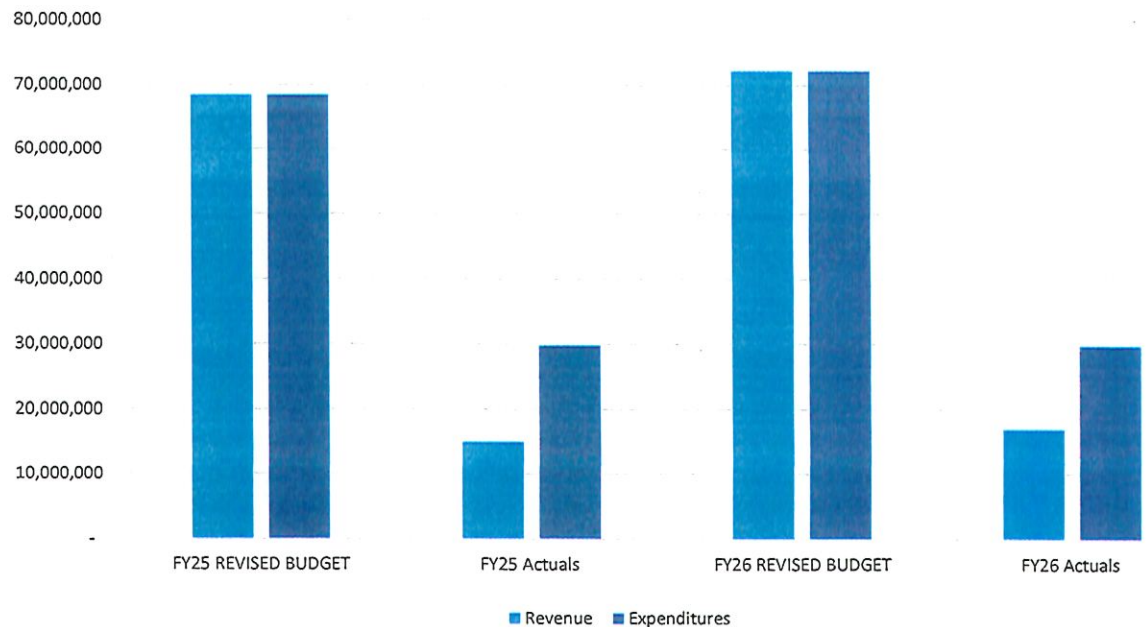
CITY-WIDE

REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 YTD Actuals - NOVEMBER	FY26 YTD Actuals - Projected	FY26 % Rec'd Budget	Comments
REAL ESTATE TAXES	21,928,970	3,018,277	13.8%	24,030,746	2,949,646	2,864,077	11.9%	Due in December
PUBLIC SERVICE CORP TAX	5,100,000	-	0.0%	4,900,000	-	-	0.0%	Due in May & June
PERSONAL PROPERTY TAX	7,056,000	1,747,672	24.8%	6,597,440	1,709,902	1,598,612	24.2%	Due in February
MACH & TOOL TAX	9,586,049	277,672	2.9%	9,384,549	1,253,486	917,557	9.8%	Due in June
PPTRA STATE REIMBURSEMENT	1,618,030	1,294,424	80.0%	1,618,030	1,294,424	1,294,424	80.0%	Consistent
OTHER TAXES	10,840,000	4,029,701	37.2%	11,545,280	3,884,660	3,516,439	30.5%	Decrease due to other taxes to include (BL, VL, Communication, Recordation, Food, Lodging, Meals, etc)
USE OF MONEY & PROPERTY	530,200	410,342	77.4%	325,901	120,289	120,289	36.9%	Decrease in Interest Income
CHARGES FOR SERVICES	48,653,969	14,741,995	30.3%	46,191,429	15,048,555	19,967,963	43.2%	\$3M HWR monthly billings & Capital
PENALTIES & INTEREST	586,000	231,096	39.4%	596,000	253,148	253,148	42.5%	Slight increase in collections
PERMITS, FEES AND LICENSES	470,450	233,912	49.7%	467,400	399,973	353,398	75.6%	Increase from permits and fees
FINES & FORFEITURES	1,235,500	348,577	28.2%	1,162,260	617,984	497,835	42.8%	Slight increase in fines
GRANTS	412,964	318,901	77.2%	162,403	84,918	84,918	52.3%	
STATE REVENUES	61,969,103	23,146,198	37.4%	66,764,189	24,727,357	23,052,809	34.5%	
FEDERAL REVENUES	15,836,761	7,500,937	47.4%	14,096,939	2,820,156	6,084,156	43.2%	Decrease due to schools ESSER
MISCELLANEOUS REVENUE	6,932,700	1,027,905	14.8%	6,133,064	626,213	626,213	10.2%	
IN LIEU OF TAXES	1,591,511	767,921	48.3%	1,591,511	740,087	740,087	46.5%	
DEBT SERVICE	947,617	394,848	41.7%	1,042,739	347,579	426,547	40.9%	
TRANSFERS IN	33,876,815	11,707,846	34.6%	32,030,146	11,269,894	11,269,894	35.2%	
TOTAL REVENUES	229,172,639	71,198,223	31.07%	228,640,026	68,148,271	73,668,365	32.2%	
EXPENDITURES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 YTD Actuals - NOVEMBER	FY26 YTD Actuals - Projected	FY26 % Rec'd Budget	
SALARIES & WAGES	30,611,527	11,607,704	37.9%	32,593,913	12,635,472	12,635,472	38.8%	3% Annual Salary Increase; 6% HWR & SWR
HEALTH BENEFITS	5,316,869	1,967,552	37.0%	6,140,050	2,375,536	2,375,536	38.7%	3% Annual Salary Increase; 6% HWR & SWR
EMPLOYEE BENEFITS	457,125	132,477	29.0%	433,587	112,154	112,154	25.9%	3% Annual Salary Increase; 6% HWR & SWR
RETIREMENT	4,321,239	1,589,816	36.8%	4,718,199	1,770,499	1,770,499	37.5%	3% Annual Salary Increase; 6% HWR & SWR
OTHER PERSONNEL	2,480,970	963,019	38.8%	2,625,118	1,056,795	1,056,795	40.3%	
PROFESSIONAL SERVICES	17,406,259	5,781,252	33.2%	15,328,683	6,185,506	6,185,506	40.4%	
WORKERS COMPENSATION	513,869	208,703	40.6%	548,028	238,747	238,747	43.6%	
SERVICE & SUPPLIES	37,482,363	11,821,022	31.5%	35,519,122	9,352,790	10,852,790	30.6%	Outstanding Invoices
OUTSIDE AGENCIES	5,729,103	2,152,849	37.6%	6,123,099	2,258,233	2,258,233	36.9%	
NON-DEPARTMENTAL	1,265,231	628,750	49.7%	1,522,358	628,750	628,750	41.3%	Q2 transfers
OTHER	72,389,351	33,962,879	46.9%	74,171,984	24,430,525	35,965,555	48.5%	\$11.5M in SBO estimated expenses
CAPITAL	10,912,468	1,131,232	10.4%	10,405,885	1,732,380	1,732,380	16.6%	
DEBT	7,418,450	4,138,642	55.8%	7,488,854	4,234,866	4,234,866	56.5%	
SUPPORT OF SCHOOLS	13,865,900	6,932,950	50.0%	13,580,000	6,790,000	6,790,000	50.0%	
TRANSFERS OUT	19,001,915	4,270,396	22.5%	17,441,146	3,975,394	3,975,394	22.8%	
TOTAL EXPENDITURES	229,172,639	87,289,241	38.09%	228,640,026	77,777,647	90,812,677	39.72%	
NET INCOME	-	(16,091,018)	-7.02%	-	(9,629,376)	(17,144,312)	-7.50%	

General Fund FY26 Budget to Actuals – November

- General fund for November is trending 1.71% or \$798K higher in Revenues for FY26 vs FY25.
- Expenses for FY26 are trending 2.26% or \$24K higher than FY25.
- Increase in expenses stem from Annual Increases and class and comp study increases.

FY26 General Fund Revenue and Expenditures



General Fund FY26 Budget to Actuals – November

GENERAL FUND

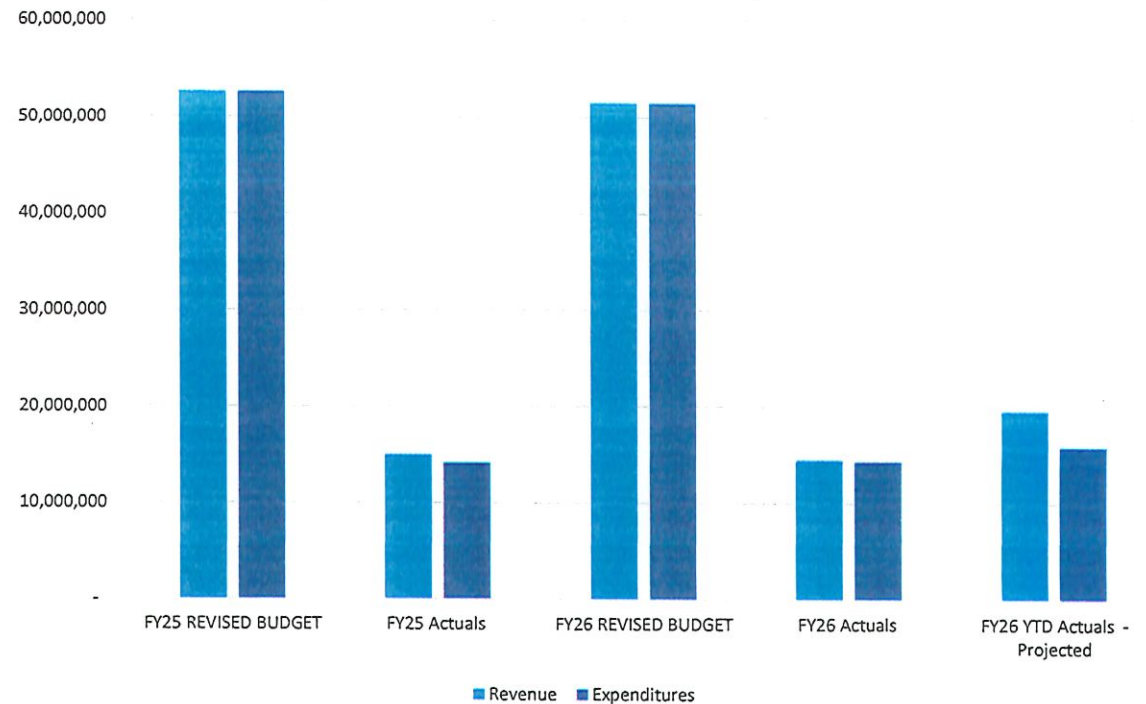
REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 % Rec'd Projected	FY26 YTD - Projected	FY25 vs FY26 Variance	Comments
REAL ESTATE TAXES	21,928,970	3,018,277	13.8%	24,030,746	3,475,494	14.5%	\$ 3,389,925	\$ 371,648.66	
PUBLIC SERVICE CORP TAX	5,100,000	-	0.0%	4,900,000	-	0.0%	\$ -	\$ -	
PERSONAL PROPERTY TAX	7,056,000	1,747,672	24.8%	6,597,440	1,723,386	26.1%	\$ 1,612,096	\$ (135,575.67)	
MACH & TOOL TAX	9,586,049	-	0.0%	9,384,549	1,254,097	13.4%	\$ 918,168	\$ 918,168.33	
PPTRA STATE REIMBURSEMENT	1,618,030	1,294,424	80.0%	1,618,030	1,294,424	80.0%	\$ 1,294,424	\$ -	
OTHER TAXES	7,240,000	2,254,695	31.1%	7,745,280	2,168,829	28.0%	\$ 1,800,608	\$ (454,087.35)	
USE OF MONEY & PROPERTY	90,000	52,253	58.1%	60,000	21,076	35.1%	\$ 21,076	\$ (31,177.49)	
CHARGES FOR SERVICES	847,000	731,071	86.3%	1,256,495	531,313	42.3%	\$ 507,504	\$ (223,566.85)	\$240K decrease in EMS receipts
PENALTIES & INTEREST	581,000	228,040	39.2%	591,000	249,549	42.2%	\$ 249,549	\$ 21,508.73	Penalties and Interest
PERMITS, FEES AND LICENSES	470,450	233,612	49.7%	467,400	404,434	86.5%	\$ 357,859	\$ 124,246.74	
FINES & FORFEITURES	1,235,500	345,969	28.0%	1,152,689	613,637	53.2%	\$ 493,488	\$ 147,518.73	Increase in fines
GRANTS	14,943	-	0.0%	14,943	19,793	132.5%	\$ 19,793	\$ 19,792.76	
STATE REVENUES	9,183,676	3,387,642	36.9%	9,687,781	3,578,947	36.9%	\$ 1,904,399	\$ (1,483,242.76)	Slight increase in state revenues received for Constitutionals/Accruals
FEDERAL REVENUES	350,000	43,958	12.6%	460,503	53,458	11.6%	\$ 1,567,458	\$ 1,523,500.44	Laser Q1 & Q2 allocation pending
MISCELLANEOUS REVENUE	857,512	453,472	52.9%	1,923,349	452,768	23.5%	\$ 452,768	\$ (704.50)	Increase due to insurance claims and rebates received
IN LIEU OF TAXES	1,257,500	628,750	50.0%	1,257,500	628,750	50.0%	\$ 628,750	\$ -	
TRANSFERS IN	1,009,000	504,500	50.0%	1,009,000	504,500	50.0%	\$ 504,500	\$ -	
TOTAL REVENUES	68,425,630	14,924,334	21.81%	72,156,705	16,974,454	23.52%	\$ 15,722,364	\$ 798,029.77	\$1.25M in FY25 Accruals
EXPENDITURES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY25 REVISED BUDGET	FY26 Actuals	FY26 % Rec'd Projected	FY25 YTD Actuals - Projected	FY25 vs FY26 Variance	
SALARIES & WAGES	20,815,748	7,995,569	38.4%	22,662,094	8,939,404	39.4%	\$ 8,939,404	\$ 943,835.09	3% Annual Salary Increase
HEALTH BENEFITS	3,755,212	1,406,668	37.5%	4,332,241	1,754,198	40.5%	\$ 1,754,198	\$ 347,529.90	3% Annual Salary Increase
EMPLOYEE BENEFITS	302,449	93,521	30.9%	307,373	64,057	20.8%	\$ 64,057	\$ (29,463.94)	3% Annual Salary Increase
RETIREMENT	2,940,040	1,082,699	36.8%	3,239,449	1,230,400	38.0%	\$ 1,230,400	\$ 147,700.51	3% Annual Salary Increase
OTHER PERSONNEL	1,681,129	664,003	39.5%	1,801,662	739,074	41.0%	\$ 739,074	\$ 75,070.81	3% Annual Salary Increase
PROFESSIONAL SERVICES	4,876,912	2,353,365	48.3%	5,370,768	2,325,455	43.3%	\$ 2,325,455	\$ (27,910.34)	
WORKERS COMPENSATION	430,823	176,577	41.0%	466,336	207,183	44.4%	\$ 207,183	\$ 30,605.75	
SERVICE & SUPPLIES	5,767,191	2,410,332	41.8%	6,058,334	1,417,440	23.4%	\$ 1,417,440	\$ (992,891.81)	
OUTSIDE AGENCIES	4,924,232	2,150,605	43.7%	5,533,658	2,208,981	39.9%	\$ 2,208,981	\$ 58,375.16	
NON-DEPARTMENTAL	24,491	-	0.0%	264,858	-	0.0%	\$ -	\$ -	
OTHER	425,928	158,587	37.2%	327,928	147,729	45.0%	\$ 147,729	\$ (10,857.67)	
CAPITAL	215,750	121,399	56.3%	316,262	41,569	13.1%	\$ 41,569	\$ (79,830.76)	
SUPPORT OF SCHOOLS	13,710,000	6,932,950	50.6%	13,580,000	6,790,000	50.0%	\$ 6,790,000	\$ (142,950.00)	
TRANSFERS OUT	8,540,791	4,270,396	50.0%	7,950,787	3,975,394	50.0%	\$ 3,975,394	\$ (295,001.93)	
TOTAL EXPENDITURES	68,410,696	29,816,672	43.6%	72,211,750	29,840,883	41.32%	\$ 29,840,883	\$ 24,210.77	
NET INCOME	14,934	(14,892,338)	-21.77%	(55,045)	(12,866,429)	-17.80%	\$ (14,118,519)	\$ 773,819	

Enterprise Fund FY26 Budget to Actuals – November

Regional Water, Sewer, Solid Waste, and Storm Water

- Enterprise fund for November is trending 9.57% or \$4.6M higher in Revenues for FY26 vs FY25.
- Expense for FY26 are trending 3.9% or \$1.7M higher the expense in FY25.
- Increase in revenues stem from on time billing and capital billing for FY26.
- Increase in expenses stem from working through capital projects.

FY26 Enterprise Funds Revenue and Expenditures



Enterprise Fund FY26 Budget to Actual – November

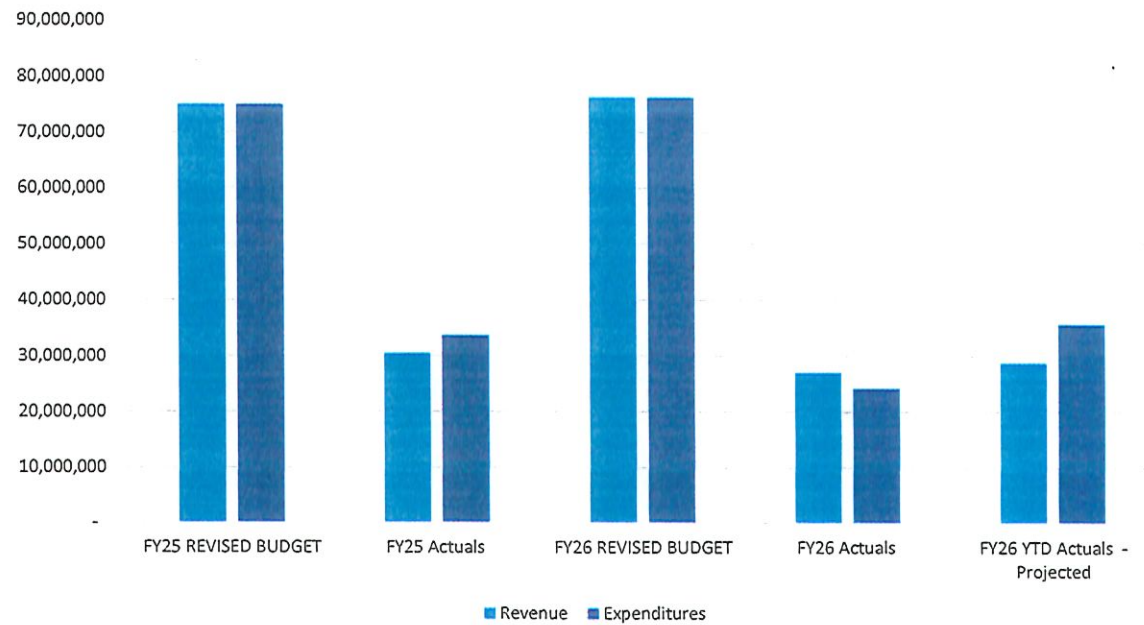
ENTERPRISE FUNDS

REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 YTD Actuals - Projected	FY26 % Rec'd	Comments
USE OF MONEY & PROPERTY	300,000	241,958	80.7%	114,901	38,434	38,434	33.4%	
CHARGES FOR SERVICES	42,367,151	13,470,999	31.8%	40,399,616	13,972,673	18,915,889	46.8%	\$3M Accrued for November Billing & Capital & \$1.94M for DI/Minol
MISCELLANEOUS REVENUE	13,450	509,348	3787.0%	115,635	86,849	86,849	75.1%	
GRANTS	-	254,771	---	-	-	-	---	
IN LIEU OF TAXES	334,011	139,171	41.7%	334,011	111,337	139,171	41.7%	
DEBT SERVICE	947,617	394,848	41.7%	1,042,739	347,579	434,474	41.7%	
TRANSFERS IN	8,672,924	-	0.0%	9,490,359	-	-	0.0%	
TOTAL REVENUES	52,635,153	15,011,095	28.52%	51,497,261	14,556,872	19,614,817	38.09%	
EXPENDITURES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 YTD Actuals - Projected	FY26 % Rec'd	
SALARIES & WAGES	4,731,824	1,755,662	37.1%	4,545,678	1,683,466	1,683,466	37.0%	
HEALTH BENEFITS	713,300	252,852	35.4%	811,128	260,201	260,201	32.1%	
EMPLOYEE BENEFITS	81,431	14,550	17.9%	38,268	9,541	9,541	24.9%	
RETIREMENT	642,777	239,330	37.2%	727,132	228,593	228,593	31.4%	
OTHER PERSONNEL	364,449	145,156	39.8%	388,882	150,601	150,601	38.7%	
PROFESSIONAL SERVICES	10,124,364	3,291,748	32.5%	9,453,555	3,749,559	3,749,559	39.7%	
WORKERS COMPENSATION	53,697	22,702	42.3%	51,489	21,028	21,028	40.8%	
SERVICE & SUPPLIES	12,564,679	6,081,727	48.4%	14,326,423	5,339,978	6,839,978	47.7%	\$1.5M in outstanding invoices
OUTSIDE AGENCIES	5,000	1,498	30.0%	2,300	-	-	0.0%	
NON-DEPARTMENTAL	1,257,500	628,750	50.0%	1,257,500	628,750	628,750	50.0%	
OTHER	61,400	21,535	35.1%	76,400	33,089	33,089	43.3%	
CAPITAL	9,873,822	656,117	6.6%	7,649,034	1,325,007	1,325,007	17.3%	
DEBT	2,583,988	1,075,161	41.6%	2,679,109	973,964	973,964	36.4%	
TRANSFERS OUT	9,576,924	-	0.0%	9,490,359	-	-	0.0%	
TOTAL EXPENDITURES	52,635,155	14,186,787	27.0%	51,497,257	14,403,778	15,903,778	30.9%	
NET INCOME	(2)	824,309	1.57%	4	153,094	3,711,040	7.21%	

Schools FY26 Budget to Actual – November

- Schools is trending 2.96% or \$1.7M lower in revenues for FY26 vs FY25.
- Expenses are trending 1.87% or \$1.9K higher in FY26 vs FY25.
- Decrease in federal revenues for ESSER
- Schools revenues come in January.

FY26 Schools Revenue and Expenditures



Schools FY26 Budget to Actuals – November

SCHOOLS

REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 YTD Actuals - Projected	FY26 % Rec'd	Comments
CHARGES FOR SERVICES	5,515,232	435,458	7.9%	4,426,644	453,495	453,495	10.2%	
STATE REVENUES	46,085,993	17,081,855	37.1%	48,623,068	17,111,807	17,111,807	35.2%	
FEDERAL REVENUES	9,643,588	6,093,594	63.2%	9,581,109	2,695,176	4,445,176	46.4%	\$1.75M in Head Start Funds Projected/Less ESSER funds
TRANSFERS IN	13,710,000	6,932,950	50.6%	13,580,000	6,790,000	6,790,000	50.0%	
TOTAL REVENUES	74,954,813	30,543,857	40.75%	76,210,821	27,050,478	28,800,478	37.79%	
EXPENDITURES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 YTD Actuals - Projected	FY26 % Rec'd	
SERVICE & SUPPLIES	3,716,420	-	0.0%	2,854,068	-	-	0.0%	
OTHER	71,191,213	33,743,314	47.4%	73,356,753	24,197,884	35,732,914	48.7%	\$11.5M Accrued YTD for OPEX
CAPITAL	47,180	-	0.0%	-	-	-		
TOTAL EXPENDITURES	74,954,813	33,743,314	45.0%	76,210,821	24,197,884	35,732,914	46.89%	
NET INCOME	-	(3,199,457)	-4.27%	-	2,852,594	(6,932,436)	-9.10%	

FY26 Accounts Payable/Debt Service – November

Accounts Payable November

Invoices Received	
# of invoices processed	1888
\$ amount processed	\$6,847,221.84

Debt Service Payments November

FY26 Budget	YTD Actuals	Remaining Budget	% of Budget YTD
\$7,488,854	\$4,232,365	\$3,256,490	57%

December Items

1. Update of FY24-FY25 ACFRs
 1. FY24 – To be completed December 31, 2025
 2. FY25 – To be completed March 31, 2025

Hopewell Police Department Crime Summary

December 9, 2025



HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY
Reporting Date: December 5, 2025

Year-to-Date	Thru November 30th							
	2022	2023	2024	2025	# Change 2022 & 2025	% Change 2022 & 2025	3 Year Average	% Change to Average
MURDER	8	6	5	7	-1	-13%	6	11%
FORCIBLE RAPE	7	3	5	3	-4	-57%	5	-40%
ROBBERY	29	10	4	13	-16	-55%	14	-9%
AGGRAVATED ASSAULT	75	58	70	65	-10	-13%	68	-4%
Violent Crime Total	119	77	84	88	-31	-26%	93	-6%
ARSON	2	5	3	4	2	100%	3	20%
BURGLARY	57	42	30	24	-33	-58%	43	-44%
LARCENY	328	267	312	246	-82	-25%	302	-19%
MOTOR VEHICLE THEFT	42	70	108	36	-6	-14%	73	-51%
Property Crime Total	429	384	453	310	-119	-28%	422	-27%
Total Major Crime	548	461	537	398	-150	-27%	515	-23%

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

HOPEWELL POLICE DEPARTMENT
 CRIME SUMMARY
 Reporting Date: December 1,2025

Year-to-Date Comparison		Thru November 30th				
	2024	2025	# Change	% Change	5 Year Average	% Change to Average
MURDER	5	7	2	40%	5	30%
FORCIBLE RAPE	5	3	-2	-40%	5	-35%
ROBBERY	4	13	9	225%	14	-4%
AGGRAVATED ASSAULT	70	65	-5	-7%	62	6%
Violent Crime Total	84	88	4	5%	85	3%
ARSON	3	4	1	33%	3	54%
BURGLARY	30	24	-6	-20%	48	-50%
LARCENY	312	246	-66	-21%	306	-20%
MOTOR VEHICLE THEFT	108	36	-72	-67%	64	-44%
Property Crime Total	453	310	-143	-32%	421	-26%
Total Major Crime	537	398	-139	-26%	506	-21%

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

5 Year Average to 11/30

HOPEWELL POLICE DEPARTMENT
Reporting Date: December 1, 2025

Suspected Opioid Overdoses 11/30							
	2020	2021	2022	2023	2024	2025	Grand Total
Fatal	13	16	16	22	6	3	76
Non-fatal	81	88	75	76	46	31	397
Grand Total	94	104	91	98	52	34	473

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
Reporting Date: Dec 1, 2025

Verified Shots Fired Jan 1, 2024-Dec 1,2024 Vs Jan 1, 2025-Dec 1, 2025			
2024	2025	2024 Yearly Total	2025 Yearly Total
58	51	64	TBD



Neighborhood Watch Meetings

City Point – 1st Wednesday of every month from 6:00 pm-7:00 pm @ PD Multipurpose Room. Ms. Debbie Randolph is the NW Captain.

Ward 5-Farmingdale – 1st Monday of every month from 6:00 pm-7:00 pm @ Wesley United Methodist Church. Mrs. Sha'rah Fuller is the NW Captain.

Cobblestone – 3rd Wednesday every other month @ 1:00 pm @ Cobblestone Rec. Center.

Kippax Dr – 3rd Thursday of every month at Mr. Brown residence @ 3807 Gloucester Dr.

Ward 7–Autumn Woods—They meet on Autumn Terrace Ave on the first Monday of each month from 6:00 p.m. to 7:00 p.m. Ms. Michelle Taylor is the NW Captain.

Ward 3 – 2nd Wednesday of every month, 6:00 pm-7:00 pm @ Power's Memorial Church. Pastor Roger Crump & Greg McDaniel are the NW Captains.

Ward 2 & 6(combined)-Arlington Heights: The 4th Tuesday of the month is from 6:00 p.m. to 7:00 p.m. at Friendship Baptist Church. Mr. Michael Mahan is the NW Captain.

Ward 4-2nd Thursday from 6:00 pm -7:00 pm at Joy Fellowship Church. Sha'rah Fuller NW Captain



Hiring-Recruitment December 2025

- Five (5) Recruits will start the academy in January 2026.
- Two Police applicants remain in background investigation for the January 2026 Academy.
- One Emergency Communication Operator applicant is in the background phase.
- Nine (9) Police Positions are open, and two (2) Emergency Communications Operator positions are open.
- Four recruits will graduate from the Crater Criminal Justice Academy on Dec 19, 2025.



Community Policing Officers by Wards

- Corry Young Wards -1&3- cyoung@hopewellva.gov
- Ryan Hayberg Ward-2 rhayberg@hopewellva.gov
- Michael Redavid Ward-6 & Cobblestone mredavid@hopewellva.gov
- Thomas Jones Wards-4 &7 tjones@hopewellva.gov



Community Engagement Activities

- On December 13, 2025, “Shop with a Cop” will be held at Burlington located in Colonial Heights
- On December 20, 2025, “Shop with a Cop” will be held at Walmart in Colonial Heights.
- On December 9, 2025, the first Business Resource Meeting will be held at What the Cup Restaurant at 5:30 pm.
- The CEO is working with Recover Hope, which is a human trafficking non-profit agency, to help raise awareness and plans to help raise money by having a raffle to raise funds to stock their safe house. The raffle drawing is scheduled for Dec 19, 2025.



Traffic Study/Technology

- Traffic Study results are pending review-Broadway Baptist Church -School Zones Speed Cameras.
- Traffic Study is pending-West End Christian School-School Zones Speed Cameras.

CONSENT
AGENDA

C-1

MINUTES OF THE NOVEMBER 18, 2025, CITY COUNCIL REGULAR MEETING

A SPECIAL meeting of the Hopewell Council was held on Tuesday, November 18, 2025, at 5:00 p.m.

PRESENT: John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Lovena Rapole, Councilor

Councilor Daye makes a motion to amend the agenda to remove regular business item R-1. Vice Mayor Joyner seconds the motion.

ROLL CALL Vice Mayor Joyner- Yes
Councilor Harris- Yes
Mayor Partin- Yes
Councilor Ellis- Yes
Councilor Daye- Yes
Councilor Rapole- Yes

Motion Passes 6-0

Councilor Daye makes a motion to go into closed meeting under Va. Code § 2.2-3711(A)(3), (8), and (29), to discuss the acquisition or disposition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, the award of a public contract where discussion in an open session would adversely affect the City’s bargaining position, and to consult with legal counsel regarding specific legal matters (real estate contract discussions, unsolicited offer on city owned real estate); § 2.2-3711(A)(1), to discuss and consider personnel matters, including board and commission appointments (HRHA, KHB); § 2.2-3711(A)(6), to discuss the investment of public funds where bargaining is involved, where, if made public initially, the financial interest of the City would be adversely affected (HPS roof repairs); and § 2.2-3711(A)(8) (Kevin Randesi ARB appeal).

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

Vice Mayor Joyner makes a motion to reconvene to open meeting. Councilor Rapole seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Absent
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 5-0

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 the closed meeting?

PRESENT:

John B. Partin, Mayor
 Rita Joyner, Vice Mayor
 Michael Harris, Councilor
 Ronnie Ellis, Councilor
 Susan Daye, Councilor
 Lovena Rapole, Councilor

REGULAR MEETING

City Manager's Report - Michael Rogers, Interim City Manager

The City Council meeting opened with thanks to all attendees and an

acknowledgment of the full agenda ahead. The session began with the Report of the City Manager, who provided updates on several major recruitment processes. First, he informed Council that the search for a new Hopewell Water Renewal Director is progressing. A report from the recruitment consultant is expected on December 2 or 3, following a full day spent reviewing the first round of applicants to narrow the pool down to three to five candidates for interviews. The goal is to make an appointment during the first week of January. The City Manager also addressed the ongoing search for a new City Manager, noting that he had sent Council members information from the recruiter outlining their responsibilities in the process. Interviews with the consultant for each Council member are scheduled for December 3, and Council was asked to make themselves available. According to the consultant's projected timeline, if the schedule is followed, the appointment of a new City Manager is expected to occur during the first week of March.

October Financials FY 2026 – Stacey Jordan, Deputy City Manager

The Deputy City Manager delivered the October Fiscal Year 2026 financial report, addressing citywide revenues, expenditures, and fund performance. She stated that overall revenues for October were trending 0.97%—or \$2 million—lower than in FY25, largely due to delays in federal grant reimbursements for the schools, especially related to the Head Start program. The schools are still transitioning from their old system to MUNI, causing reporting issues that have slowed the submission of reimbursement requests. Citywide expenses, however, were trending 1%—or \$2.2 million—higher than the previous year. She highlighted key revenue due dates for the City of Hopewell occurring in December, February, May, and June, noting that the Treasurer's Office is currently collecting the second half of real estate taxes due December 5.

In the General Fund, revenues for October were trending 0.86%—or approximately \$449,000—lower than FY25, while expenses were trending 0.37%—or \$202,000—higher. The increase in expenses is

primarily attributed to the annual class and compensation study adjustments implemented last fiscal year. Moving to the Enterprise Fund, she reported that revenues were trending 5.33%—or \$2.4 million—higher than last year due to the City now billing capital costs upfront rather than waiting until year-end. She added that the City is still awaiting \$3.5 million in reimbursements from industry partners for capital expenditures the City covered. Enterprise Fund expenses were trending 4.2%—or \$1.9 million—higher, reflecting the same shift to timely capital billing.

The report then shifted to the Schools, where revenues were trending 6.5%—or \$4.1 million—lower than FY25, again mainly due to delays in Head Start reimbursement and the end of ESSER grant funding. Expenses for the Schools were trending 0.59% higher—\$59,000. The Deputy City Manager confirmed that, despite federal revenue delays, Head Start funds are expected to resume in January, and the schools do not currently need to adjust their budget. She also provided an update on accounts payable, reporting that 1,100 invoices totaling over \$5.8 million were processed in October. Debt service remains on schedule, with the FY24 ACFR expected to be completed by December 31 and the FY25 ACFR by March 31, 2026, with no delays anticipated.

During the follow-up discussion, she confirmed that the City closed on a related grant on the 19th and would be closing on \$15 million in bonds the following day. She explained that the bond expenditure list had been submitted to bond counsel, and that all funds must be used strictly for the capital projects approved by Council in the ordinance and resolution—such as roofing and HVAC—rather than for operational expenses. She clarified that the bond funds cannot be used freely and must follow the specific capital purposes previously authorized. The report concluded with no further questions.

Police Safety Report – Gregory Taylor, Chief of Police

The Police Chief presented the November crime statistics to the Mayor, Vice Mayor, and City Council, noting that the report was significantly

shorter than the previous months. He stated that violent crime was up slightly by 5%, with robberies being the primary contributing factor. These robberies were described as individual and random acts, with no identified pattern or group responsible. In contrast, property crime had decreased by 31%, leading to an overall 25% reduction in major crime for the month. The Chief then provided a comparison of crime levels from 2022—prior to the adoption of new technology—to 2025. He highlighted a 24% decrease in violent crime and a 27% decrease in property crime over that period, attributing these improvements to technology upgrades and initiatives such as Operation Ceasefire and Real Time Intelligence programs.

The Chief next discussed opiate overdoses, reporting totals of three fatal and 31 non-fatal incidents for a combined total of 34, which remains lower than previous years. He noted that verified shots-fired incidents were nearly identical to 2024, with 49 so far in 2025 compared to 50 in 2024. He informed Council that the department continues working with Flock and has received a quote for gunshot detection sensors, which will be reviewed with the City Manager and Deputy City Manager. He then summarized Neighborhood Watch activity, noting no changes, and moved into hiring and recruitment efforts. The recruitment team attended job fairs at Randolph-Macon College and Virginia Career Works. Five recruits are scheduled to start the police academy in January and graduate in July 2027; five applicants remain in background checks for police positions, and five emergency communications operator applicants are also in background review. Currently, six police positions remain open, including three unfunded positions that will open on January 1, 2026. The next academy begins January 5, and the department hopes to have more recruits ready by then.

He also reported that community policing ward assignments remained unchanged. Community engagement efforts in November included collecting food items for James House, planning the first Business Resource Meeting on December 9 at the Water Cup Restaurant, and collaborating with Recover Hope, a human-trafficking agency, on

fundraising efforts for a safe house, pending prize donations from business partners. On traffic and technology updates, the Chief explained that a traffic study for potential school-zone speed cameras near Broadway Baptist Church is underway, with the West End Christian School slated for the next study. He confirmed again that he received the quote for deploying gun-detection technology in the city.

During Council questions, the Vice Mayor asked for clarification on the rise in robberies and whether any patterns had been identified. The Chief said crime analysis showed no pattern or specific group, reinforcing that the incidents were random. The Vice Mayor also asked about current staffing levels; the Chief reported a total of nine vacancies, which he noted was a significant improvement from previous years. When asked about the timeline for establishing a dedicated traffic division—something the department currently lacks—the Chief said such an initiative would be gradual, likely requiring increased staffing and prioritizing the formation of a crime suppression unit first. Realistically, he estimated a traffic unit might be feasible in 2026 or 2027. The report concluded with thanks from Council members.

Actions Resulting from the Closed Meeting

Councilor Rapole makes a motion to appoint Stephanie Dayberry to the Keep Hopewell Beautiful Board and Shar’ah Fuller to the Hopewell Redevelopment and Housing Authority Board. Vice Mayor Joyner seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

Councilor Daye makes a motion directing the City Manager to prepare and issue a letter endorsing the school division's application to the Virginia Board of Education's School Construction Assistance Program. The motion specified that the letter should be issued in substantially the same form as the draft presented to City Council. This step was intended to demonstrate the City's backing of the school system's efforts to secure state funding for construction-related needs. Councilor Ellis seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

Prayer followed by the Pledge of Allegiance to the flag of the United States by Mayor Partin.

Vice Mayor Joyner makes a motion to adopt the consent agenda. Councilor Daye seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

During the Communications from Citizens portion of the City Council meeting, the Clerk read the standard statement outlining the procedures and guidelines for citizen participation. The statement explained that

this segment, limited to a total of 30 minutes, occurs at each regular council meeting. Citizens wishing to address the Council must approach the microphone, state their name, and, if they reside in Hopewell, provide their ward number. Each speaker is allotted up to three minutes to speak. The statement also emphasized that individuals may not speak on items scheduled for a public hearing and that all remarks must be directed to the Council as a body, rather than to individual members. Additionally, it was noted that personal, abusive, or slanderous statements, or behavior inciting disorderly conduct, are prohibited and may result in the individual being barred from future participation and removed from the chambers.

Laura Greenwood, Ward 6

During the public comment period, the first speaker was Ms. Laura Greenwood of Ward Six. She began by expressing appreciation for the work and presentation quality of the Director of Economic Development, Charles Bennett, noting her professional background as a retired commercial artist and promoter who has prepared similar presentations for high-level military institutions. Despite her respect for his efforts, Ms. Greenwood emphasized the need for a more realistic approach to economic development, stating that Hopewell is primarily an industrial city rather than a tourist destination. She noted that many small business owners struggle due to limited local customer engagement and existing tax burdens, and she urged Mr. Bennett to focus more on strategies that draw local residents into downtown activities and proposed projects.

Ms. Greenwood expressed specific concerns about the marina project, explaining that while residents she has spoken with support the pavilion component, they do not favor the proposed restaurant. She encouraged Mr. Bennett to study successful models from nearby marinas—namely the Colonial Heights marina and the Jamestown marina in James City County—to understand how they generate revenue and attract participation. She questioned why the department remains financially in

the red while continuing to receive additional funding from City Council, arguing that efforts should first prioritize making the department financially self-sustaining. She stressed the importance of increasing community involvement in event planning and suggested that events similar to those held at other marinas—such as music events, winter festivals, chili cook-offs, and other seasonal activities—could be produced at reasonable cost and generate meaningful profits.

Ms. Greenwood concluded by calling for renewed engagement between the department and the public, especially ahead of the upcoming season. She offered her assistance free of charge and stated that boat-slip holders and other community members would also likely contribute to planning efforts. She referenced her prior experience organizing major events, including the Yorktown Bicentennial celebration, before the Mayor thanked her and closed her speaking time.

David Edwards, Ward 1

The next speaker, Mr. David Edwards, addressed the City Council regarding challenges he is experiencing with two properties he owns at 320 and 322 Maryland Avenue. He described ongoing issues with a neighboring property, including an unmaintained backyard and residents living in vehicles on the street with multiple animals, which he reported to the police but was told no action could be taken. Mr. Edwards expressed frustration that boats and other vehicles are allowed to park anywhere in the city if licensed, adding to his concern about the neighborhood's appearance and safety. He noted that he had received a special exception from the Council for the two houses, with \$500,000 invested, and stated that he intended to sell them but feels embarrassed and concerned about putting them on the market due to the condition of neighboring properties. He asked for guidance on who to contact for assistance, specifically regarding code violations and property maintenance issues.

In response, a City official directed Mr. Edwards to work with Ms. Davis in the Code Enforcement and Planning Development office, along with her supervisor, Mr. Ward, to address the problems. The official also mentioned a new Public Nuisance Ordinance that could be used if the issues persist. Mr. Edwards further raised safety concerns about the individuals living in cars across from West End School, noting the potential risk to children playing nearby. The official confirmed that Code Enforcement would be the appropriate office to address these matters. Following this, the next scheduled speaker, Deborah Edwards, chose to defer her comments to her husband.

Russell Batten, Ward 6

The next public commenter, Mr. Russell Baton, spoke about issues at the local cemetery, particularly regarding maintenance around his father's grave. He explained that the area is overgrown with grass and weeds, and despite multiple visits and complaints to city offices, no action has been taken. Mr. Baton offered to personally weed around his father's grave if necessary, but expressed frustration that the problem persists despite his efforts to address it through city channels. In response, a City official directed him to coordinate with a staff member in the third row, who oversees cemetery maintenance and manages the city's grass-cutting contracts. The official assured Mr. Baton that this staff member could address his concerns and ensure proper upkeep of the cemetery. Mr. Rogers also acknowledged the issue and confirmed it would be noted for follow-up. The matter concluded with the official thanking Mr. Baton for his comments.

Sha'rah Fuller, Ward 5

The next individual scheduled to speak was Sha'rah Fuller. Upon being called, she indicated that she had no comments to make at the meeting, stating simply "no" when asked to speak. The Mayor acknowledged her

response and moved on to the next item on the agenda, concluding her participation in the public comment portion.

Mark Burroughs, Ward 3

Mr. Mark Burroughs, a resident of Ward Three, addressed the City Council during the public comment period. He began by acknowledging the recent election results and noted that some outcomes were favorable to citizens while others were not. Speaking from his perspective as a conservative and constitutionalist, Mr. Burroughs expressed concern for the future of both the City of Hopewell and the state of Virginia. He referenced measures taken in other jurisdictions, such as sanctuary city policies, as examples of local governments acting to protect citizens' rights in anticipation of broader legal challenges.

Mr. Burroughs urged City Council members to recognize that they represent the voices of their constituents rather than their own personal opinions. He emphasized that elected officials have a duty to vigorously defend citizens' rights, including freedoms of speech, religion, and the Second Amendment, particularly as state-level pressures and potential legal battles may seek to limit these rights. He encouraged the Council to be mindful of their responsibilities as representatives and to approach these potential challenges with determination and dedication. He concluded by thanking the Council for their attention and expressing hope that they would take seriously the duty to protect constituent rights.

Darlene Thompson, Ward 6

Ms. Darlene Thompson, representing Ward Six, addressed the City Council during the public comment period, expressing strong concerns about city spending and perceived lack of responsiveness to citizens' priorities. She criticized the Council for authorizing expenditures she

considered excessive, including a \$17,000 retreat and trips to Tampa, Florida, for the City Manager and Deputy City Manager, funded by taxpayers. She highlighted repeated proposals brought forward by the Economic Development Director, Charles Bennett, regarding marina projects, noting substantial spending approvals, and contrasted that with constituents' requests, such as leaf collection, which she claimed had been repeatedly ignored.

Ms. Thompson also raised concerns about city revenues from marina slip fees and real estate sales, stating that the management or use of those funds benefits certain officials rather than the public. She expressed frustration over the lack of attention to taxpayer concerns, including rising sewer rates and other city fees, while criticizing the City Manager's role as largely delegatory despite a high salary. She emphasized that constituents' voices are not being heard and warned that with upcoming elections, citizens will hold elected officials accountable for current actions. She concluded by urging transparency, responsiveness, and that Council members not act as if they are serving the public if they continue to ignore constituent concerns.

Kevin Randesi, Ward 1

Mr. Kevin Randesi, a commercial property owner in the vicinity of the City Council meeting, addressed the Council with general comments regarding homeownership and the city's management of vacant land. He noted that the City of Hopewell owns a significant amount of undeveloped property that is off the tax rolls and generates no revenue. Mr. Randesi emphasized that, despite frequent complaints about the city's financial struggles and limited tax revenue, these unused city-owned lands represent a missed opportunity for development and revenue generation.

He expressed concern about the high percentage of renters in the city—approximately 60%—and observed that surrounding counties are benefiting financially by purchasing rental properties in Hopewell,

effectively diverting wealth away from the city. Mr. Randesi suggested that the city explore partnerships with organizations such as Partnership for Housing Affordability or Project Homes to develop this vacant land for homeownership. He argued that such initiatives would allow residents to build personal wealth, increase city tax revenue, and strengthen the local economy, rather than continue to benefit absentee landlords. He concluded by urging the Council to consider these opportunities to promote sustainable homeownership within the city.

Mayor Partin addressed the Council to clarify and correct statements made during the citizen comment period. The official noted that, contrary to a prior comment, the City of Hopewell does have an active leaf collection program. This program allows residents to have their leaves collected for a nominal fee, with discounts available for senior citizens. Citizens were encouraged to consult the city's website for accurate information regarding this service.

The Mayor also responded to criticisms regarding city spending, emphasizing that the current City Council has invested significantly in capital improvements, facility maintenance, infrastructure, street paving, and utility system upgrades, more than any council in the past twelve years. Specific projects highlighted included extensive neighborhood street repaving, community center improvements, stormwater drainage enhancements to prevent sinkholes and property damage, and upgrades to sewer infrastructure, including work on two to three of the city's twenty-plus pump stations. Citizens were encouraged to review the list of funded projects and anticipate their completion, which is expected to enhance the overall quality of life in the community.

Regular Business

R-2 Codification of Recreation and Parks Fees Public Hearing -

Tabitha Martinez, Director of Recreation and Parks

Ms. Martinez addressed the City Council regarding the proposed codification of Recreation and Parks fees for the 2026 and 2027 fiscal years, noting that the fee schedule had previously been approved and advertised twice as required. She highlighted that the only new additions were general administrative fees, including a return check fee, chargeback recovery fee for debit and credit card transactions, and a rental cancellation fee. These fees are intended to recoup costs incurred by the city and are consistent with common practices in similar municipal programs.

Ms. Martinez invited questions from the Council, but none were raised. The public hearing was then opened, and no members of the audience signed up or chose to speak on the proposed fees. Following the hearing, the Council moved to approve the codification of the Parks and Recreation fees as presented, and the motion was made by Vice Mayor Joyner and seconded by Councilor Ellis.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

R-3 Conditional Use Permit of 3400 Oaklawn Boulevard, and 405 North 3 ½ Street Public Hearing - Chris Ward, Director of Planning and Development

Mr. Ward presented two conditional use permit (CUP) applications to the City Council, noting that both would be addressed under a single public hearing. The first application concerned 3,400 Oaklawn Boulevard, a quarter-acre property in Ward Seven owned by A and K Enterprises. The applicant requested to use the property as a single-family dwelling, despite its current zoning as B-4 Corridor Development and its future land use designation as Corridor Commercial. The property had transitioned to commercial use in 2021

and previously operated as a sign shop. Staff recommended denial of the request, citing the city's comprehensive plan promoting commercial use along this corridor and noting that the Planning Commission had voted 4-0 to deny the application. Representatives of the applicant spoke, acknowledging the city's commercial designation but highlighting that the majority of buildings on the block remained residential. They requested approval to maintain residential use until a business tenant could be identified. Council asked clarifying questions regarding prior tenants and residential use on the property.

The second application involved constructing a new single-family dwelling at 405 North Three and a Half Avenue in Ward One, on a narrow 30-foot-wide parcel zoned R-4 Residential Office High Density. The applicant, Henry K Properties, LLC, proposed a two-story, 1,400-square-foot, three-bedroom home with vinyl siding, meeting setback requirements despite the lot's narrow width. Staff recommended approval with standard conditions, including eave requirements, a 20% tree canopy, brick or stone foundation, and adherence to the presented plans. The Planning Commission had also recommended approval, with an additional condition requiring the structure be set back to allow a front-yard driveway for two vehicles, given the lack of alley access.

No members of the public provided comment during the hearing. Mr. Ward noted that the first reading had taken place and that the council could approve the CUPs with a five-member vote or continue them to a second reading at the next meeting. Council opted to schedule a second hearing for both applications.

R-4 Kevin Randesi ARB Appeal, 206 North Second Street Public Hearing - Kelly Davis, Deputy Director of Planning and Development

Ms. Davis presented an appeal before City Council regarding a decision made by the Architectural Review Board (ARB) for the property at 206 North Second Street. The appeal concerned façade changes and the proposed painting of the building. She provided an overview of the ARB, explaining its role under Virginia Code and the City of Hopewell's Historic Preservation Ordinance to review exterior changes

in historic districts, and noted the city's recent designation as a Certified Local Government in December 2024, which obligates adherence to state and federal historic preservation standards. The property in question, a 1916 general office building in the B-1 downtown district, had a previous application to paint both the brick and stucco portions blue, which raised concerns about moisture entrapment and deterioration of historic brick. The applicant revised the request to paint only the stucco portion green and white, which the ARB approved by a 5-2 vote. Davis explained that painting historic brick is generally discouraged due to long-term preservation concerns, the irreversibility of the process, and differences in older versus modern brick composition. She emphasized that the ARB and city staff provide guidance to ensure compliance with the Secretary of the Interior's standards, and that deviations could jeopardize the city's Certified Local Government status and eligibility for historic preservation grants. Council members asked clarifying questions regarding the ARB's decision, the differences between historic and modern brick, and possible exceptions for paint types, noting that the building is currently non-contributing to the historic district. The presentation concluded with an acknowledgment of ARB members in attendance, and the council then opened the public hearing, with a few residents who had signed up to speak.

Kevin Randesi, Ward 1

The public hearing was opened with Kevin Randesi, the applicant, speaking on his appeal of the Architectural Review Board's (ARB) decision regarding the painting of his building at 206 North Second Street. Randesi expressed concerns that Ms. Davis, in her presentation, appeared to advocate for the ARB's position rather than serving solely as a neutral liaison. He based his appeal on three main points: inconsistent standards, conflict of interest, and the appearance of preconceived bias within the B-1 district. To support his argument of inconsistent standards, Randesi cited other cases in which the ARB had

approved painting previously unpainted brick at 425 East Broadway and 115 South Main Street, asserting that his denial constituted selective enforcement. Regarding conflict of interest, he noted that the ARB chair, Mr. Hughes, owns a downtown building with painted brick, raising concerns about impartiality in voting on Randesi's application. Randesi also contended that the ARB exhibited bias by effectively deciding against his application before he participated, noting that he had not been notified of the July meeting regarding his initial application and only learned of it via a phone call from Ms. Davis weeks later. During his testimony, time management was addressed, as Randesi was informed that he would have additional time to continue responding after questions from the council. The hearing continued with the council prepared to ask questions.

Laura Greenwood, Ward 6

During the public hearing, Ms. Laura Greenwood addressed the council regarding the proposed painting of historic brick. She explained the differences between older and newer bricks, emphasizing that older bricks are more prone to decay due to their composition and mortar, while newer bricks, fired at higher temperatures, are more durable. Greenwood disputed earlier testimony suggesting that brick "breathes" and asserted that bricks are hard and do not absorb moisture in a harmful way when properly sealed. She recommended using specialized sealant paint, noting that products available commercially, such as a \$50 per can sealant with an eight-year lifespan, can protect the brick from moisture damage, effectively preserving it rather than harming it. Greenwood also emphasized that imposing overly strict restrictions on exterior modifications could discourage businesses from investing in the area, advocating for a balance between historic preservation and economic development. Her remarks concluded with a clarification that appropriate paint can preserve the structural integrity of brick while supporting business activity in the city.

Ed Houser, Ward 5

Mr. Ed Houser from Ward Five spoke during the public hearing regarding the appeal of the Architectural Review Board (ARB) decision. He recounted attending a prior ARB meeting with Mr. Randesi and observed what he considered inconsistent enforcement of standards. He noted that one application was denied simply because the board disapproved of the color, while another board member admitted to having painted his own brick building. Houser also cited a situation where a business owner received approval for a sign and was told she could paint her building to match, despite it being a brick structure, highlighting perceived selective enforcement. He argued that these inconsistencies are unfair and likened them to the adage, "If you return right, you gotta turn left," suggesting that the city's decision-making process lacks consistency. Houser emphasized the need for equitable application of rules for all property owners.

Mark Burroughs, Ward 3

Mr. Mark Burroughs, representing Ward Three, spoke during the public hearing regarding the Architectural Review Board (ARB) appeal. Burroughs prefaced his comments by acknowledging his lack of technical expertise in brickwork, describing himself as a "brick trucker" rather than a brickmaker or builder. He shared that he and his wife chose to move to Hopewell because it was one of the few communities in the region without strict homeowners' associations, allowing residents to enjoy their property freely. Burroughs expressed frustration that residents must seek approval from the ARB or City Council to make changes to their property, viewing it as "groveling" before authorities under the guise of historic preservation or protection. He criticized the city for prioritizing Certified Local Government status and grant opportunities over the interests of its citizens, arguing that such designations impose limitations on residents. Burroughs emphasized that there are modern, breathable paints suitable for historic brick buildings, countering concerns raised earlier by Ms. Davis

regarding lime washes. He also highlighted the inconsistency of ARB focus, noting that many city buildings are in poor repair, yet more attention is given to regulating improvements on private properties. Burroughs concluded by advocating for proactive maintenance and aesthetic improvements, asserting that a painted building is preferable to one deteriorating unchecked, and emphasized the need for the city to balance preservation requirements with practical support for property owners. Following his remarks, the public hearing was closed.

The City Council then addressed the motion to remand the Architectural Review Board (ARB) appeal. Vice Mayor Joyner made the motion, which was seconded by Councilor Ellis. After a brief period for discussion with no additional comments, a roll call vote was conducted. With the majority in favor, the motion to remand the appeal back to the ARB was approved. Following this, the Council moved on to item R-5. Ms. Davis was tasked with explaining the procedural steps to the next speaker, confirming that the appeal would be sent back to the ARB for rehearing and further consideration.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	No
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	No

Motion Passes 4-2

R-5 Crater District Area Agency on Aging Information Introduction- Renata Shamick, Chief Executive Officer

Miss Shamick was not in attendance.

R-6 Bank Street Fire Lane Update - Monique Robertson, Deputy Director of Public Works

Monique Robertson, Director of Public Works, provided an update to the City Council regarding the implementation of fire lanes on Bank Street and James Street. She reminded the Council that in April 2025, the Fire Marshal presented a proposal for fire lanes on Bank Street, which was approved by Council. The current plan involves painting fire lanes on Bank Street and James Street, with yellow curb markings and “No Parking – Fire Lane” signs meeting MUTCD standards. The installation on Bank Street will eliminate approximately 10 parking spaces, but an additional 24 on-street spaces within walking distance have been identified to mitigate the impact. Robertson clarified that no fire lanes are planned for Maplewood Street as part of this project, noting that it would be considered a separate initiative. She confirmed that Public Works would handle both the signage and the painting, and that the work could begin immediately. Vice Mayor Joyner, who had requested the item be removed from the consent agenda for clarification, confirmed understanding of the plan, emphasizing that fire safety was the primary concern, given prior issues accessing the area with fire equipment. The update concluded with no further questions from Council, and the item was acknowledged as ready to proceed.

R-7 Battery Energy Storage System Facility - Chris Ward, Director of Planning and Development

During the meeting, staff presented a 2232 Review concerning a proposed Battery Energy Storage System (BESS) facility at 105 Winston Churchill Drive. The review is required under §15.2-2232 of the Virginia Code when a public utility facility not specifically included in the City’s Comprehensive Plan is proposed. The Planning Commission must determine whether the project is in “substantial accord” with the Plan. The proposed development, located on M-2 intensive industrially zoned property, would be situated on two sides of the existing ARM Global recycling facility, though it would operate independently. Developers previously obtained a zoning confirmation letter in 2021 establishing the use as by-right, requiring no conditional

use permit. The project includes 28 Tesla lithium-ion battery units across approximately 5.5 acres. Staff reviewed the Comprehensive Plan and noted that it supports reliable utilities, advanced infrastructure, and compatible land uses in existing industrial districts. The facility would connect to the regional energy grid and assist during periods of high electrical demand.

Staff reported that the proposal meets all development standards—including buffering, fencing, and screening—and does not encroach on residential or environmentally sensitive areas. Planning staff recommended that the project's location, character, and extent align with the expectations of the Comprehensive Plan. The Planning Commission reached the same conclusion with a 4-0 vote on November 6, following a public hearing where no comments were received. Council was informed that their responsibility was either to affirm the Planning Commission's determination or to override it.

Council members raised safety concerns related to lithium-ion battery fires. Staff and Fire Chief Rupert explained that although risks exist, the proposed facility is designed with robust safety features. Each battery unit contains built-in, outward-facing fire suppression, and the developer has already provided a draft Emergency Operations Plan for review. Hopewell Fire Department will receive specialized training for this facility. The Fire Chief compared the proposal to a large battery facility fire in California earlier in the year, clarifying that the California site was far larger, used an outdated warehouse-style design, and had a failed suppression system—circumstances that differ significantly from the compartmentalized, modern design proposed for Hopewell. He also addressed concerns about toxic smoke, noting EPA findings from the California incident showed no harm to public health. The Chief expressed confidence that, while a fire in a single unit would be a loss for the operator, it could be contained without danger to the community. The developer will also maintain a decommissioning fund—approximately \$700,000—reevaluated every five years, ensuring proper cleanup or removal if the facility ever becomes defunct.

After discussion, a motion was made for City Council to approve the City Administration’s determination that the proposed Battery Energy Storage System facility is in substantial accord with the Comprehensive Plan. The motion was made by Vice Mayor Joyner and seconded by Mayor Partin.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

R-8 Information on Rebate of Machine and Tools Tax for certain businesses located in the Enterprise Zone- Charles Bennett, Director of Economic Development

During the meeting, Mr. Bennett addressed the Mayor, Vice Mayor, and Council to present his formal recommendation regarding the City’s Machine and Tools Tax Rebate Program, which is scheduled to sunset on December 31 of this year. He emphasized that no action was being requested at this meeting; instead, his goal was to outline the proposed changes and prepare for a public hearing on December 9, when Council will vote on an ordinance amendment. Mr. Bennett reviewed the current structure of the machine and tools tax—set at \$3.10 per \$100 with assessments based on 25% of original capital cost—and explained that the existing rebate program issues manufacturers a 30% rebate each year for three years on qualifying new equipment. Although the program expires this year, the City still faces three years of outstanding rebate payouts extending through 2028. To align the rebate program with the City’s Enterprise Zone timeline, which has been renewed through December 31, 2029, he proposed shifting from the current three-year, 90% total rebate structure to a single-year payment equal to 80% of the rebate. This change would allow the City to eliminate long-term financial liabilities associated with rolling multi-year rebates,

significantly reduce administrative burdens across departments, and enable the City to realize full tax revenue two years sooner. Mr. Bennett further explained that when considering present-value calculations, an 80% one-year rebate is effectively equivalent to the current 90% rebate spread over three years, resulting in benefits for both industry—through improved cash flow—and the City. He then reviewed the draft ordinance language, noting updates that extend the program through 2029, distinguish between equipment eligible under the old and new rebate systems, and shift qualifying purchases after January 1, 2026, to the single-year rebate model. One industry partner has already responded positively to the proposed changes, and he reminded Council that the Hopewell Manufacturers Association had been briefed earlier in the year. With no questions from Council, Mr. Bennett stated he will publish the required public notice and return on December 9 for Council's decision. At the conclusion of the session, the presiding official formally ended the proceedings by announcing that all business for the evening had been completed. With no further items to address, the official declared the meeting adjourned, bringing the night's discussions and actions to a close.

ADJOURNMENT

Respectfully Submitted,

Johnny Partin, Mayor

Bishelya Howard, City Clerk

C-2

Resolution No.: _____

**RESOLUTION ADOPTING CITY COUNCIL MEETING SCHEDULE AND THE CITY
PAY AND HOLIDAY CALENDAR THE 2026 CALENDAR YEAR**

WHEREAS, City Council of Hopewell, Virginia previously established a meeting schedule and a pay and holiday calendar for the 2025 calendar year;

WHEREAS, Va. Code §15.2-1416 requires that Council establish a schedule of regular meetings; and

WHEREAS, the City also maintains an annual Pay and Holiday Calendar to ensure consistent payroll administration and clear communication of employee holidays;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Hopewell, Virginia hereby adopts the attached regular meeting schedule and approves the attached Pay and Holiday Calendar for the 2026 calendar year.

Witness this signature and seal

Johnny Partin, Mayor
Hopewell City Council, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Bishelya Howard, City Clerk

HOPEWELL CITY COUNCIL MEETING SCHEDULE 2026

AGENDA MEETING	10:00 AM - FIRM	COUNCIL MEETING
	DEADLINE TO ADD ITEMS	
January 6, 2026	January 7, 2026	January 13, 2026
January 20, 2026	January 21, 2026	January 27, 2026
February 3, 2026	February 4, 2026	February 10, 2026
February 17, 2026	February 17, 2026	February 24, 2026
March 3, 2026	March 4, 2026	March 10, 2026
March 17, 2026	March 18, 2026	March 24, 2026
April 7, 2026	April 8, 2026	April 14, 2026
April 21, 2026	April 22, 2026	April 28, 2026
May 5, 2026	May 6, 2026	May 12, 2026
May 19, 2026	May 20, 2026	May 26, 2026
June 2, 2026	June 3, 2026	June 9, 2026
June 16, 2026	June 17, 2026	June 23, 2026
July 7, 2026	July 8, 2026	July 14, 2026
August 4, 2026	August 5, 2026	August 11, 2026
September 1, 2026	September 2, 2026	September 8, 2026
September 15, 2026	September 16, 2026	September 22, 2026
October 6, 2026	October 7, 2026	October 13, 2026
October 20, 2026	October 21, 2026	October 27, 2026
November 3, 2026	November 4, 2026	November 10, 2026
December 1, 2026	December 2, 2026	December 8, 2026
January 5, 2027	January 6, 2027	January 8, 2027

Regular City Council meetings are held at 5:00 p.m. on the 2nd and 4th Tuesday of each month, unless otherwise posted. Typically closed session starts at 5:00 p.m. and Open session starts at 7: 00 P.m. Meetings are held in the City Council Chambers, Municipal Building, 300 N. Main St, Hopewell, VA 23860



2026

Pay and Holiday Calendar

January 1
New Year's Day (Observed)

January 19
Martin Luther King, Jr. Day

February 16
George Washington Day

May 25
Memorial Day

June 19
Juneteenth

July 4 (Observed on 3rd)
Independence Day

September 7
Labor Day

October 12
Columbus Day & Yorktown Victory Day

November 3
Election Day

November 11
Veterans Day

November 25
4 hours additional holiday time

November 26
Thanksgiving

November 27
Day After Thanksgiving

December 24
8 hours additional holiday time

December 25
Christmas

Denotes Holiday ○

Denotes Payday □

Denotes Additional 4 Hours of Time Off ⌚

PAF Deadline—the Wednesday before every new pay period

Published by:
City of Hopewell
Human Resources
300 N. Main Street, Suite 223
Hopewell, Virginia 23860

January

S	M	T	W	T	F	S
				①	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
			1	2	3	4
			5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

C-3

DATE: December 03, 2025
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – November 2025

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
KEEL, SHOUNE	SOCIAL SERVICES	BEN PROG SPC I	11/12/2025
WASHINGTON, ANDRE	RECREATION	PT CUST SVC AGNT	11/12/2025
PEARSON, AUSTIN	POLICE	POLICE OFFICER NON CAR DEV	11/12/2025
GRAVES, KENIN	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	11/12/2025
ASARE, SIATTA-JOAN	HEALTHY FAMILIES	FAM REC SPEC HEALTHY FAMILIES	11/12/2025
STRAND, KANEISHA	HEALTHY FAMILIES	FAM SUPP SP HEALTHY FAMILIES	11/12/2025
DUDLEY, DAPHENE	TREASURER	PT GEN CLK	11/17/2025
FORTUNE, ALEXANDRIA	CIRCUIT COURT CLERK	CIR CRT CLK D IV	11/17/2025
ELEY, LINDSEY	COMMONWEALTH ATTORNEY	PARALEGAL	11/24/2025
ROBERSON, MICHIAAH	POLICE	POLICE OFFICER NON CAR DEV	11/26/2025

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
NASH, STEPHEN	RECREATION	PT ATHLET SITE ASST	11/11/2025
FIELDS, PAYTON	RECREATION	PT LIFEGUARD	11/20/2025
PELTON, JAMES	PUBLIC WORKS	PW MAINT SPEC SENIOR	11/07/2025

CC: Michael Rogers, Interim City Manager
 Jay Rezin, IT Director
 Kim Hunter, Payroll
 Stacey Jordan, Finance Director

C-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: 2232 Review of City of Hopewell Fire Training Facility proposed for Parcel #106-0965, also identified as 2000 Cloverdale Ave., in the C-1 District.

ISSUE: §15.2-2232 Code of Virginia requires the Planning Commission to review proposed public and private utility facilities not specifically identified in the Comprehensive Plan to ensure the development is in substantial accord with the Plan. The Planning Commission is obligated to communicate its findings to City Council.

RECOMMENDATION: The City Administration recommends approval of the Planning Commission’s determination that the proposed Hopewell Fire Training facility is in substantial accord with the Comprehensive Plan.

TIMING: Staff recommends action on January 13, 2026 affirming the Planning Commission’s determination of substantial accord with the Comprehensive Plan.

BACKGROUND: The Planning Commission determined at its November 14, 2024 meeting that the Hopewell Fire Training facility proposed for Parcel #106-0965, also identified as 2000 Cloverdale Ave. is in substantial accord with the Comprehensive Plan

ENCLOSED DOCUMENTS: Staff report

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|-----------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

**COMPREHENSIVE PLAN CONSISTENCY REVIEW
HOPEWELL FIRE TRAINING FACILITY**

PLANNING COMMISSION



2232 REVIEW

Hopewell Department of Development staff has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.

I. EXECUTIVE SUMMARY

The City of Hopewell Fire Department requests review and approval of the proposed location for a Fire Training Facility at 2000 Cloverdale Avenue (Parcel #106-0965) as consistent with the adopted Comprehensive Plan.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	Nov. 14, 2024	Review & Approval	Sub. Accord 3-0
City Council	January 13, 2026	Affirm	Pending

III. ORDINANCE IDENTIFICATION

Not Applicable.

IV. PUBLIC NOTIFICATION

None Required.

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

The Planning Commission is responsible for reviewing all proposed public improvements for conformity with the adopted Comprehensive Plan in accordance with Section 15.2-2232 of the Code of Virginia. Failure of the commission to act

within 60 days of a submission, unless the time is extended by the governing body, shall be deemed approval.

Staff, on behalf of Planning Commission, will communicate the Planning Commission's findings to City Council, indicating its approval or disapproval with written reasons therefor. The City Council may overrule the action of the commission by a vote of a majority of its membership.

VI. APPLICABLE CODE SECTIONS

[Section 15.2-2232](#) of the Code of Virginia states, in part:

Whenever a local planning commission recommends a comprehensive plan or part thereof for the locality and such plan has been approved and adopted by the governing body, it shall control the general or approximate location, character and extent of each feature shown on the plan. Thereafter, unless a feature is already shown on the adopted master plan or part thereof...no street or connection to an existing street, park or other public area, public building or public structure, public utility facility or public service corporation facility... shall be constructed, established or authorized, unless and until the general location or approximate location, character, and extent thereof has been submitted to and approved by the commission as being substantially in accord with the adopted comprehensive plan or part thereof.

VII. BACKGROUND

The Hopewell Fire Department requires a new location for the construction of a new fire training facility for live fire training for the City's firefighters. The former training facility, located at Fire Station 1, has been condemned by the Building Official and is no longer useable for live fire training.

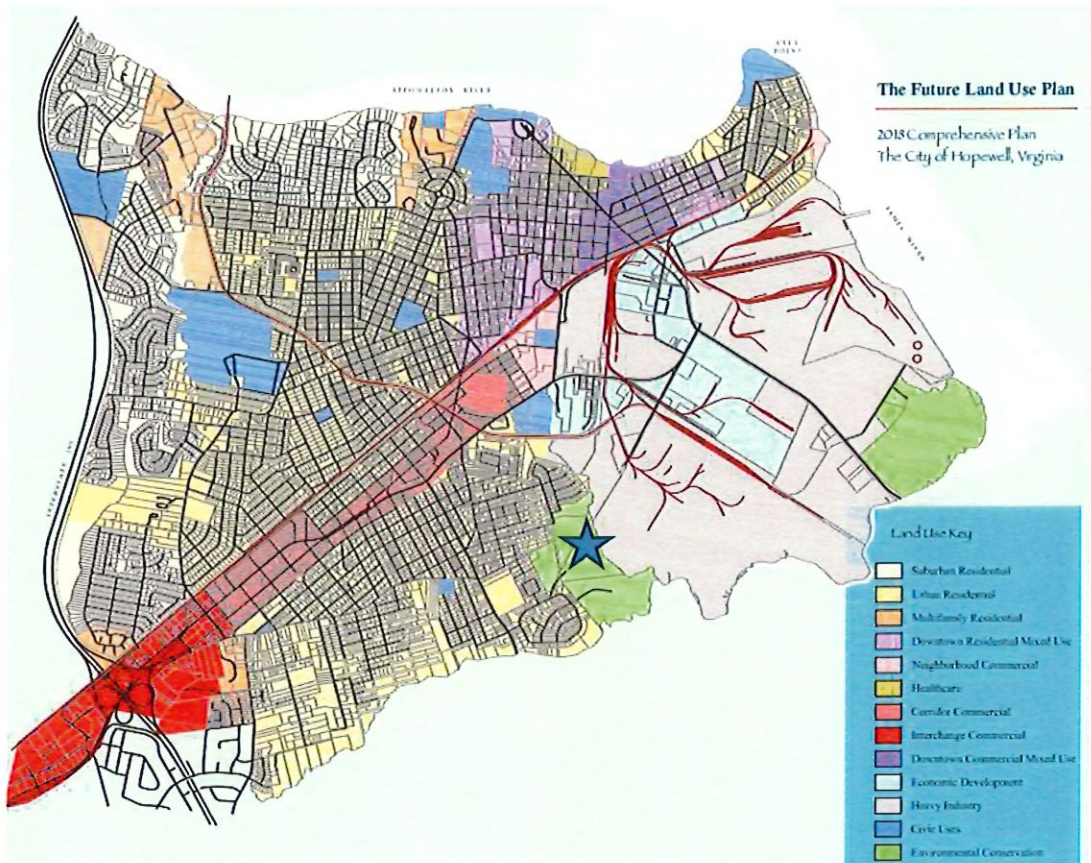
Since the closure of Hopewell's live fire training facility, the Tri-Cities/Crater Region has experienced a large gap in viable options with regards to live fire training opportunities held within the area. Currently, none of the localities in the region have a facility to conduct live fire training drills. This has significantly affected the quality of training afforded to personnel. The closest available regional school is located in Blackstone, which is not feasible for the City of Hopewell because all training must be done while staff are on shift and on duty. At present, live-fire training for City firefighters has ceased.

Fire Department staff identified the proposed Fire Training Facility location based on the following site requirements:

- City-owned property
- Relative isolation
- Space for potential future expansion

The site most ideal for the construction and use of a fire training facility is Parcel #106-0965, which is located to the east of Delrose Drive in the C-1 Zoning District in the southeastern area of the City. The property is a decommissioned landfill and wastewater treatment facility with large open areas. It is relatively isolated with the closest residential property over 1,000 feet away. The construction of a fire training facility at this location will require only minor removal of trees or vegetation other than grass. As a former landfill and wastewater treatment facility, the property has no real redevelopment potential outside of municipal use.

Figure 1. Propose Fire Training Facility Site



The preliminary Fire Training Facility Concept Plan is shown in Figure 2 below. The proposed development consists of concrete pads for containerized burn simulator buildings, an outdoor pavilion with potential for future conversion to a permanent classroom, parking and drive aisle, and stormwater management.

Figure 2. Preliminary Fire Training Facility Concept Plan

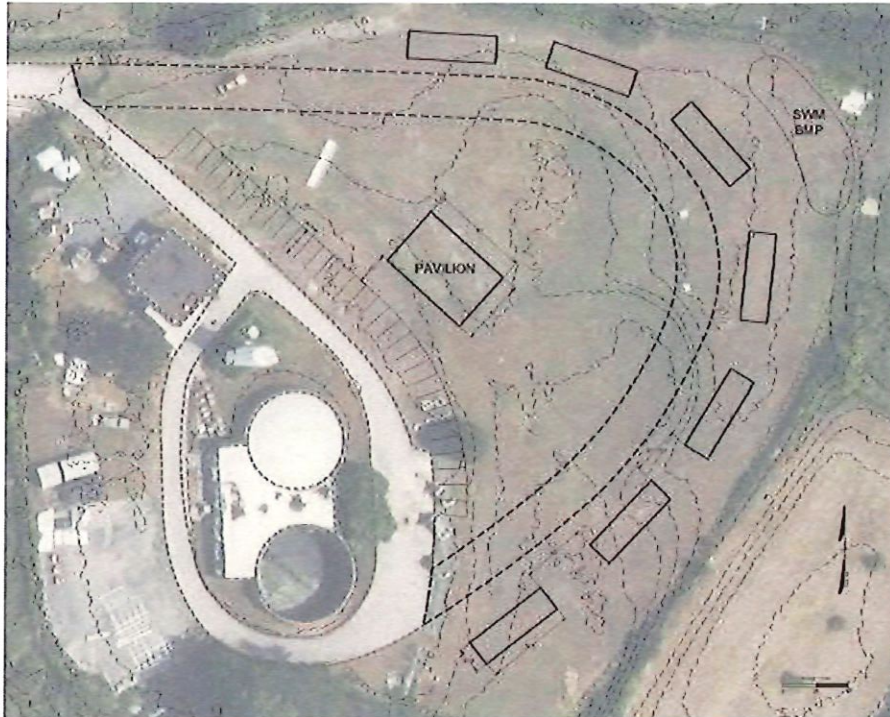
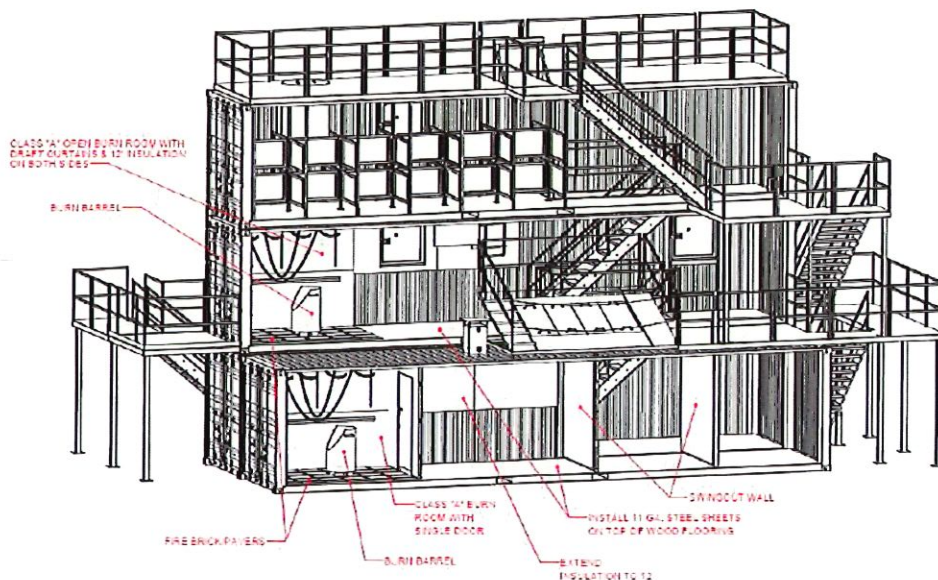


Figure 3 shows a rendering of a containerized burn building, which will be placed on the concrete pads. The containerized buildings are designed to meet National Fire Protection Association standards and provide a safe training environment for fire fighting personnel.

Figure 3. Containerized Burn Building Design



VIII. RELATIONSHIP TO THE COMPREHENSIVE PLAN

A. Future Land Use

The subject property is one of two areas designated as Environmental Conservation in the Comprehensive Plan Future Land Use Plan. Both areas with this designation are owned by the City of Hopewell and are associated with municipal utility uses.

The Future Land Use Plan guidance most applicable to this property is Chesapeake Bay Preservation Area and Sensitive Environmental Areas, which lists *Brownfields* as an Applicable Land Use and *Selective Development* as an appropriate Implementation Approach (Ch. V, pg. 8). As a decommissioned wastewater treatment facility and former landfill site, the subject property is considered a brownfield. Development on the property is limited to previously cleared and graded areas, with minimal additional clearing and grading to address stormwater management requirements. Selective development, as proposed through this project, is consistent with the Future Land Use Plan guidance.

B. Environment and Chesapeake Bay Preservation Area

i. Development Impacts

The proposed development of the Fire Training Facility is anticipated to have minimal environmental impacts. Impacts are reduced by reusing the existing brownfield and limiting land disturbance to areas that are already cleared and graded. Development within the CBPA Resource Protection Area and floodplains (see Figure 4) are avoided entirely in conformance with the zoning ordinance. The project will be subject to a Site Plan, which will ensure conformance with all City and state standards for stormwater, CBPA, and zoning.

Figure 4. Chesapeake Bay Resource Management Area (yellow), Resource Protection Area (red), and Floodplain (cross-hatching)



The table below provides an assessment of the proposed development based on Chesapeake Bay Act Related Policies identified in the Comprehensive Plan (Ch. XI, pg 29-32).

Chesapeake Bay Act Related Policy	Analysis
Minimize Land Disturbance	Land disturbance is limited to previously disturbed areas with additional clearing and grading only as needed to provide on-site stormwater management.
Preserve Indigenous Vegetation	Indigenous vegetation is preserved to the extent possible. Removal of existing vegetation is limited to a small area required for stormwater management. Tree protection measures will be provided during construction per the City's Chesapeake Bay Preservation Act (CBPA) ordinance.
Minimize Impervious Cover	Impervious cover is minimized by utilizing existing impervious area. New impervious area is limited to staff parking, concrete pads, and gravel drive aisles for the fire apparatus. Impervious area is subject to the City's stormwater management requirements.
Resource Protection Area Modifications & Encroachment	Given the proximity of the project to Resource Protection Areas, an Environmental Site Assessment is required prior to site plan approval. The Environmental Site Assessment will provide a site specific delineation of Resource Management and Resource Protection Areas to ensure that the project impacts to CBPA areas are minimized and appropriately mitigated.
Erosion and Sediment Control	Erosion and sediment control measures will be addressed through the site plan process and inspected regularly through the land development process.

ii. Operational Impacts

According to Fire Department staff, environmental impacts associated with site operations are also minimal. The containers are designed to be safe, efficient, and low impact. The containers utilize specially-designed fiber board and smoke machines to simulate live fire events. Fire fighting is conducted using municipal water and environmentally-friendly foam or dish detergent.

C. Public Safety

This project directly supports the Public Services, Facilities, and Emergency Preparedness goals and Strategies outlined in Chapter II of the Comprehensive Plan, as summarized in the table below.

Comprehensive Plan Goal/Strategy	Analysis
8. PUBLIC SERVICES, FACILITIES AND EMERGENCY PREPAREDNESS	
<p>GOAL: To plan and advance the quality, capacity, and effectiveness of the City’s services, community facilities, and public safety systems to meet the evolving demands of our citizens and workforce. Establish and serve our community with adequate public facilities, services, and urban infrastructure to meet the needs of the City’s citizens and workforce.</p> <p>To plan, provide, and coordinate an emergency preparedness system, fully coordinated with state and regional agencies, that anticipates projected population and employment growth.</p>	<p>The facility will improve the quality, capacity, and effectiveness of City services by ensuring that firefighters are adequately trained and prepared to respond to fire emergencies.</p>
<p>9. Develop and implement a strategy to retain quality City employees through employee development, career paths, effective compensation and benefits, and a positive work culture.</p>	<p>This facility will provide live fire training, which is critical for firefighter’s safety and professional development. This facility may also support regional training operations and help attract new recruits to the City of Hopewell.</p>
<p>14. Plan and construct a new police station; plan and construct a new fire department.</p>	<p>This facility replaces the existing, condemned burn building at Fire Station 1 and is part of the Fire Department’s long-term plan to improve facilities and capabilities.</p>
<p>16. Provide funding for manpower and equipment to ensure the City can maintain police accreditation status and continue proactive public safety strategies.</p>	<p>This facility will provide fire training equipment to prepare firefighters for emergency response and improve public safety in the City of Hopewell.</p>

IX. STAFF RECOMMENDATION

Staff finds that the proposed location for the Hopewell Fire Training Facility on Parcel #106-0965 is consistent with the adopted Comprehensive Plan and the requirements of the Code of Virginia. Staff recommends that the Planning Commission approve the

approximate location, character, and extent of the Hopewell Fire Training Facility as consistent with the adopted Comprehensive Plan.

X. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 3-0 affirming that the Hopewell Fire training Facility is in substantial accord with the Comprehensive Plan.

COMMUNICATIONS FROM CITIZENS

REGULAR BUSINESS

R-1

Malik Dawan Wheat

2007 Sunnyside Avenue ■ Hopewell, Virginia 23860-7126 ■ 804-731-1622 ■ mwheat@hopewell.k12.va.us

Testing & Dual Enrollment Coordinator at Hopewell High School

The Testing & Dual Enrollment Coordinator oversees Standards of Learning (SOL) testing, Access for ELLs WIDA testing, & the WorkKeys testing at Hopewell High School in Hopewell, Virginia. The coordinator also supervises the dual enrollment program, which allows students to graduate with an associate's degree at the same time such students earn a high school diploma.

Experience in Education

PETERSBURG PUBLIC SCHOOLS, Petersburg, Virginia

7th Grade History Teacher at Vernon Johns Middle School (2003 – 2004)

HOPEWELL PUBLIC SCHOOLS, Hopewell, Virginia

Social Studies Teacher at Carter G. Woodson Middle School & Hopewell High School (2004 – 2011)

Data Specialist at Hopewell High School (2011 - 2014)

Testing Coordinator at Hopewell High School (2014 – 2021)

Dropout Prevention & Dual Enrollment Coordinator at Hopewell High School (2021 -2024)

Testing & Dual Enrollment Coordinator at Hopewell High School (2024 – Present)

Awards

Hopewell Public Schools Outstanding Performance Award (2005, 2008, 2012)

Teacher of the Year Finalist at Carter G. Woodson Middle School (2010 & 2011)

Teacher of the Year at Hopewell High School (2017)

Hopewell Citizen of the Month (2021 – March)

Education & Credentials

HAMPTON UNIVERSITY — Hampton, Virginia

Bachelor of Arts Degree in Political Science (Summa Cum Laude Honors), 2003

Virginia Collegiate Professional License – Endorsed in History, Government, & Gifted Education

Matthew Mellon

Hopewell, VA 23860 (804) 720-6623 mellonmr@gmail.com

Detail oriented, exceptional communicator with over ten plus years of experience in analyzing situations and creating an optimal outcome. Objective driven Associate with a passion for creating optimal processes to meet customer needs. Curious and not afraid to dare to disrupt while not only expanding subject knowledge but also workplace competencies through research and training. Able to pivot quickly and still meet deadlines while providing timely feedback and follow up on all projects.

Experience

Capital One - Richmond, VA

Sept 2012 - Current

Sr. Advocate - Customer Advocacy Office (Oct 2023 - Present)

Promoted to review cases completed by Advocates to ensure complete adherence to regulatory requirements and deadlines. Owns and drives resolution for the most escalated and complex cases. Responsible for Ad Hoc requests related to potential regulatory or reputational risk to Capital One.

- Reviews Advocates complaint research and our responses to regulatory agencies to ensure they meet our Quality standards
- Monitors incoming complaints/inquiries as well as potential issues with case reviews to identify and escalate potential issue areas
- Works closely with Compliance and Legal to ensure errors and anomalies are properly flagged and remediated
- Identifies trends in Quality errors and Office Hour data and socializes with leadership, along with recommended improvements
- Directly Resolves customer concerns that have been deemed as Special Handling cases by our director + population

Advocate - Customer Advocacy Office (Apr 2022 - October 2023)

Promoted to manage a queue of Regulatory complaints. Ensures research partners are leveraged appropriately and provides process/agent Business Improvement Recommendations when necessary. Composes written responses to Regulatory agencies and customer/complainants.

- Researches Regulatory complaints submitted by customers and non-customers
- Communicates with research partners, Legal, and Compliance in order to confirm responses to complainant and Regulators is correct
- Selected for Process Improvement Excellence (PIE) team to help drive change and improve processes around the department
- Reviews feedback gathered through the PIE process and worked with leadership and Complaints Governance Intake to implement updates
- Mentors new hires to assist them in acclimating to CAO processes and to ensure they are appropriately researching and responding to Regulators
- Maintained team case tracker that allowed senior leadership a view of aged cases and impediments
- Exceeds department goal for case closures, quality, and care turnaround time frames

Floor Supervisor - Specialty Assistance and Frontline Collections (Mar 2017 - Apr 2022)

Promoted to provide agent support for two teams consisting of 15-20 call center agents. Demonstrated mastery of collections knowledge to provide superior quality assurance for Customer Resiliency agents. Partnered with outside resources to solve problems and remove barriers for associates.

- Consistently met team goals and benchmarks including: Hand Raise total, manager feedback and agent feedback goals
- Led CRWeb task force to gather and review feedback on Empath/CRWeb tasks and drove changes to policies and tasks when appropriate
- Collected and analyzed data in order to provide monthly reports and recommendations for senior leadership
- Monitored Outbound/Inbound call queues to ensure service levels were met, switching agents between call streams when necessary and leveraged Integrated Mission Control to report unusual activity

Subpoena Lend (Aug 2021 - Jan 2022)

Reviewed inbound subpoenas sent to Capital One as part of the Legal Debt Collection Subpoena team.

- Reviewed incoming subpoenas received from law enforcement agencies and attorneys to verify validity and ensure they were prioritized correctly
- Created process documents to capture workflow for handling certain high risk subpoenas

Affidavit, Temporary Work Assignment (Dec 2019 - Mar 2020)

Responsible for leading a team of 6 Collections agents as they learned the Affidavits process

- Held regular 10/10s with lend agents to review performance, metrics and address and questions or concerns
- Worked with Affidavit manager team to lower turnaround times and successfully work through a Regulatory Audit
- Led the department as they transitioned work environments to meet social distancing requirements at the onset of COVID

New Hire Training Program, Temporary Work Assignment (Sept 2019 - Dec 2019)

Responsible for leading the New Hire Nesting trainers as they transitioned over 60 new hires from classroom learning to the production floor

- Conducted call listening sessions with New Hires to highlight successes/areas of opportunity
- Created and led debrief sessions to allow New Hires to ask questions and express concerns
- Coordinated New Hire graduation ceremony and team selections (Included graduation ceremony, catering, created seating assignments on production floor, etc)

Senior Recovery Coordinator 2015- 2017

Managed a queue of charged off accounts for over 500 customers that were designated as High Value Legal Eligible.

- Developed and utilized Excel Spreadsheet to help maintain a growing queue of customers and ensure all standards of work were met
- Effectively assisted customers by building relationships, listening to their concerns, and showing empathy when appropriate
- Negotiated with customers' and debt management companies to find a solution that meets the needs of the customer and also falls within Capital One policies and procedures

- Continuously monitored customer feedback and used that information to implement new calling and letter strategies that will more effectively reach our customers

Senior Risk Coordinator/Peer Coach (2012-2015)

Responsible for contacting customers with multiple delinquent accounts and providing training to new hires and seasoned agents who are below department averages.

- Identified areas of improvement within agents call metrics and then structured improvement plans to help them meet department goals
- Successfully mentored classes of new hires as they transitioned from classroom training to on the job training

Education

Bachelor of Science in Homeland Security and Emergency Preparedness

Virginia Commonwealth University Richmond, Virginia

Compliance certified

Volunteer / Board Experience

Hopewell Economic and Development Authority (February 2025 - Present)

Hopewell Redevelopment and Housing Authority (November 2025 - Present)

Optimist International - Hopewell (October 2024 - Present)

R-2

R-3

Hopewell, VA

Council Presentation

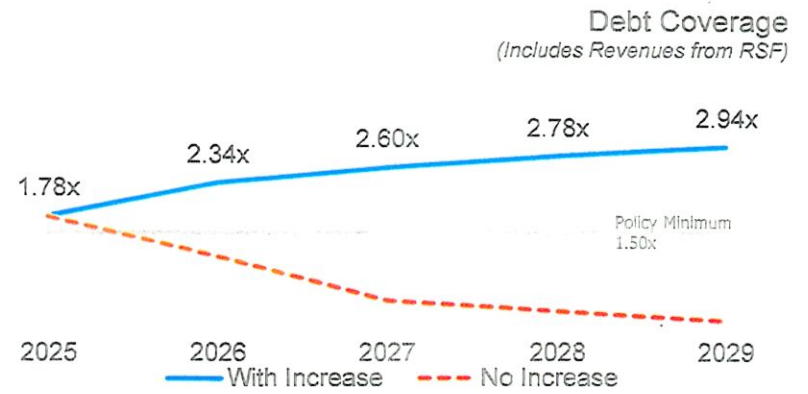
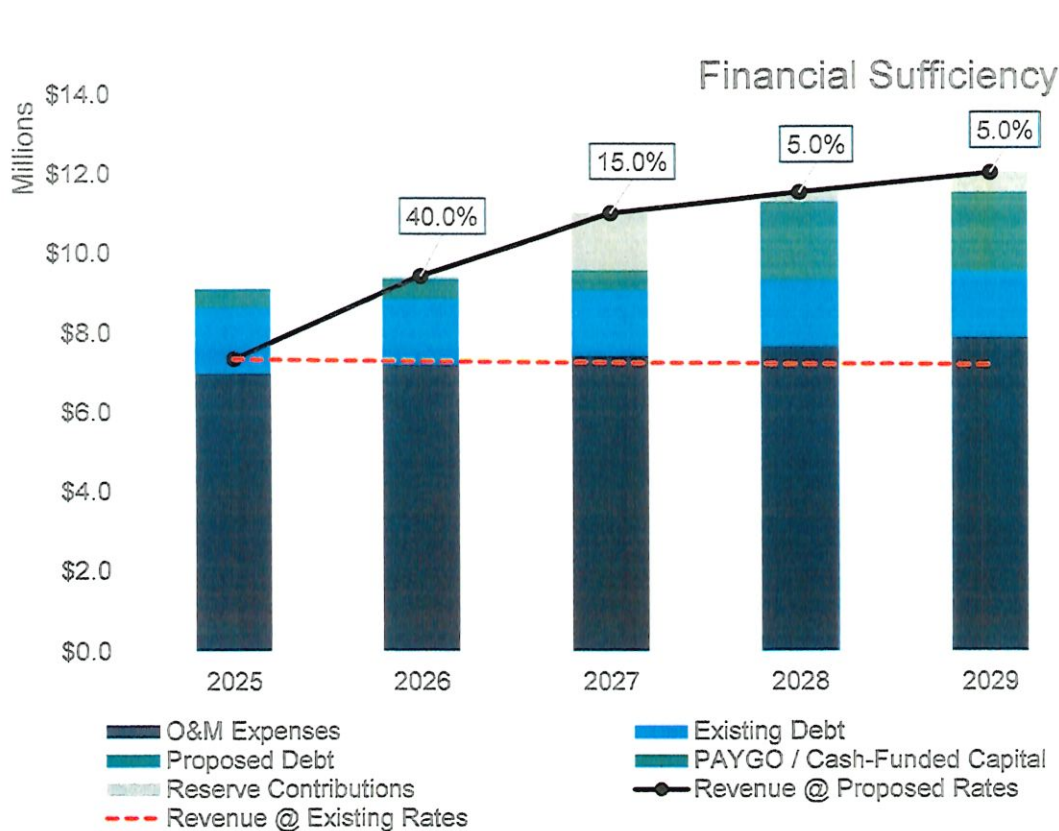
December 8, 2025



Challenges Facing the Utility

- Aged Infrastructure/Large Capital Needs
- Declined per Capita Usage
- High Inflation (chemicals, power, personnel, etc.)
- Last Sewer User Charge Increase in 2017
- Insufficient Revenues to Cover Capital Improvement Needs

Rate Model Dashboard



***Assumes Contracted Rates Increase Equivalently to Retail**

Existing and Proposed Rates

- Proposed immediate 40% across the board increase to all customers
 - › Modeled additional rate increases in the following years, however Raftelis recommends evaluating additional needs each year
- Contracted customers would experience the same 40% increase

Customer	Consumption (Gallons)	Current Rate (Per 1,000 Gallons)	Proposed Rate (Per 1,000 Gallons)
Residential Rates			
Minimum Charge for the first	2,200	\$13.14	\$18.40
For the next	12,800	\$3.90	\$5.46
For all over	15,000	\$3.30	\$4.62
Residential Summer Rates			
Minimum Charge for the first	2,200	\$13.14	\$18.40
For the next	12,800	\$3.80	\$5.32
For all over	15,000	\$3.20	\$4.48
Municipal Rates			
Minimum Charge for the first	2,200	\$13.14	\$18.40
For the next	12,800	\$3.90	\$5.46
For all over	15,000	\$3.30	\$4.62
Commercial Rates			
Minimum Charge for the first	2,200	\$13.14	\$18.40
For the next	12,800	\$4.30	\$6.02
For all over	15,000	\$3.60	\$5.04
Small Industrial Rates			
Minimum Charge for the first	15,000	\$367.66	\$514.72
For all over	15,000	\$4.60	\$6.44
Prince George County Rates			
	Bi-Monthly		
Minimum Charge for the first	30,000	\$2,734.94	\$3,828.92
For all over	30,000	\$6.10	\$8.54
Federal Correction Center Rates			
Minimum Charge for the first	15,000	\$3,501.75	\$4,902.45
For all over	15,000	\$10.20	\$14.28
Fort Lee Rates			
Minimum Charge/Month		\$14,205.45	\$19,887.63
Charge per 748 Gallons		\$0.27	\$0.38

Customer Impacts – Monthly Residential

Meter Size	Consumption (Gal)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
5/8"	500	\$13.14	\$18.40	\$21.16	\$22.21	\$23.32
	<i>\$ Change</i>		5.26	2.76	1.06	1.11
5/8"	2,200	\$13.14	\$18.40	\$21.16	\$22.21	\$23.32
	<i>\$ Change</i>		5.26	2.76	1.06	1.11
5/8"	3,000	\$16.26	\$22.76	\$26.18	\$27.49	\$28.86
	<i>\$ Change</i>		6.50	3.41	1.31	1.37
5/8"	4,000	\$20.16	\$28.22	\$32.46	\$34.08	\$35.78
	<i>\$ Change</i>		8.06	4.23	1.62	1.70
5/8"	7,480	\$33.73	\$47.22	\$54.31	\$57.02	\$59.88
	<i>\$ Change</i>		13.49	7.08	2.72	2.85

Customer Impacts – Monthly Non-Residential

Meter Size	Consumption (Gal)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Commercial						
3/4"	25,000	\$104.18	\$145.85	\$167.73	\$176.12	\$184.92
	<i>\$ Change</i>		41.67	21.88	8.39	8.81
1"	75,000	\$284.18	\$397.85	\$457.53	\$480.41	\$504.43
	<i>\$ Change</i>		113.67	59.68	22.88	24.02
2"	115,000	\$428.18	\$599.45	\$689.37	\$723.84	\$760.03
	<i>\$ Change</i>		171.27	89.92	34.47	36.19
Small Industrial						
4"	1,200,000	\$5,818.66	\$8,146.12	\$9,368.04	\$9,836.44	\$10,328.27
	<i>\$ Change</i>		2,327.46	1,221.92	468.40	491.82



Thank you!

**AN ORDINANCE AMENDING CHAPTER 31 (ARTICLE 1 § 31-11.3) OF THE
HOPEWELL CITY CODE OF ORDINANCES**

WHEREAS, Va. Code § 15.2-107 enables a local governing body to adopt and amend its rates for sewer fees and sewage disposal; and

WHEREAS, the City Council of Hopewell, Virginia has given notice of its intention to amend this ordinance and conducted a public hearing in accordance with that section; and

WHEREAS, the full text of this proposed ordinance amendment was available for the public at a public hearing held on December 9, 2025; now therefore

BE IT ORDAINED, by the City Council of Hopewell, Virginia that Chapter 31, Article 1, §31-11.3 of the Hopewell City Code of Ordinances, is hereby amended as set forth below:

CHAPTER 31- SEWERS AND SEWAGE DISPOSAL

ARTICLE 1: IN GENERAL

Sec. 31-.11.3 – Sanitary sewer system rates and fees.

The rates and charges hereby fixed and established for the city's sanitary sewer system shall be paid to the city, or city's billing agent by mail or credit card. Payments can also be paid by automatic bank draft.

<i>Customer</i>	<i>Consumption (Per 1,000 Gallons)</i>	<i>Rate (Per 1,000 Gallons)</i>
<i>Residential Rates</i>		
<i>Minimum Charge for the first</i>	<i>2,200</i>	<i>\$18.40</i>
<i>For the next</i>	<i>12,800</i>	<i>\$5.46</i>
<i>For all over</i>	<i>15,000</i>	<i>\$4.62</i>
<i>Residential Summer Rates</i>		
<i>Minimum Charge for the first</i>	<i>2,200</i>	<i>\$18.40</i>
<i>For the next</i>	<i>12,800</i>	<i>\$5.32</i>
<i>For all over</i>	<i>15,000</i>	<i>\$4.48</i>

Municipal Rates		
<i>Minimum Charge for the first</i>	<i>2,200</i>	<i>\$18.40</i>
<i>For the next</i>	<i>12,800</i>	<i>\$5.46</i>
<i>For all over</i>	<i>15,000</i>	<i>\$4.62</i>
Commercial Rates		
<i>Minimum Charge for the first</i>	<i>2,200</i>	<i>\$18.40</i>
<i>For the next</i>	<i>12,800</i>	<i>\$6.02</i>
<i>For all over</i>	<i>15,000</i>	<i>\$5.04</i>
Small Industrial Rates		
<i>Minimum Charge for the first</i>	<i>15,000</i>	<i>\$514.72</i>
<i>For all over</i>	<i>15,000</i>	<i>\$6.44</i>
Prince George County Rates (Bi-Monthly)		
<i>Minimum Charge for the first</i>	<i>30,000</i>	<i>\$3,828.92</i>
<i>For all over</i>	<i>30,000</i>	<i>\$8.54</i>
Federal Correction Center Rates		
<i>Minimum Charge for the first</i>	<i>15,000</i>	<i>\$4,902.45</i>
<i>For all over</i>	<i>15,000</i>	<i>\$14.28</i>
Fort Lee Rates		
<i>Minimum Charge/Month</i>		<i>\$19,887.63</i>
<i>Charge per 748 Gallons</i>		<i>\$0.38</i>

Fee	Amount	Reference
Illegal Connection Fee	\$200.00 + past due	(Refer to section 31-11.2)
Late Fee Penalty	10% added to bills not paid within 30 days	(Refer to section 31-11.2)
Rates—Sewer		(Refer to section 31-11.1)
Request for Copies		(Refer to section 31-11.2)
Returned Check Fee	\$35.00	(Refer to section 31-11.2)
Service Charge	\$25.00 or amount charged by water purveyor for disconnect/reconnect (whichever is greater)	(Refer to section 31-11.2)

DONE this ____ day of _____

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Bisheyla Howard, City Clerk

R-4

AN ORDINANCE FOR THE LAMB CENTER FOR ARTS AND HEALING REAL ESTATE TAX EXEMPTION

WHEREAS, the City Council of Hopewell, Virginia received an application on behalf of Lamb Center for Arts and Healing for consideration of real estate tax exemption in accordance with Va. Code §58.1-3651;

WHEREAS, Lamb Center of Arts and Healing has an assessed value of the real and tangible personal property of \$304,047 and the property taxes assessed against the personal property is \$299.15;

WHEREAS, Lamb Center for Arts and Healing is currently exempt from Federal Income taxation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1954 and is dedicated to helping underserved communities thrive through accessible arts programming;

WHEREAS, Council has provided a notice of public hearing to be held on December 9, 2025 for consideration of tax exemption application; and

WHEREAS, the Council has examined and considered all the items contained in §58.1-3651 et seq.;

NOW THEREFORE, BE IT ORDAINED, Council does grant real estate property exemption to Lamb Center for Arts and Healing pursuant to Va. Code §58.1-3600. Such grant of real estate exemption is based, and contingent on, the continued charitable use of the subject property. The exemption will become effective upon passage of this Ordinance and Lamb Center for Arts and Healing will be responsible for taxes due prior to the date of passage. This exemption will operate to prospectively grant real estate tax exemption for Lamb Center for Arts and Healing until such exemption is revoked or is otherwise forfeited by law.

DONE this _____ day of _____

Voting Aye:

Voting Nay:

Abstaining:

Absent:

Mayor John Partin, Ward 3

Witness this signature and seal

Attest:

Bishelya Howard, City Clerk



CITY OF HOPEWELL, VIRGINIA APPLICATION FOR EXEMPTION FROM TAXATION REAL PROPERTY AND/OR PERSONAL PROPERTY

Certain property ownerships and uses may be entitled or eligible receive exemption from local real estate and/or taxes pursuant to the Virginia Constitution and/or the Code of Virginia (1950), as amended. These property ownerships and uses include, but are not limited to: (1) churches or religious bodies, (2) non-profit cemeteries or burying grounds, (3) certain libraries and non-profit incorporated institutions of learning, (4) park and playground purposes, (5) patriotic, historical, benevolent, cultural purposes, (6) property of a nonprofit corporation organized to establish and maintain a museum.

This Application for Exemption must be completed in full and filed with the Real Estate Assessor (RE Assessor) or Commissioner of the Revenue (see below) no later than _____ prior to the calendar year in which the exemption is requested. If approved, the exemption becomes effective January 1 of the following year.

The undersigned, Lamb Center for Arts and Healing hereby requests exemption from taxation in that property described below, and rendered exempt by the Virginia Code Section _____ or the Constitution of Virginia, Article X, Section 6, subparagraph _____.

_____ By Designation _____ By Classification (check one).

(The Applicant must designate the section(s) of the Virginia Code or Constitution that makes the owner eligible for tax exemption; staff will not assist with this requirement.)

Real Property Only (File with RE Assessor's Office)

Personal Property Only (File with COR Office)

Both (File with RE Assessor's Office)

Applicant/Organization Name: Lamb Center for Arts and Healing
Mailing Address: 230 E Broadway, Hopewell, VA 23860
Property Address: 230 E Broadway, Hopewell, VA 23860
Property Description: Community Arts Center

Best Contact Person and Phone: Dr. Eliza Lamb 804.442.6360

The owner of the property is a/an: Corporation Sb1c3
 Partnership
 Sole Proprietorship
 Unincorporated Association
 Individual

The owner is operating as a: For-profit entity
 Non-profit entity

For what purpose was the owner chartered, incorporated or otherwise in existence? _____

Lamb Arts is dedicated to helping underserved communities thrive through accessible, high quality arts programming and mind, body, spirit healing opportunities.

Does the organization provide service(s) for the common good of the public? Y N (Circle One) If yes, explain in detail the specific services and how such is for the common good of the public:

Lamb Arts works w/ partner organizations across the city of Hopewell to bring free arts + mind body spirit healing programs to over 7000 residents each year.

Do the activities of the organization involve participating/intervening in any political campaign on behalf of any candidate for public office, or attempting to influence legislation or carry on propaganda? Y N (Circle One)

For what purpose(s) is the subject property being used? Be specific. If there are several types of use, indicate such usages by areas of the building(s), floor location(s), and land allocation:

This property is being used to host community events + programs.

For each parcel of real estate, provide tax map number(s), acreage, and the assessed value(s) for the last three tax years: _____

0800495 ~ acreage N/A
2019 - \$114,300 2021 - \$94,900 2023 - \$191,400

Does any individual or entity other than the property owner occupy or use any part of the premises? Y **(N)** (Circle One) If yes, please provide details _____

Does the owner receive any income/revenue from the use of the subject property? If yes, detail whether such proceeds are in the nature of rent or reimbursement for services, and how such income/revenue is utilized by the owner:

Not at this time. Any space rental fees would be considered earned income to further support our community programs.

Does the organization hold a license issued by the Virginia Alcoholic Beverage Control Board for use on the subject property?

No.

For any tangible personal property, identify the assessed value(s) for the last three tax years:

Does any director, officer or employee of the organization receive any monetary supplement to his or her salary?

Full time staff receive health insurance stipends each month.

Documentation to be attached to application:

- 501(c)(3) Certificate
- Copy of Form 1023 ("Application for Recognition of Exemption")
- Mission Statement
- Most recently filed IRS Form 990 or 990EZ
- Articles of Incorporation, if applicable
- By-Laws, if applicable
- Financial Statement for the preceding year

___ Additional pages

I, Eliza Lamb, under penalty of perjury, do hereby certify that the information provided and attached to this Application for Tax Exempt Status, is true and accurate, to the best of my knowledge. I acknowledge that knowingly providing false information may result in criminal charges pursuant to Code of Virginia § 58.1-11, and the denial or revocation of tax exemption applied for and/or granted as result of this application. I acknowledge that the organization I represent may be subjected to audit(s) by the RE Assessor and/or Commissioner of the Revenue to ensure that all information provided herein is and remains true and correct. I acknowledge that an exemption granted hereunder by the City Council for the City of Hopewell, Virginia may also be revoked by the Hopewell City Council.

Signed: [Signature]
Date: 12.6.24
Title: Founder + Executive Director
Printed Name: Eliza Lamb
Owner: _____

STATE OF VIRGINIA

CITY/COUNTY OF Hopewell

Subscribed and sworn to before me this 11 day of December, 20 24.

MY COMMISSION EXPIRES: 2/29/24

[Signature]
NOTARY PUBLIC



FOR INTERNAL USE ONLY

DATE RECEIVED: _____

REQUEST APPROVED BY CLASSIFICATION DATE: _____

VIRGINIA CODE SECTION/CONSTITUTION OF VIRGINIA: _____

REQUEST APPROVED BY DESIGNATION DATE: _____

REVENUE IMPACT: _____

___ FORWARDED TO CITY ATTORNEY FOR DETERMINATION BY CITY COUNCIL

___ COUNCIL REQUEST DENIED

___ COUNCIL REQUEST APPROVED ORDINANCE # _____

Signature: _____

Lamb Arts Mission

The Lamb Center for Arts and Healing (Lamb Arts) is dedicated to helping underserved communities thrive through accessible, high-quality arts programming and mind, body, spirit healing opportunities.

Core Values

- **Welcoming and Inclusive** – *Lamb Arts strives to **invite** all community members and is a place where all are welcome and celebrated.*
- **Dependable** - *Lamb Arts is an organization that the community can **trust** to do what it says it will do. Lamb Arts programs are consistent in quality, punctuality, and reliability. Lamb Arts strives to exceed expectations.*
- **Process oriented** – *Lamb Arts is process not product oriented, focusing on what emerges in the experience and creating access to tools that community members can incorporate throughout their daily lives and practices.*
- **Safety and confidentiality** – *Lamb Arts is a safe space for community members to explore and express. What happened here stays here.*
- **Collaborative and Cooperative** – *Lamb Arts works collaboratively across the community and considers the full community good in all undertakings.*
- **A Force for Good** – *Lamb Arts takes a positive, solutions-based approach to all endeavors. The organization strives to be a source of optimism and inspiration in the communities it serves and always aims to leave individuals and communities better than they found them.*

R-5

AN ORDINANCE TO SUPPLEMENT THE HOPEWELL CITY TREASURER'S STATE-PROVIDED SALARY UNDER CERTAIN CIRCUMSTANCES

WHEREAS, the City Council of Hopewell, Virginia has given notice of its intention to create this ordinance and conducted a public hearing on December 9 in accordance with Va. Code § 15.2-1427, and made the full text of this ordinance available to the public; and

WHEREAS, Council wishes to encourage and retain qualified individuals in public service as the Treasurer for the City of Hopewell, and has concluded that supplementing the Treasurer's state-provided salary where the Treasurer has or obtains relevant credentials; now therefore

BE IT ORDAINED, by the City Council of Hopewell, Virginia that the City will appropriate and supplement the salary of the Treasurer under the following circumstances, which are cumulative:

- 1) Either:
 - a) For a Bachelor's degree in Accounting, from a college or university accredited by an accrediting agency that is recognized by either the Council for Higher Education Accreditation CHEA or the U.S. Department of Education: \$10,000 per year; or
 - b) For a Master's degree in Accounting, from a college or university accredited by an accrediting agency that is recognized by either the Council for Higher Education Accreditation CHEA or the U.S. Department of Education: \$16,000 per year.
- 2) For a Certified Public Accountant licensed by the Virginia Board of Accountancy: \$12,000 per year.
- 3) Either:
 - a) 8 or more years of service as a city or county's deputy treasurer or tax collection official: \$5,000 per year; or
 - b) 8 or more years of service as a city or county's treasurer or director of finance: \$10,000 per year.

DONE this ____ day of _____

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Mayor Johnny Partin, Ward 3

Ordinance No: _____

Witness this signature and seal

ATTEST:

Bisheyla Howard, City Clerk



300 N. Main Street

Hopewell, Virginia 23860

www.hopewellva.gov

COMMUNICATIONS RELEASE

CITY OF HOPEWELL

IMMEDIATE RELEASE

Wednesday, April 16, 2025

Media Contact

Ginger Holland, Public Information Officer
PIO@hopewellva.gov or (804) 541-2244 ext. 131

THE CITY HOPEWELL OFFERS ADDED INCENTIVE FOR THE NEXT CITY TREASURER

HOPEWELL, VA.-the Hopewell City Council is committed to attracting the most qualified and experienced candidates for the important position of **City Treasurer**, a vital to the city's financial health, day-to-day operations and fiscal future.

The City Council has approved an added incentive **supplemental salary program** for any elected Treasurer who meets the following qualifications:

- **Bachelor's Degree in Accounting** (from an accredited college/university):
\$10,000
- **Master's Degree in Accounting** (from an accredited college/university):
\$16,000
- **Certified Public Accountant (CPA)** license (recognized by the Virginia Board of Accountancy): **\$12,000**
- **Combination of Education and Experience** (8+ years in relevant roles):
\$20,000

These supplements are in addition to the base compensation provided by the [Virginia State Compensation Board](#).

Hopewell's City Council believes investing in strong, professional financial leadership is essential to effective governance and fiscal responsibility.

For details on registration requirements to run for the Office of Treasurer, please contact the Voter Registration Office at 804-541-2232 or visit www.hopewellva.gov.

###

Follow us on social media for updates and more detailed information. In emergencies, call 911. For non-emergency assistance, contact the Hopewell Dispatch at (804-541-2222).

R-6

Retiree Health Insurance Update





Update

- It was previously determined that the retiree health insurance reimbursement would be phased out over a two-year period beginning in Fiscal Year 2027 (July 1, 2026 – June 30, 2027).
- The Fiscal Year 2026 (July 1, 2025 – June 30, 2026) budget was developed to include full funding for retiree health benefits through the end of that fiscal year, in preparation for the planned phase-out.
- However, following recent discussions and in alignment with Council priorities, we understand that Council would like to reinstate the retiree health insurance reimbursement benefits beginning in FY27 and continuing thereafter.
- This decision reflects the Council's ongoing commitment to supporting our retirees and recognizing their years of dedicated service.
- As a result, the upcoming budget development process will incorporate funding to sustain these benefits beyond FY26.

R-7

**RESOLUTION IN SUPPORT OF THE CREATION OF A
SOUTH-CENTRAL TRANSPORTATION AUTHORITY**

WHEREAS, the City Council of Hopewell, Virginia supports the creation of a South-Central Transportation Authority in our area;

WHEREAS, Council is committed to acting in the best interest of its citizenry related to transportation issues concerning an excellent transportation system; funding transportation improvement projects and infrastructure; and limiting fuel costs, among other things;

WHEREAS, a transportation committee from the Crater Planning District Commission has recommended the development of a Transportation Authority to allow local funding and prioritization of improvement projects in the City of Hopewell; and

WHEREAS, a legislative bill is being drafted to present to the Commonwealth General Assembly for consideration to establish a new Transportation Authority;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Hopewell, Virginia supports the creation of a South-Central Transportation Authority to ensure, among other things, more direct control and representation concerning an excellent transportation system, funding transportation improvement projects and infrastructure; and the leveling of fuel taxes for the City.

Adopted at a regular meeting of the City Council of Hopewell, Virginia, held on December 9, 2025.

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Mayor John Partin, Ward 3

Witness this signature and seal
Attest:

Bishelya Howard, City Clerk

R-8



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing regarding a Conditional Use Permit request from Juanterria Browne of Kidz with Goals Unlimited LLC to operate a private school on Parcel #080-0921, also identified as 247 E. Cawson St. in the B-1 Downtown Central Business District.

ISSUE: The B-1 district ordinance permits the operation of a school with the approval of a CUP from City Council.

RECOMMENDATION: The City Administration recommends approval of the CUP request to operate a private school on Parcel #080-0921, also identified as 247 E. Cawson St.

TIMING: City Council action is request on the 2nd reading tentatively scheduled for January 13, 2026.

BACKGROUND: This CUP application was presented at a Planning Commission public hearing held on November 6, 2025.

ENCLOSED DOCUMENTS: Application, staff report

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda W. Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

Roll Call

SUMMARY:

Y N

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

Y N

- Councilor Susan Daye, Ward #5
- Councilor Yolanda W. Stokes, Ward #6
- Councilor Lovena Rapole., Ward #7



**REQUEST FOR CONDITIONAL USE PERMIT
TO OPERATE A PRIVATE SCHOOL (K-8TH GRADE) ON
PARCEL #080-0921 IN THE B-1 DISTRICT, LOCATED AT
247 E. CAWSON ST.**



CITY COUNCIL

STAFF REPORT

Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.

I. EXECUTIVE SUMMARY

The applicant and property owner, Juanterria Browne of Kidz with Goals Unlimited LLC, requests a Conditional Use Permit to operate a private school containing grades Kindergarten through 8th grade on Parcel #080-0921 in the B-1 District, located at 247 E. Cawson St. Staff recommends approval.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	November 6, 2025	Public Hearing	Rec. Approval 5-0
City Council	December 9, 2025	1st Reading / PH	No Action
City Council	January 13, 2026	2 nd Reading	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Juanterria Browne
Owner	Kidz with Goals Unlimited LLC
Existing Zoning	B-1 Downtown Central Business District
Requested Zoning	N/A
Acreage	0.22 acres / 9,583 sf
Legal Description	LOTS 1-2-3-4 BLK 10: SUBDIVISION WEST CITY POINT
Election Ward	1
Future Land Use	Downtown Commercial Mixed Use
Strategic Plan Goal	Education
Approval Method	City Council Resolution
Can Conditions be set?	Yes
Map Location	Parcel #080-0921

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	10/23/2025	10/30/2025
	Letter to Adj. Properties	10/30/2025	
City Council	Progress-Index Ad	11/25/2025	12/2/2025
	Letter to Adj. Properties	12/1/2025	

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

Excerpted and paraphrased from *Handbook for Virginia Mayors & Council Members*

Within each zoning district some uses are permitted as a matter of right and others are only conditionally permitted. The theory behind the conditional use approach is that the particular use has a certain level of negative externality which, if properly managed, could allow the use to be established in the district. Absent proper management, conversely, the use is most likely unacceptable. The Conditional Use Permit process affords a case-by-case review. It is up to the local governing body to establish the conditions under which the Conditional Use Permit is to be approved; applicants/property owners are not required to agree to the conditions imposed for them to be valid and binding on the property. The question being considered is whether the proposed use in the proposed location can be conditioned in such a way as to prevent negative externalities from being imposed on adjacent and nearby properties. Possible negative externalities can comprise a long list that are often spelled out in the ordinance – smoke, dust, noise, trash, light, traffic, incompatible activity levels or hours of operation, likelihood of trespass on adjoining properties, stormwater/drainage runoff, inadequate public infrastructure, and many more.

Conditional Use Permits run with the land and not the owner.

VI. APPLICABLE CODE SECTIONS

- [1. Article IX-A Downtown Central Business District \(B-1\)](#)
- [2. Article XXI Amendments](#)

VII. SUBJECT PROPERTY

The subject property, Parcel #080-0921, is located at 247 E. Cawson St. Ms. Browne currently operates a children's day care business at this location which previously operated a few blocks away at 333 E. Poythress St. starting in 2020. The corner side yard of the property is enclosed with a 5 ft. black aluminum picket fence which contains playground equipment.

VIII. APPLICANT POSITION

The applicant proposes to operate a private school containing grades K through 8. The proposed use will not materially differ from the current daycare operation which has minimal impact on surrounding properties.

IX. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance. Conditions may be mandated to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Such conditions may address architectural style, materials, landscaping, enhanced storm water management, or any other required condition that mitigates any potential negative impact with the goal of maintaining or enhancing the surrounding neighborhood.

247 E. Cawson Street has operated as a children's daycare facility since July 2023. The property owner and business operator obtained a Certificate of Appropriateness from the Hopewell Architectural Review Board to install a five (5) foot tall black aluminum fence that encloses the side yard. This outdoor area is used for intermittent recreation.

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

The property in question is not addressed specifically in the Comprehensive Plan. It is situated just outside of Priority Planning Area #1 – Downtown Hopewell District. Two Action Plan priorities associated with the Downtown District could apply to the subject location and the consideration of a private school operation: 1) Active Business Development, and 2) Improvements to Neighborhood Appearance.

In the Future Land Use Plan, this property is designated as Downtown Commercial Mixed-Use. The Comprehensive Plan explains:

“The urban design strategy for Downtown Hopewell is focused on providing an urban design structure that will create additional mixed-use density to, and increase vitality and economic energy in, this area. This includes a variety of infill opportunities, creating walkable and visually interesting streets, and connecting Downtown to both its surrounding neighborhoods and the river.” (page 113)

Schools are specifically identified as a desirable land use supporting the goals of the Future Land Use Plan.

XI. PUBLIC COMMENT

None received to date.

XII. STAFF RECOMMENDATION

Staff recommends approval of the request to operate a private school on Parcel #080-0921, also identified as 247 E. Cawson St. Staff does not recommend any conditions.

XIII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 5-0 at the November 6, 2025 regular meeting to recommend approval of the conditional use permit request from Juanterria Browne of Kidz with Goals Unlimited to operate a day school on Parcel #080-0921, also identified as 247 E. Cawson St.

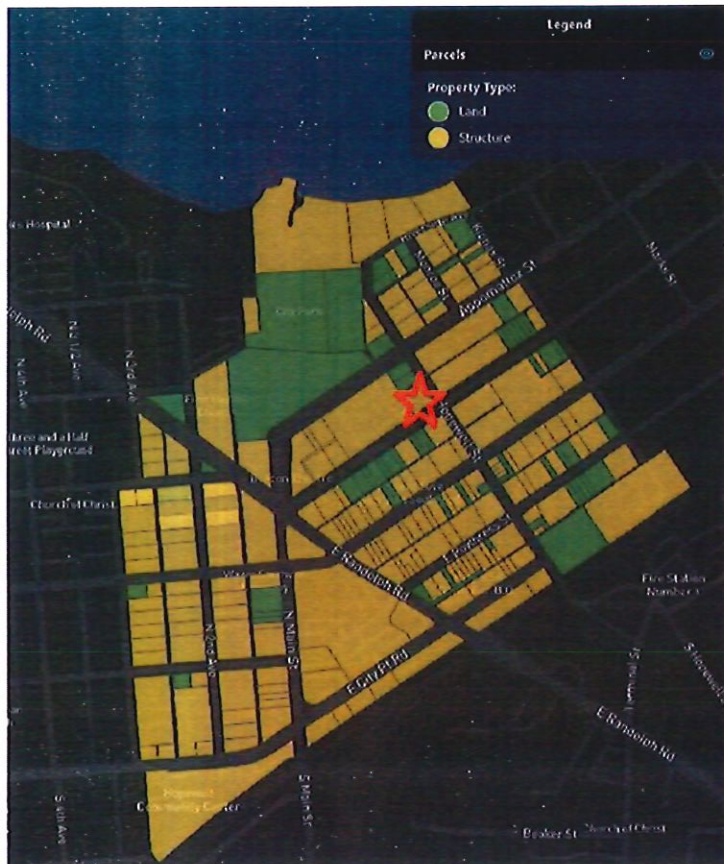
The Planning Commission did not recommend any conditions of approval.

APPENDIX A - MAPS

AERIAL VIEW OF 247 E. CAWSON STREET



FUTURE LAND USE – DOWNTOWN COMMERCIAL MIXED-USE



Application #: 20250824
(Staff Use Only)



CONDITIONAL USE PERMIT APPLICATION

City of Hopewell

Department of Planning & Development

300 N. Main St. Hopewell, VA 23860 | (804) 541-2220 | dev.zone@hopewellva.gov

APPLICATION FEE: \$650 NON-REFUNDABLE

APPLICANT FILL IN ALL BLANKS			
REQUEST	SITE ADDRESS: <u>247 East Lawson St</u>		
	PARCEL #(s): <u>080-0921</u>	SITE ACREAGE: <u>0.23</u>	ZONING DISTRICT: <u>B-1</u>
	PROPOSED USE: <u>Private school</u>		
	AMENDMENT TO EXISTING CUP: <input type="checkbox"/>		
LEGAL OWNER	NAME(S): <u>Juanterria S. Browne</u>		
	MAILING ADDRESS: <u>247 East Lawson St</u>		
	REDACTED	REDACTED	
APPLICANT <i>(if different than owner)</i>	MAILING ADDRESS:		
	EMAIL:	PHONE:	
	See CUP Checklist for Details. Incomplete application packages will not be accepted. Payment of Delinquent Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.		
REQUIRED ATTACHMENTS	<input checked="" type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Project Narrative <input checked="" type="checkbox"/> CUP Checklist <input checked="" type="checkbox"/> Building Floor Plan <input checked="" type="checkbox"/> Exterior Elevations <input type="checkbox"/> Other		

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

[Signature]
APPLICANT SIGNATURE

9-15-2025
DATE

CUP SUBMITTAL CHECKLIST – REQUIRED ITEMS

The following are minimum submittal requirements for Conditional Use Permit applications. Mark each section below as confirmation that each item is completed as required.

Applicant			Required Activities and Documents
Yes	No	N/A	
Preapplication Meeting			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Preapplication Meeting with Staff. Meeting Date: _____
Application (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Complete application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Owner affidavit (Power of Attorney if applicant is not the property owner)
Fees & Taxes			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Application fee paid
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Taxes and fees current
Site and Building Plans (PDF format and TWO printed copies)			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Site Plan showing existing and proposed site improvements. The site plan should demonstrate compliance with zoning setbacks, lot width, and development standards (e.g., parking, landscaping). Plans should be of a size and scale such that all improvements and zoning requirements are easily identified and readable. For single-family residential lot plans, 11"x17" may be accepted. For all other projects, provide 24"x36" plans with accompanying 11"x17" reduction.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Floor plans of the proposed building
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Exterior elevations – Four-sided (front, sides, rear) building renderings, full color, and fully dimensioned drawn to scale
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Exterior finishes and colors and materials list. Architecture and finishes of proposed side elevations should be consistent with front elevation.
Project Narrative			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. A description of the proposed use, including scope and scale of the project
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. A statement establishing how the project complies with the expressed Intent of the zoning ordinance and the standards of the zoning district, including Chesapeake Bay and Floodplain Districts.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. A statement on how the project complies with the Comprehensive Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13. An impact analysis listing potential impacts to adjacent and surrounding properties and how those impacts will be mitigated so as not to adversely affect the health, safety, or welfare of persons residing or working in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14. An assessment of how the proposal will impact the public welfare, property, or improvements in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. An analysis of impacts on significant ecological, scenic or historic importance and how those impacts will be mitigated.
Other Items			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. A list of applicant-proposed conditions for consideration.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Trip generation report or transportation impact analysis (if required at the pre-application meeting or requested by the Department of Public Works)

CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

Applicant			Recommended items to improve the quality of the application and show consistency with the Comprehensive Plan and Zoning Ordinance Standards
Yes	No	N/A	
New Single-Family Homes			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Does the home proposed comply with the zoning district setbacks?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Is the gross floor area and height compatible with surrounding homes on the block?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Are the architectural styles and materials proposed compatible with surrounding homes in the neighborhood? Consider porches, roof pitch, upgraded window and door trim, brick or stone foundations, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Are windows provided on all sides of the home, and appropriately sized and spaced?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Does the building plan provide roof eaves with 12" overhang on all sides?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Does the plan preserve and/or plant trees to achieve 20% tree canopy at maturity?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Does the site plan provide foundation landscaping for building sides facing the street?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Does the site plan provide an asphalt or concrete driveway?
Vegetation & Green Infrastructure			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Propose tree canopy in excess of minimum zoning requirement. % = _____
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Minimize land disturbance such that no more land is disturbed than necessary for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Propose preservation of wetlands, floodplains, stream buffers, and slopes
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Include native vegetation and plantings that support bee pollination
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Protect, restore, and connect natural areas and enhance access to natural open space
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Propose sustainable stormwater drainage, such as pervious pavers, rainwater harvesting, or passive rainwater management (rain garden; dry pond, bioswale)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Incorporate stormwater best management practices and low impact development
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Incorporate turf and landscape management protocols that reduce requirements for chemical treatment and associated pollutant runoff
Mobility			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Incorporate Complete Streets principles for any proposed streets
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Incorporate sidewalks along property lines adjacent to roadways
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Provide internal pedestrian connections within project
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Incorporate bicycle facilities (e.g., bike racks, bike storage facilities, showers)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Include pedestrian amenities such as trees, shade, benches, garbage and recycling cans.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Include preferred parking for carpools and/or green vehicles (e.g., hybrid, electric)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Include public transit access (provide information on nearest bus stop)
Energy & Resilience			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Propose electric vehicle (EV capable), EV ready or EV supply equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Propose renewable energy systems (e.g., solar panels) installed on the project
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Provide list of any proposed green building practices and standards
Health & Welfare			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Incorporate noise mitigation appropriate for the project location and/or use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Incorporate open space and recreation amenities appropriate for the use
Public Safety & Crime Prevention			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Provide fire lanes and access, as appropriate for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Provide emergency operations plan, as appropriate for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Provide comprehensive lighting system for buildings, parking lots, and landscaping areas
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Design building entrances to be visible from adjacent streets or neighboring buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Install windows on all facades to provide natural site surveillance
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Design landscape and fencing to create defined perimeters, while not creating hiding places
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Provide maintenance plan for landscaping pruning and litter prevention
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Provide site surveillance cameras and license plate readers



**Parent and Student Handbook
2025-2026**

SCHOOL HANDBOOK

This handbook has been prepared to provide parents and students with an explanation of the expectations and routines of our school. It is hoped that you will find this handbook to be useful and a helpful reference throughout the year. Please read it carefully, make certain your child understands its contents, and encourage your child to abide by these procedures. On behalf of the staff, I would like to welcome you and your child(ren) to Cornerstone Prep. With your support and cooperation, we trust that your child(ren) will experience both success and happiness with their endeavors

Yours in education,

Mairedith Lashae King, MBA

FOUNDATIONAL STATEMENTS

MISSION AND VISION STATEMENT

The mission of Cornerstone Prep is to educate children, including those from underserved families, in an environment that provides the highest standards for academic achievement and spiritual development. Our vision is to be a model Christian school where students are grounded in faith, shaped with Christ-like character, and equipped with knowledge and skills to excel in high school, college, and throughout life.

STATEMENT OF FAITH

We believe that the Bible, comprised of the Old and New Testaments, is inspired by God and is the supreme and final authority in faith and life (2 Timothy 3:16, 1 Thessalonians 2:13, Matthew 4:4-10). We believe in one God existing (Matthew 28:19). We believe in the vicarious death of the Lord Jesus Christ for our sins (1 Corinthians 15:3, Ephesians 1:7), the resurrection of His body (1 Corinthians 15:4, 12-19), His ascension into Heaven (Mark 16:19, Acts 1:9), and His future return to the earth (Acts 1:11, 1 Thessalonians 5:2). We believe salvation is available through one's acceptance of Jesus Christ as Lord and Savior (Romans 1:16). We believe that a New Testament Church is a body of baptized believers associated with worship, learning, service, and the spread of the gospel for the establishment of the Kingdom of God on earth (Matthew 28:19-20).

PHILOSOPHY OF EDUCATION

The educational philosophy of Cornerstone Prep reflects our vision of a learning, serving, worshiping and witnessing community that is in partnership with families to develop children to their highest potentials: spiritually, intellectually, physically, emotionally, socially, culturally, and morally (Deuteronomy 6:4-9, Luke 2:40, 52). We believe all children are children of God and that God has a good and hopeful plan for each child (Jeremiah 29:11). As a witness to this plan, we believe:

- All children should develop spiritually, nurtured in faith, wisdom, and biblical knowledge, in order to know, love, and serve God and walk in God's light throughout life (Luke 2:40, 52).
- All children should develop intellectually, taught with the highest standards of instruction from basic skills to higher order concepts and cultural literacy (Proverbs 4:1-7).
- All children should develop physically, developing and honoring their bodies as "temples of God" in strength and health (Proverbs 3:7-8, Isaiah, 40:29, 31; 1 Corinthians 6:19-20).
- All children should develop emotionally, becoming self-confident, self-disciplined, and self-directed, secure in the knowledge of being a unique, talented, and precious child of God (Philippians 4:13).
- All children should develop socially, to have friends, to be a friend, and to care for others as they wish to be cared for themselves (Ecclesiastes 4:8-12, John 15:13-15).
- All children should have a thorough knowledge of culture, theirs as well as others, appreciating the interdependence and dignity of all people (1 Corinthians 12:12-30, Galatians 3:28, Ephesians 4:2-5).
- All children should develop morally, consciously able to discern right from wrong, to know the good, do the good, and love the good, demonstrating Christian character at all times (Proverbs 2:6-9). Children learn best in a positive climate of respect, safety, discipline and trust, where the educational program is designed and guided by Christian men and women who are knowledgeable, dedicated, qualified, and loving educators, and where interactive experiences are provided that appeal to multiple intelligences and learning styles.

STATEMENT OF CORE VALUES

Cornerstone Prep affirms the following core values:

- Scripture is the inspired Word of God and is taught as truth.
- Each student is a unique child of God with individual abilities and learning styles.
- The home and school are partners in the education and spiritual development of children.
- All students can learn at high levels with positive encouragement and modeling from parents and teachers.

- Developing students' social emotional skills enable them to thrive in school and throughout life.
- A positive, respectful and trauma-informed school environment where students feel physically and emotionally safe provides for academic, behavioral, and spiritual growth.
- Students learn best when they are engaged in a student-centered, standards-based curriculum that emphasizes active learning.
- A Christian education is distinguished by the integration of faith and learning in ways that shape and inspire a Christian worldview in students' minds and hearts.
- A Christian school community, comprised of school personnel, students, parents, volunteers and visitors, exhibits Christ's compassion, honor, kindness, and respect in all relationships and organizational practices.

STUDENT LEARNING OUTCOMES

Cornerstone Prep provides an academic, spiritual, and social foundation for students so that upon 8th grade graduation they will be prepared to excel in high school. We commit to:

Student Academic Development

1. Students will learn to read, write, think, and compute as measured by the standards for each grade and subject.
2. Students will understand a biblical worldview and apply it to each subject.
3. Students will use technology to enhance and facilitate learning.
4. Students will participate in art, music, and other performing arts to enrich learning and promote creativity.
5. Students will steadily progress towards each grade level, and ultimately 8th grade graduation, to excel in the high school program of their choosing.

Student Spiritual Development

1. Students will regularly hear the Gospel and have the opportunity to accept Jesus Christ as their personal Savior.
2. Students will read and discuss the Word of God by studying the Bible and applying scripture to life at their level.
3. Students will be given opportunities to demonstrate their love for God through service projects, missions, and worship.
4. Students will write a personal belief statement by the end of 8th grade, demonstrating what they believe about their faith and why.

Student Social Development

1. Students will learn organizational and preparedness skills.
2. Students will engage in social emotional learning to develop their character and social skills, as well as improve academic achievement.
3. Students will show leadership in and out of the classroom in order to gain confidence and build collaborative skills.

11 CONTINUOUS SCHOOL IMPROVEMENT PLAN(CSIP) 2024 to 2025

Strengthen the Student Educational Experience to ensure student academic success and spiritual development by improving and implementing powerful teaching and learning that addresses the whole child and is aligned with the school mission, vision, student learning outcomes, and Common Core Standards

- Goal 1.1–Promote the physical, social, emotional, mental, and spiritual well-being of students as well as continue to foster a school culture of acceptance, respect, and safety
- Goal 1.2–Align curriculum, instructional objectives, and resources in all disciplines to the Common Core Standards and CCA Student Learning Outcomes
- Goal 1.3–Provide support and professional development for teachers as they design and implement effective instructional and assessment practices
- Goal 1.4–Provide and communicate measurable evidence of student academic progress and spiritual development Fortify Stakeholder Engagement Ensure student academic success and spiritual development by expanding and strengthening constituent engagement and support
- Goal 2.1–Ensure organizational stability and growth
- Goal 2.2–Cultivate a stronger culture of giving, serving, and school endorsement
- Goal 2.3–Increase the school’s exposure in the community, city, and region Improve Educational Spaces and Resources Ensure student academic success and spiritual development by providing and proactively maintaining excellent facilities and resources
- Goal 3.1–Maintain a clean, healthy, and safe school environment
- Goal 3.2–Identify and procure the resources and equipment needed to provide the highest standards for academic achievement and spiritual development Embrace Organizational Order and Unity Ensure student academic success and spiritual development by implementing and adhering to effective school operations and procedures
- Goal 4.1–Cultivate a learning and serving environment that promotes excellence, loyalty, professionalism, and pride
- Goal 4.2–Establish, implement, and regularly evaluate academic, administrative, and advancement processes and procedures
- Goal 4.3–Develop a Furnishing Uniformity plan for all classrooms and offices

DRESS CODE POLICY

Students are required to dress in school uniform.

Students will receive a three weeks grace period on ordering polo tops upon student enrollment date. This will allow time for the third party supplier to get back with parents in a timely manner.

Elementary Boys and Girls (Kindergarten- 8th grade)

- Solid navy blue or khaki uniform pants with solid black belt (No Dickie or cargo pants are permitted).
- Solid navy blue or khaki- colored shorts with solid black belt are permitted in the spring and summer months. Shorts length should not be more than 2 inches above the knee.
- Long or short-sleeve button-down school uniform shirts (with school colors and logo) or long or short-sleeve solid white polo shirts (Shirts must be tucked in).
- Solid navy blue, solid black, or solid white socks, tights, or stockings (No leggings)
*Stockings/tights and socks must be the same color if wearing both with the uniform.
- Solid black or white “non-marking” shoes (solid black or sneakers are acceptable). All shoes are required to cover the entire foot with no opening).
- Solid navy blue or khaki pleated uniform skirt. Skirts length should not exceed 2 inches above the knee
- Long or short-sleeve uniform shirt in school colors of burgundy, gold or white and logo (Shirts must be tucked in).

Cold Weather

- During the winter, students are permitted to wear hoodies, pullover sweaters, pants under skirts, and boots as a protection against the cold. Coats and hoodies that are worn to school must be kept in lockers or cubbies during the school day. Students may retrieve them for recess/outdoor activities only. Hats and hoods may be worn during outdoor activities. Black non-marking boots for snow days are acceptable.

Hair/Head Covering/Accessories/Makeup

- Boys Clothing and hair should remain neat and well presented. Boys are permitted to wear braids and locks (Only natural colors permitted); however, they must be neat and well presented. Colored hair, colored patches, or designs shaved in hair are not allowed. Boys are not permitted to wear earrings, bracelets, necklaces, chains, piercings, bandanas, or head wraps. Head coverings of any kind must be removed upon entrance to school facilities and remain off while on campus (List not limited to scarves tied around heads, hats, bandanas, or hoods are not permitted.) Boys are permitted to wear one watch and one ring. Fingernails are to be neatly

manicured and of a reasonable length, not to exceed ¼” beyond the fingertip. Tattoos and henna are not permitted.

- Girls’ clothing and hair should remain neat and well presented. Colored hair, colored patches, or designs shaved in hair are not allowed. Girls are permitted to wear natural colored hair and extensions. Head coverings of any kind must be removed upon entrance to school facilities and remain off while on campus (List not limited to scarves tied around heads, hats, bandanas, or hoods are not permitted.) Only small post earrings are permitted (no hoops or long earrings). Ladies are permitted to wear one watch and one ring. Necklaces, chains, bracelets, bangles, anklets, or body piercings are not permitted. Fingernails are to be neatly manicured and of a reasonable length, not to exceed ¼” beyond the fingertip (Pointy nails are not permitted). Tattoos and henna are not permitted.

- Students are not permitted to wear their hair in such a manner that it conceals or covers their face in any way.

*** At-Home Remote Learning Uniform Policy**

- All students must be fully dressed for Remote Learning and wear their Cornerstone gym shirt, polo shirt, or Cornerstone long-sleeve shirt.

- Students are expected to be well presented.

- No pajamas or bathrobes. (Unless otherwise announced by calendar events).

- No hats, scarves, or bonnets

DAILY OPERATION TIMES

6:30 A.M Doors open for early drop-off (\$35 weekly charge will be added to child tuition), From the hours of 6:30 a.m to 8:15 a.m.

7:30 A.M - 8:15 A.M. Breakfast is available

8:30 A.M. First bell rings to report to class

8:35 A.M. Tardy Bell Rings (Classes Begin)

11:20 A.M. 12:50 P.M. Lunch

3:30 P.M. Dismissal

3:35 After School Care Begins

RECESS

The playground is supervised during recess breaks. All students are expected to go outside every recess, weather permitting. Please ensure that your child is dressed appropriately for the weather.

Students who need to stay indoors for health reasons need to have a note from their parents for each day that they are to remain inside. You may bring a doctor's note as well this may cover your child for days written.

ATTENDANCE AND CALL BACK

All students are expected to attend school regularly. Please contact the school by phone (804-668-5739), or contact your child's teacher via ProCare, if your child will be absent for any reason or will be leaving the school at an earlier time. If a parent wishes to pick up a student during school hours, please check in at the school office for assistance from the administrative assistant.

Our school operates a call back program. At 8:45 A.M. teachers submit a list of students who are absent without reason. The parents of these children will be contacted to verify the reason for the absence. This is a way to ensure your child's safety and attendance at school.

STUDENT ILLNESS

Our staff will attend to a child who receives a minor injury such as a scrape, bruise, cut or bump. In the event of a more serious illness/injury, all attempts will be made to notify a parent at home or work so that he or she can pick up their child(ren). If a parent cannot be reached, the emergency contact person, as listed on the September registration sheet, will be contacted. Should professional medical attention be required and should no one be available for us to contact, or a lengthy travel time to the school is involved, we will transport the child to the hospital for medical aid. An adult representing the school will remain with the child until the parent/emergency contact person arrives at the hospital. If necessary, the school will call an ambulance.

Students who have been sick with a fever, vomiting or diarrhea must be symptom-free without medications for 24 hours before returning to school (the student must have not had any fever, vomiting symptoms without medications for 24 hours). If your student has a cough, fever, runny nose that has color or is not feeling well in any way, please keep them home for 24 hours to ensure all students and staff remain healthy. Students who start to run a fever or vomit after the school day has started will be isolated from the class and parents will be contacted to pick up the student immediately! If the student is not picked up in a timely manner, the staff will call the emergency contact person to pick up the child. **A STUDENT THAT IS RUNNING A FEVER OR IS VOMITING OR DIARRHEA WILL NOT BE ALLOWED TO REMAIN AT SCHOOL! NO EXCEPTIONS!!** A doctor's note will be required.

MEDICATION

If the Nurse is authorized to give your child medication of any kind, we must have a signed authorization by the parent. Medication will not be given without a signed and stamped permission note from a doctor. Students with critical health needs (eg. Severe allergies needing an epi-pen, diabetes) are to have an annually updated individual Health Care Plan.

REPORTING TO PARENTS

Report cards are sent home four times a year (November, January, March, and May/June). Student-Centered conferences are held twice a year, in November and March for all Kindergarten to Grade 8 students. Each student has a daily work folder that will go home daily with graded work, as well as other important documents that may require a parent's signature. Please check your child/ren's folder nightly.

Progress reports will be sent home half-way between report cards to identify the child's current level of progress. There will also be a quarterly awards ceremony for those students who have earned A or A/B Honor Roll and other awards earned during the marking period.

STANDARDIZED TESTING

All students will be standardized tested upon entering Cornerstone Prep to get a baseline for educational expectations and developmental understanding. All students in grades kindergarten through 8th grade will be tested in the spring of each school year to determine progress and achievements to be promoted to the next grade. This also ensures all students are meeting minimal requirements for state agencies and school districts. Cornerstone Prep uses a variety of tests that include Stanford Achievement, Language Proficiency Assessment, and/or Iowa Test of Basic Skills, Iowa Tests of Educational Development, and other assessments as needed.

ELECTRONIC DEVICES

Electronic Devices (Cell Phones, MP3 players, iPods, iPod Shuffles, Nintendo DS's & DSi's, Playstation PSP, and Digital Cameras, etc.) are not allowed to be brought to school or used on the school grounds.

LUNCH PROGRAM

Students are expected to bring their own lunch and snack, if desired, each day. We are working on having a purchase option one day a week with a local food establishment. It will be a nutritious boxed lunch at a discounted price for students. Parents can also drop off lunches as long as it does not interrupt the class environment for learning.

KINDERGARTEN REGISTRATION

Any child whose fifth birthday falls on/or before December 31st may enter Kindergarten. Registration forms are available through the school at 247 E. Cawson St. Hopewell, VA, 23860. At the time of registration, verification of place of residence and a birth certificate are required.

SCHOOL CLOSURE/EMERGENCY PROCEDURES

All school closures will be sent through ProCare as soon as possible to enable parents to plan for alternative situations when needed. Please check ProCare each morning and throughout the day to ensure all notifications are received. In the event of an illness or emergency closing, parents are expected to respond to staff within 20 minutes of messages being sent. If the staff does not receive a response, the administration will then proceed to contact the emergency contact on the student's file.

CODE OF STUDENT CONDUCT EXPECTATIONS: Everyone at Cornerstone Prep is expected to: *Be Safe, Be Respectful, and Be Responsible*. This Code of Conduct applies during regular school hours, during any school sponsored activity or event, as well as on the way to and from school. We expect our students to treat all people in the school with respect. This includes students, staff, volunteers, guest teachers, student teachers, and visitors. At Cornerstone Prep we are committed to providing students with the opportunities to develop their potential in an environment that is safe, orderly, and friendly. Our goal is not to control children but to have them learn self-control and take responsibility for their own behavior.

RIGHTS AND RESPONSIBILITIES: For Students: At school, each student has the right to: enjoy, learn, be safe, be treated with respect, have personal property respected, hear and be heard. Each student has the responsibility to: be on time, be prepared, do his/her best, behave safely, respect others, respect property, and solve problems peacefully. For Parents: A supportive, respectful partnership exists between the home and Cornerstone Prep. Learning is seen as a shared responsibility, complimenting the research findings that family involvement in schools increases student achievement, and encourages and guides student's well-being. Co-operation and open communication between home and school is essential to effective learning and positive student behavior. With this in mind, parents/guardians are asked to: - Encourage your child to attend regularly and be on time - Be a positive role model - Volunteer, whenever possible, for school activities - Provide resources for home study - Assist your child in completing homework.

TEACHING EXPECTED BEHAVIOR

Expectations for behavior help us to promote and maintain a healthy, respectful, safe, and productive learning environment. Following school procedures helps the students interact positively and safely with others in their learning environment, self-control, and good citizenship. We teach and reinforce expected behaviors through: - Assigning logical consequences - Social skills instruction - School-wide teaching of virtues & character - Teaching and practicing problem solving and conflict resolution skills - Class meetings - Modeling appropriate behavior - Mentorships - Encouragement, praise, and positive reinforcement - Providing special responsibilities - Developing individual behavior plans.

CODE OF STUDENT CONDUCT CONSEQUENCES Learning to be accountable for one's actions is an important step in correcting undesirable and/or harmful behaviors. Therefore, consequences will be assigned depending on the seriousness and nature of the behavior, age, and

history of the student. Logical consequences are the preferred tools of discipline. The following is a range of consequences that may be used should inappropriate student behavior occur. - Informal or formal meeting - Counselling - Parental involvement - Official warnings - Time-out - Removal of privileges/withdrawal from activities - Restitution - Behavioural/performance contract - Student services/clinical services involvement - Suspension (in-school, out-of-school) - Voluntary exclusion - Expulsion

CORNERSTONE PREP CODE OF CONDUCT AS RELATED TO BOARD OF SCHOOL DIRECTORS (BSD) CODE OF CONDUCT • All students and staff must behave in a respectful manner and comply with the code of conduct.

- Bullying and/or harassment are unacceptable.
- Using, possessing, or being under the influence of alcohol or illicit drugs is unacceptable. BSD Student Conduct Policy provides direction of response.
- Gang involvement will not be tolerated. Cornerstone Prep adheres to BSD Student Conduct Policy direction.
- Possession of a weapon is prohibited. Cornerstone Prep adheres to BSD Code of Conduct Policy.
- Students and staff must adhere to BSD Student Conduct Policy in regards to respecting appropriate use of electronic mail and the internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be objectionable.
- Violations of the code of conduct are referred to the school administration for disciplinary consequences. These office referrals are recorded, and a parent contact is made.
- Disciplinary decisions are communicated to parents/guardians by either the classroom teacher or administrator. Parents/guardians are frequently encouraged to collaborate on discipline decisions. They are also offered the opportunity to appeal a suspension through a phone call and/or formal letter.



K-8 Max Class 10 students

Registration Fee Due: 07/01/25	\$350.00 Includes books
Tuition: If paid in full due by 08/10/25	\$5,400
Field Trips TBA	\$20.00
Uniform Polo	\$25.00 each shirt

**Monthly rate for 9 months:
\$600.00 processing fee \$18.00 if paid online**

**1st Semi Annual Payment Due: 08/14/2025
\$2,700 processing fee 81.00 if paid online**

**2nd Semi Annual Payment Due: 01/02/2026
\$2,700 processing fee \$81.00 if paid online**

The monthly payments are due by the 5 th of every month. If late a fee of \$100.00 will be added to the child account.

School Start date
Sept 2 nd, 2025
School Last Day
May 29 st 2026

Grading scale

Grades The grading scale for Cornerstone Prep is to be used to determine academic progress. Interims are sent home around the fifth week of each nine-week grading period. Interims are an estimate of student progress. It is important that a number of evaluation types and opportunities be utilized in order to get a complete picture of student achievement. Alternative assessments may be used by the staff. Grade distributions are used each nine-weeks during team meetings with the Director to determine the need for student counseling and assistance. Students may be placed on academic probation if determined by the team and Director.

Grading Scale (BOD approved //2025)

Grade	Range	Regular	Weighted
A+	97-100	A+ = 4.5	A+ = 5.0
A	90-96	A = 4.0	A= 4.5
B+	86-89	B+= 3.5	B+ = 4.0
B	80-85	B= 3.0	B= 3.5
C+	76-79	C+ 2.5	C+ = 3.0
C	70-75	C= 2.0	C= 2.5
D+	66-69	D+ = 1.5	D+= 2.0
D	60-65	D= 1.0	D= 1.5
F	Below 60	F= 0	F= 0



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

CORNERSTONE PREP
247 EAST CAWSON STREET
HOPEWELL, VA 23860

Date:
08/19/2025
Employer ID number:
33-1255902
Person to contact:
Name: Sarah Yi
ID number: 5458956
Telephone: (877) 829-5500
Accounting period ending:
September 30
Public charity status:
170(b)(1)(A)(ii)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
September 27, 2024
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053449005355

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

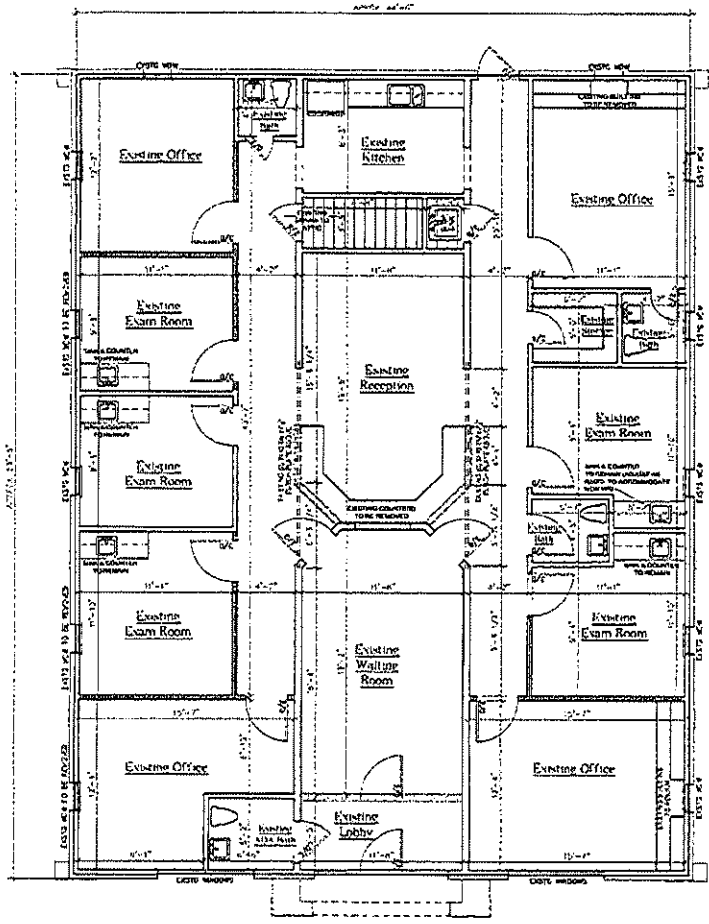
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

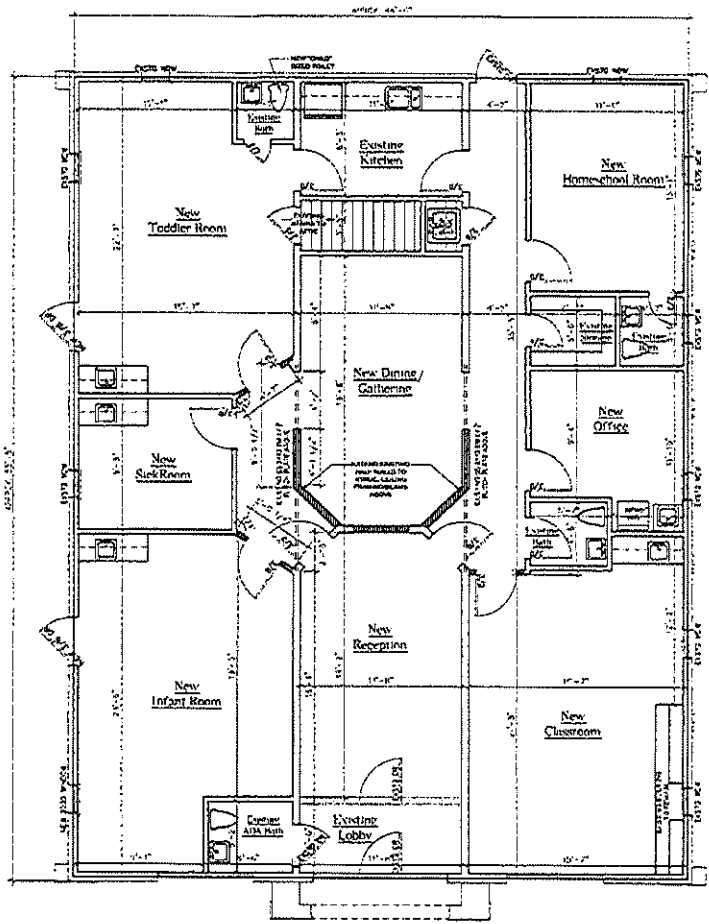
Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



EXISTING MEDICAL OFFICE PLAN



PROPOSED DAYCARE PLAN

- NOTES:
1. ALL HEADINGS 1-200 UNLESS NOTED OTHERWISE (SMD)
 2. ALL WALLS AND CEILING ARE 5/8" OR 1" THICK UNLESS NOTED OTHERWISE. LOCATE BEARING & OTHER SPECIAL WALLS AND FLOOR & CEILING ARE REFERRED TO AS FLOOR & CEILING.
 3. ALL STRUCTURES, UNLESS INDICATED (E.G. LIGHT, MECHANICAL, ETC.) TO BE ON TOP OF (SMD)
 4. ALL STRUCTURES, UNLESS NOTED OTHERWISE, ARE TO BE CONSTRUCTED ON FINISHED FLOOR.
 5. ALL STRUCTURES, UNLESS NOTED OTHERWISE, ARE TO BE CONSTRUCTED ON FINISHED FLOOR.
 6. UNLESS NOTED OTHERWISE, ALL WALLS AND CEILING REQUIREMENTS FOR MANUFACTURED UNITS.
- PUSH TO OPENING OF PLACING WINDOWS.

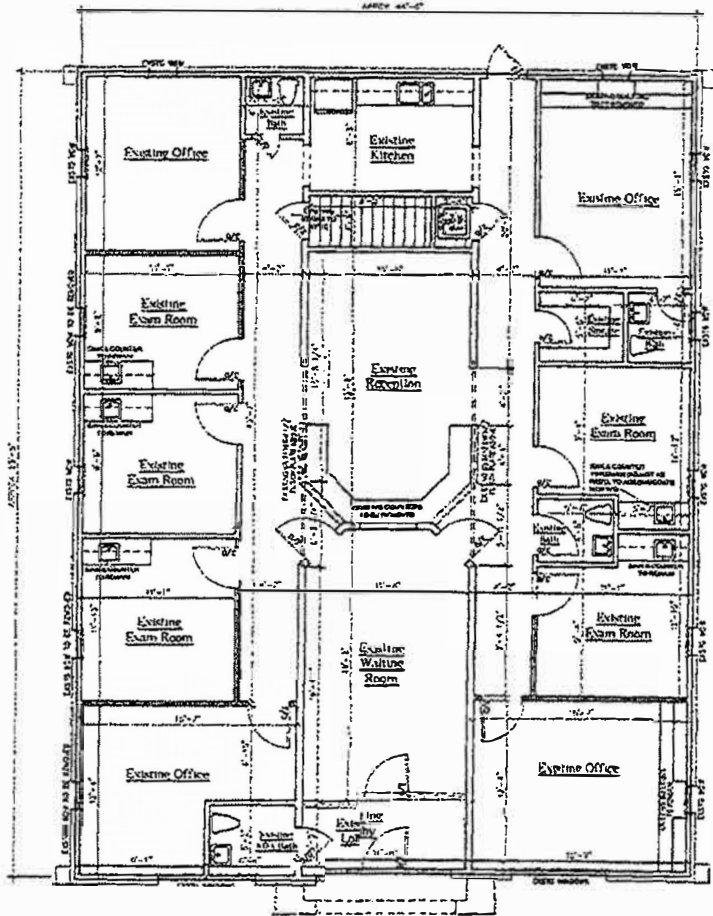
REVISIONS	DATE

LUNDEEN ARCHITECTURAL DRAFTING & DESIGN
 11111 LUNDEEN DRIVE, SUITE 100
 HOPEWELL, VIRGINIA 22961
 PHONE: 540-831-1234
 FAX: 540-831-1235
 WWW.LUNDEENARCHITECTURAL.COM

KIDS WITH GOALS - RENOVATION HOPEWELL, VIRGINIA PLANS

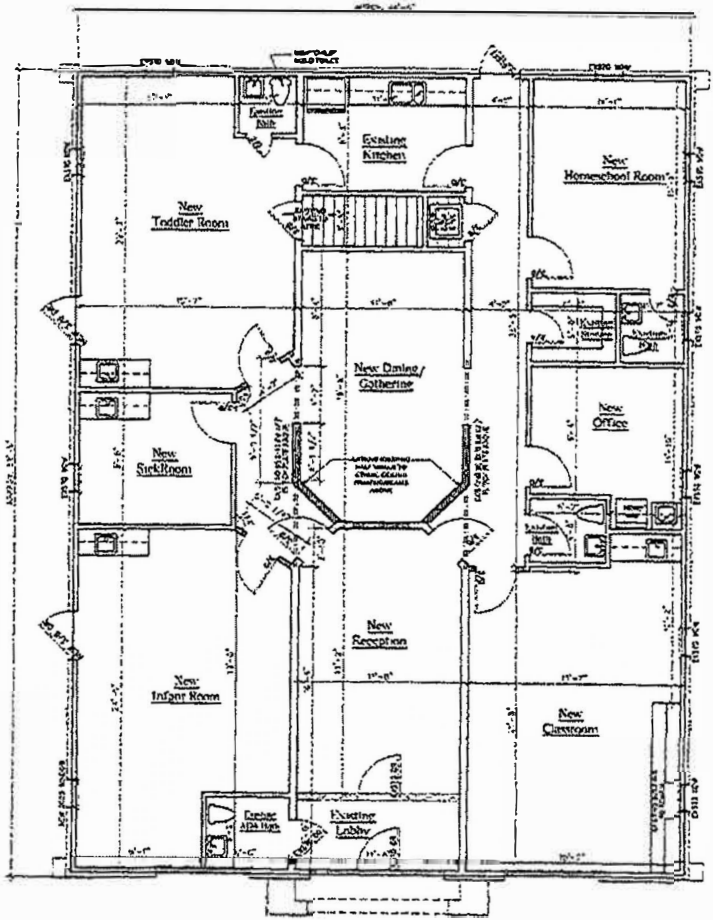
C&L CONSTRUCTION, LLC
 LICENSE # 210151018

UNLESS NOTED OTHERWISE, ALL WALLS AND CEILING ARE 5/8" OR 1" THICK UNLESS NOTED OTHERWISE. LOCATE BEARING & OTHER SPECIAL WALLS AND FLOOR & CEILING ARE REFERRED TO AS FLOOR & CEILING.



EXISTING MEDICAL OFFICE PLAN

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



PROPOSED DAYCARE PLAN

- NOTES
1. ALL HEADERS SHALL UNLESS NOTED OTHERWISE (S&P)
 2. ALL WALLS ARE SHOWN AT 4" OF 1" NOMINAL GAUGE BRICK UNLESS NOTED OTHERWISE
 3. ALL FLOORING SHALL BE 1/2" OF 1" NOMINAL GAUGE BRICK UNLESS NOTED OTHERWISE
 4. ALL STRUCTURAL WOOD MEMBERS (I.E. JOIST, RAFTERS, BEAMS, ETC.) TO BE SHOWN AT 2" UNLESS NOTED OTHERWISE
 5. ALL STRUCTURAL STEEL MEMBERS (I.E. I-BEAM, COLUMN, BRACE, ETC.) TO BE SHOWN AT 4" UNLESS NOTED OTHERWISE
 6. ALL DIMENSIONS SHALL UNLESS NOTED OTHERWISE TO FACE UNLESS NOTED OTHERWISE
 7. ALL DIMENSIONS SHALL UNLESS NOTED OTHERWISE TO CENTER UNLESS NOTED OTHERWISE
 8. ALL DIMENSIONS SHALL UNLESS NOTED OTHERWISE TO CENTER UNLESS NOTED OTHERWISE
 9. ALL DIMENSIONS SHALL UNLESS NOTED OTHERWISE TO CENTER UNLESS NOTED OTHERWISE
 10. ALL DIMENSIONS SHALL UNLESS NOTED OTHERWISE TO CENTER UNLESS NOTED OTHERWISE

REVISIONS: DATE

NO. TOTAL NO. DATE

LUNDEEN ARCHITECTURAL
DRAWING & DESIGN
CHRISTENBURG, VA 23032 PH 971-471-1669
FAX 971-471-1669
www.lundeenarchitectural.com

LADD

KIDS WITH GOALS - RENOVATION
HOPEWELL, VIRGINIA
PLANS

C&L
CONSTRUCTION,
LLC
DESIGN # 275151048

SHEET NO.
1

REPORT OF ENVIRONMENTAL SANITATION INSPECTION
Requested by VIRGINIA DEPARTMENT OF SOCIAL SERVICES
As authorized by Title 63.2, Code of Virginia

NAME OF FACILITY: Kids With Goals LICENSED CAPACITY: 45

NAME OF OPERATOR: Juanterria Brown LOCATION ADDRESS: 247 E. Cawson St., Hopewell, VA 23860

TYPE OF FACILITY (Choose one)

- Assisted Living Facility
- Family Day Home
- Religiously Exempt Child Day Center
- Children's Residential Facility
- Licensed Child Day Center
- Certified Preschool or Nursery School Program
- Independent Foster Home
- Adult Day Care Center

SECTION A: GENERAL SANITATION

- 1. Approved by the health department: Yes No
- 2. If No, describe general observations: _____

Date to be corrected: _____

SECTION B: WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS

1. Water Supply:

- A. Owned by Virginia American Water Co. Public Non-public
- B. If public, operated by one or more municipalities Yes No N/A
- C. Approved by health department: Yes No
- D. Date of most recent non-public water sample: _____
- E. Comments/description of violations: _____

Date to be corrected: _____

2. Sewage Disposal System:

- A. Owned by Hopewell Water Renewal Public Non-public
- B. If public, operated by one or more municipalities Yes No
- C. Approved by health department: Yes No
- D. Comments/description of violations: _____

Date to be corrected: _____

SECTION C: FOOD SERVICE OPERATIONS: (Attach copy of Health Department Inspection Form)

- 1. Food service operations are in compliance with The Commonwealth of Virginia Board of Health Food Regulations: Yes No N/A

2. Comments/Description of violations: _____
Date to be corrected: _____

SECTION D: SWIMMING POOLS:

(Applicable to: children's residential facilities annually; local ordinance may dictate inspections at other types of facilities listed in section A of this form. Check appropriate category below and complete rest of this section as applicable to the type of facility being inspected. Attach a copy of the health department's inspection form if applicable.)

- 1. Local ordinance does not require inspection of pools. This facility does not have a pool on site. Inspection conducted today.
- 2. Date last inspection: _____ Completed by: health department state local or private swimming pool business

3. Specify name of private business: _____
4. Comments/Description of violations: _____
Date to be corrected: _____

SUMMARY AND RECOMMENDATIONS:

- 1. Additional health hazards observed? No Yes If yes specify the hazard observed and the date by which the facility is to have the corrections completed: _____

2. Do you plan to conduct a follow-up inspection to verify correction of the above violation(s)? No Yes, specify date: _____

Hopewell (County/City) (604) 660-7173 (Telephone Number) *[Signature]* (Signature of Health Director or Designee) November 1, 2024 (Date of Inspection)

Inspection No:	2025-0077
Inspection Date:	07/23/2025
Inspection Time:	0.25
Inspected By:	GOMES, BENJAMIN

**HOPEWELL FIRE & EMS
FIRE INSPECTION REPORT**




Inspection and Compliance Orders			
Facility:	Kldz with Goals Unlited LLC	Address:	247 East Cawson Street
Phone:	804-452-6056	City:	Hopewell
Fax:		State:	Virginia
Email:		Postal Code:	23860

Primary Contact			
Contact:	Browne, Juanterria	Work:	
Email:	kldzwlthgoals19@gmail.com	Call:	804-300-4330

Inspection Type:	Routine Inspection
------------------	--------------------

Violation Code	Days to Correct*	Violation	Notes	Location
----------------	------------------	-----------	-------	----------

Inspection Notes:
 Thank you for allowing us to inspect your business today. The attached serves as your passing fire inspection and is sultable for 1 year when another fire inspection will be done. If you or anyone has any questions, comments, or concerns, don't hesitate to get in touch with the Hopewell Fire Marshal's Office at 804-541-2290 or email bgomes@hopewellva.gov.

Inspector: Fire Marshal Benjamin Gomes	
----------------------------------------------	------------------------------------------------------------------------------------

* Number of days to correct from date inspected.

A varlance procedure is available. Please contact the Inspector named for further assistance with this or any other matter.

R-9



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing for a Conditional Use Permit Request from Trek Properties LLC to construct a single-family dwelling on non-conforming lot, Parcel #075-0120, located at on Maryville Ave. in the R-3 Residential High Density District

ISSUE: City Zoning Ordinance allows for the construction of single-family dwellings on non-conforming lots with the approval of a CUP. Conditions of approval can be set.

RECOMMENDATION: The City Administration recommends approval of the CUP request with conditions.

TIMING: Staff recommends action on the second reading tentatively scheduled for January 13, 2025.

BACKGROUND: This CUP application was presented at a Planning Commission public hearing held on November 6, 2025.

ENCLOSED DOCUMENTS: Staff report, application, lot plan, house elevations

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|-----------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

SUMMARY:

Y N
 Vice Mayor Rita Joyner, Ward #1
 Councilor Michael Harris, Ward #2
 Mayor John B. Partin, Ward #3
 Councilor Ronnie Ellis, Ward #4

Y N
 Councilor Susan Daye, Ward #5
 Councilor Yolanda Stokes, Ward #6
 Councilor Lovena Rapole, Ward #7



**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON
NONCONFORMING PARCEL #075-0120 IN THE R-3
DISTRICT, LOCATED AT 1729 MARYVILLE AVE.**



CITY COUNCIL

STAFF REPORT

Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.

I. EXECUTIVE SUMMARY

The applicant, Trek Properties LLC, agent for the owner, requests a Conditional Use Permit to construct a single-family dwelling on nonconforming Parcel #075-0120 in the R-3 District located at 1729 Maryville Ave. Staff recommends approval with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	November 6, 2025	Public Hearing	Rec. Approval 5-0
City Council	December 9, 2025	1 st Reading/PH	No action
City Council	January 13, 2026	2 nd Reading	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Trek Properties LLC
Owner	Diel M. Powell
Existing Zoning	R-3 Residential High Density
Requested Zoning	N/A
Acreage	0.089 acres / 3,870 sf
Legal Description	FRONT ½ LOTS 14-15-16 BLK 5 SUBDIVISION: WASHINGTON HEIGHTS
Resubdivision Required?	Yes
Election Ward	2
Future Land Use	Downtown Residential Mixed Use
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Parcel/Tax ID	Parcel #075-0120

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	10/23/2025	10/30/2025
	Letter to Adj. Properties	10/30/2025	
City Council	Progress-Index Ad	TBD	TBD
	Letter to Adj. Properties	TBD	

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

Excerpted and paraphrased from *Handbook for Virginia Mayors & Council Members*

Within each zoning district some uses are permitted as a matter of right and others are only conditionally permitted. The theory behind the conditional use approach is that the particular use has a certain level of negative externality which, if properly managed, could allow the use to be established in the district. Absent proper management, the use is most likely unacceptable. The Conditional Use Permit process affords a case-by-case review. It is up to the local governing body to establish the conditions under which the Conditional Use Permit is to be approved; applicants/property owners are not required to agree to the conditions imposed for them to be valid and binding on the property. The question being considered is whether the proposed use in the proposed location can be conditioned in such a way as to prevent negative externalities from being imposed on adjacent and nearby properties. Possible negative externalities can comprise a long list that are often spelled out in the ordinance – smoke, dust, noise, trash, light, traffic, incompatible activity levels or hours of operation, likelihood of trespass on adjoining properties, stormwater runoff, inadequate public infrastructure, and many more.

Conditional Use Permits in Hopewell run with the land, not the owner.

VI. APPLICABLE CODE SECTIONS

1. [Article XVII, Nonconforming Uses, Section F, Nonconforming Lots of Record](#)
2. [Article V, Residential High Density \(R-3\)](#)

VII. SUBJECT PROPERTY

The subject property, Parcel #075-0120, is a nonconforming lot fronting Maryville Avenue. An unimproved portion of Wakefield Street runs perpendicular to Maryville Ave., thereby making this property as a corner lot. The property is rectangular in shape with a 50-foot road frontage totaling 3,870sf. The R-3 District sets the minimum lot width at 50 feet and the minimum lot size for a single-family dwelling use at 5,000 square feet. The total square footage is less than the required minimum, making the parcel nonconforming to the R-3 District.

VIII. APPLICANT POSITION

The applicant proposes to construct a 2-story, 3-bedroom, 2 bath, 1,440 square foot house with vinyl siding (lap and board & batten) that will meet district setbacks. The applicant contends the proposed single-family dwelling achieves the following:

- Advances the Comprehensive Plan by reinforcing Hopewell's 'small hometown atmosphere' and cultivating pride in neighborhoods through high-quality, context-appropriate housing.
- Supports Housing & Neighborhoods objectives by delivering safe, attractive, and durable single-family housing that strengthens an existing residential area.
- Implements Land Use & Development direction to focus reinvestment and infill within the city limits – utilizing existing infrastructure efficiently rather than expanding outward.
- Enhances Community Character & Health through the materials and design elements (e.g. brick skirt, defined front porch, durable cladding) that contribute to long-term neighborhood stability.

IX. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance. Conditions may be mandated to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Such conditions may address architectural style, materials, landscaping, enhanced stormwater management, or any other required condition that mitigates any potential negative impact with the goal of maintaining or enhancing the surrounding neighborhood.

This property lies at the edge of the Washington Heights neighborhood, which was platted but never developed. The properties to the north and east are all undeveloped with two properties to the south receiving Conditional Use Permit approval for single-family dwelling construction in 2022. A church exists directly west from this parcel. The applicant received a waiver from City Council on July 8, 2025 that removes the requirement for the builder to construct the adjacent unimproved street section.

The surrounding properties are typical 1-story vernacular homes with vinyl siding and an average size of 1,020sf. The proposed house will be approximately 400 sf larger than the average home in this area and the proposed exterior material (vinyl) will be consistent with the other houses in the neighborhood.

The proposed single-family dwelling will meet all district setbacks, as required by the ordinance.

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

AGE OF HOUSING

Hopewell has seen lower levels of new development in recent decades when compared to other cities in the region and state, with a drastic slowdown beginning in the 1980s. For this reason, the city now has an aging stock of housing units, with nearly 80% of all units built in the 1970s or earlier (Hopewell Comprehensive Plan 2018, pg. 202).

THE FUTURE LAND USE PLAN

Stable areas are fully built-out and are not viewed as available strategic opportunity areas for future growth. This leaves infill development and redevelopment employing Traditional Neighborhood Design (TND) and Urban Development Area (UDA) principles as the land use form upon which City leaders must focus. It is important to distinguish between the two. Infill attempts to “seed” (or catalyze) a progressive movement to gradually upgrade the value and attractiveness of a given neighborhood or commercial area. Redevelopment focuses on larger properties or groups of properties that are substantially deteriorated or vacant, with potential economic value for the entire community.

Infill development and redevelopment projects can have substantial benefits for Hopewell. This will not occur without City guidance and planning initiatives. Communities that have pursued active infill and redevelopment programs have realized a strengthening of their real estate market by renewing housing stock and readapting sub-standard neighborhoods and sub-par commercial areas. (Hopewell Comprehensive Plan 2018, pg. 117).

XI. STAFF RECOMMENDATION

A survey of the properties on this block reveals a collection of mostly older 1-story homes ranging in size from 814sf to 1,186sf with either Masonite or vinyl siding. None of the eight (8) dwellings on this block conform to R-3 minimum lot standards. The proposed house exceeds the average size of the existing homes and will add a new home on a vacant lot where a home stood previously.

From Article XXI - Amendments, of the Hopewell Zoning Ordinance:

“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:

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 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.”

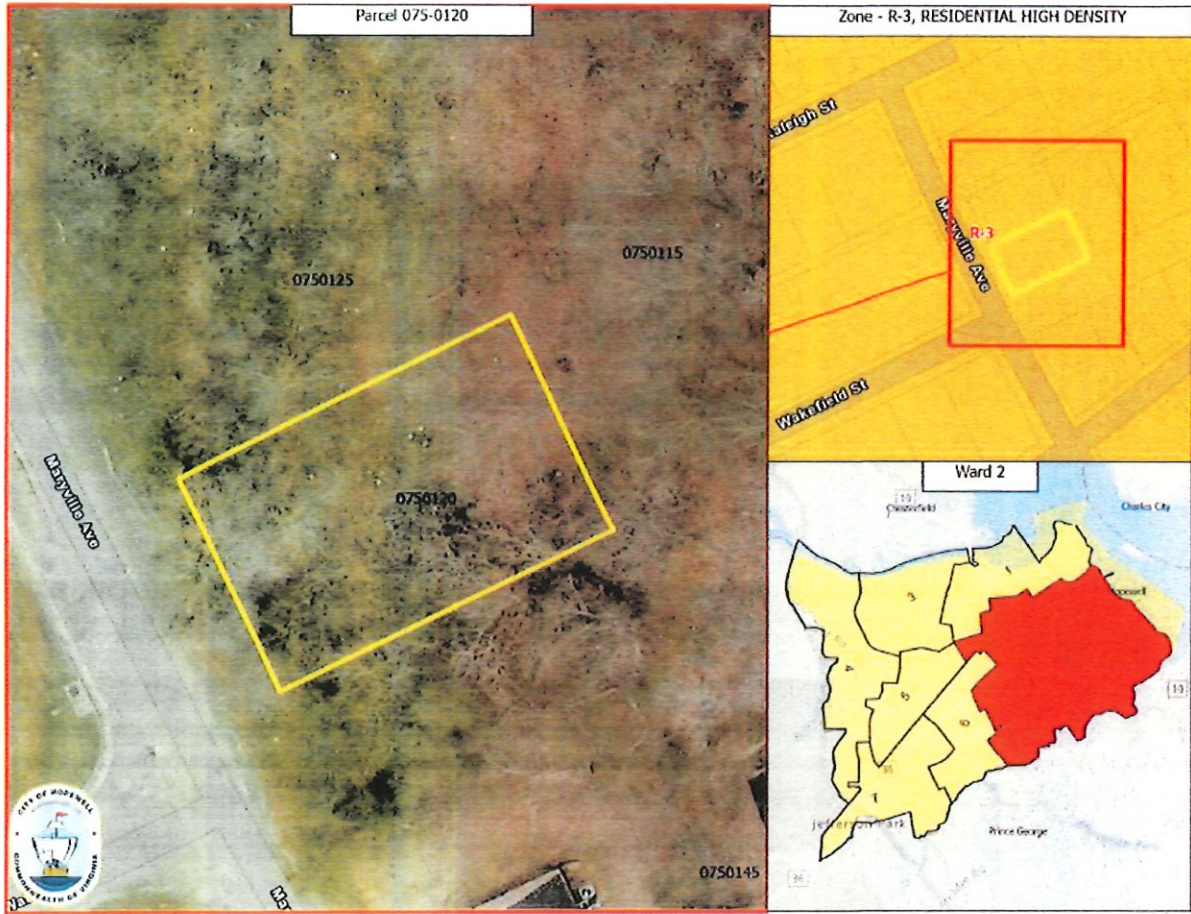
For these reasons, Staff supports the approval of this application with the following conditions:

1. The new single-family dwelling will have 12-inch minimum eaves along all roof edges.
2. The lot will have a minimum coverage of 20% tree canopy at full maturity.
3. A driveway of asphalt or concrete will be installed in accordance with the City’s driveway policy.
4. The new single-family dwelling will have brick or stone foundation on all four sides.
5. The new single-family dwelling will have plantings along the front foundation.
6. The new single-family dwelling will be in substantial conformance with the set of house plans presented to the Planning Commission on November 6, 2025, with any modifications as conditioned at final approval.

XII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 5-0 at the November 6, 2025 regular meeting to recommend approval of the conditional use permit request from Trek Properties LLC to construct a single-family dwelling on nonconforming parcel #075-0120, also identified as 1729 Maryville Ave. with staff’s recommended conditions.

APPENDIX A - MAPS
CITY LOCATIONAL MAP



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #075-0120

Maryville
Ave.

	ADDRESS	STORIES	HOUSE SQ FT	LOT WIDTH	LOT DEPTH	LOT SQ FT	EXT. MATERIAL	YR BUILT	TYPE
1	2205 COURTHOUSE	1.5	1279	52	71	3,692	VINYL	2024	SF
2	2211 COURTHOUSE	1.5	1279	52	86	4,472	VINYL	2024	SF
3	2202 COURTHOUSE	1	950	60	100	6,000	VINYL	1951	SF
4	2200 COURTHOUSE	1	637	60	100	6,000	VINYL	1951	SF
5	2302 COURTHOUSE	1	1151	30	100	3,000	ALUM	1951	SF
6	2304 COURTHOUSE	1	669	60	100	6,000	VINYL	1951	SF
7	2302 RALEIGH	1	1420	50	100	5,000	STUCCO	1955	SF
8	2302 RALEIGH	1	775	75	100	3,750	VINYL	1951	SF
	AVERAGE	1	1,020	55	95	4,739	VINYL		SF
	1729 MARYVILLE	2	1,440	50	77	3,970	VINYL		SF

BLUE = Proposed house

City of Hopewell
 Department of Planning & Development
 300 N. Main St. Hopewell, VA 23860 | (804) 541-2220 | dev.zone@hopewellva.gov
 Application #: 20250859
 (Staff Use Only)



CONDITIONAL USE PERMIT APPLICATION

City of Hopewell
 Department of Planning & Development
 300 N. Main St. Hopewell, VA 23860 | (804) 541-2220 | dev.zone@hopewellva.gov

APPLICATION FEE: \$650 NON-REFUNDABLE

APPLICANT FILL IN ALL BLANKS			
REQUEST	SITE ADDRESS: 1729 Maryville		
	PARCEL #(s): 075-0120	SITE ACREAGE: .09	ZONING DISTRICT: R3
	PROPOSED USE: construction of a SF home		
	AMENDMENT TO EXISTING CUP: <input type="checkbox"/>		
LEGAL OWNER	NAME(S): Powell Diel M		
	MAILING ADDRESS: 101 Springforest Dr Apt C Richmond Va 23223 <div style="display: flex; justify-content: space-around;"> REDACTED REDACTED </div>		
APPLICANT <small>(different than owner)</small>	Trek Properties LLC		
	MAILING ADDRESS: 3420 Pump Rd #285 Henrico VA 23233 <div style="display: flex; justify-content: space-around;"> REDACTED REDACTED </div>		
REQUIRED ATTACHMENTS	<small>Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.</small>		
	<input type="checkbox"/> Site Plan <input type="checkbox"/> Building Floor Plan	<input type="checkbox"/> Project Narrative <input type="checkbox"/> Exterior Elevations	<input type="checkbox"/> CUP Checklist <input type="checkbox"/> Other

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.

Nathan J. [Signature]

8-6-2025

APPLICANT SIGNATURE

DATE

CUP SUBMITTAL CHECKLIST – REQUIRED ITEMS

The following are minimum submittal requirements for Conditional Use Permit applications. Mark each section below as confirmation that each item is completed as required.

Applicant			Required Activities and Documents
Yes	No	N/A	
Preapplication Meeting			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Preapplication Meeting with Staff. <i>Meeting Date:</i> <u>7.11.2025</u>
Application (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Complete application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Owner affidavit (<i>Power of Attorney if applicant is not the property owner</i>)
Fees & Taxes			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Application fee paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Taxes and fees current
Site and Building Plans (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Site Plan showing existing and proposed site improvements. The site plan should demonstrate compliance with zoning setbacks, lot width, and development standards (e.g., parking, landscaping). Plans should be of a size and scale such that all improvements and zoning requirements are easily identified and readable. For single-family residential lot plans, 11"x17" may be accepted. For all other projects, provide 24"x36" plans with accompanying 11"x17" reduction.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Floor plans of the proposed building
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Exterior elevations – Four-sided (front, sides, rear) building renderings, full color, and fully dimensioned drawn to scale
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Exterior finishes and colors and materials list. Architecture and finishes of proposed side elevations should be consistent with front elevation.
Project Narrative			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. A description of the proposed use, including scope and scale of the project
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. A statement establishing how the project complies with the expressed intent of the zoning ordinance and the standards of the zoning district, including Chesapeake Bay and Floodplain Districts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. A statement on how the project complies with the Comprehensive Plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. An impact analysis listing potential impacts to adjacent and surrounding properties and how those impacts will be mitigated so as not to adversely affect the health, safety, or welfare of persons residing or working in the vicinity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. An assessment of how the proposal will impact the public welfare, property, or improvements in the vicinity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. An analysis of impacts on significant ecological, scenic or historic importance and how those impacts will be mitigated.
Other Items			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. A list of applicant-proposed conditions for consideration.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Trip generation report or transportation impact analysis (if required at the pre-application meeting or requested by the Department of Public Works)

CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

Applicant			Recommended Items to Improve the quality of the application and show consistency with the Comprehensive Plan and Zoning Ordinance Standards
Yes	No	N/A	
New Single-Family Homes			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the home proposed comply with the zoning district setbacks?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the gross floor area and height compatible with surrounding homes on the block?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are the architectural styles and materials proposed compatible with surrounding homes in the neighborhood? Consider porches, roof pitch, upgraded window and door trim, brick or stone foundations, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are windows provided on all sides of the home, and appropriately sized and spaced?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Does the building plan provide roof eaves with 12" overhang on all sides?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Does the plan preserve and/or plant trees to achieve 20% tree canopy at maturity?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Does the site plan provide foundation landscaping for building sides facing the street?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Does the site plan provide an asphalt or concrete driveway?
Vegetation & Green Infrastructure			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Propose tree canopy in excess of minimum zoning requirement. % = 20
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Minimize land disturbance such that no more land is disturbed than necessary for the use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Propose preservation of wetlands, floodplains, stream buffers, and slopes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Include native vegetation and plantings that support bee pollination
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Protect, restore, and connect natural areas and enhance access to natural open space
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Propose sustainable stormwater drainage, such as pervious pavers, rainwater harvesting, or passive rainwater management (rain garden; dry pond, bioswale)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Incorporate stormwater best management practices and low impact development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Incorporate turf and landscape management protocols that reduce requirements for chemical treatment and associated pollutant runoff
Mobility			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Incorporate Complete Streets principles for any proposed streets
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Incorporate sidewalks along property lines adjacent to roadways
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Provide internal pedestrian connections within project
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Incorporate bicycle facilities (e.g., bike racks, bike storage facilities, showers)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Include pedestrian amenities such as trees, shade, benches, garbage and recycling cans.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Include preferred parking for carpools and/or green vehicles (e.g., hybrid, electric)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Include public transit access (provide information on nearest bus stop)
Energy & Resilience			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Propose electric vehicle (EV capable), EV ready or EV supply equipment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Propose renewable energy systems (e.g., solar panels) installed on the project
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Provide list of any proposed green building practices and standards
Health & Welfare			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Incorporate noise mitigation appropriate for the project location and/or use
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Incorporate open space and recreation amenities appropriate for the use
Public Safety & Crime Prevention			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Provide fire lanes and access, as appropriate for the use
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Provide emergency operations plan, as appropriate for the use
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Provide comprehensive lighting system for buildings, parking lots, and landscaping areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Design building entrances to be visible from adjacent streets or neighboring buildings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Install windows on all facades to provide natural site surveillance
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Design landscape and fencing to create defined perimeters, while not creating hiding places
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Provide maintenance plan for landscaping pruning and litter prevention
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Provide site surveillance cameras and license plate readers

TREK PROPERTIES, LLC

Real Estate Investment & Development

Attachment – Responses to Application Questions 10–12

Project: 501 North Ave #4, Hopewell, VA | Parcel ID: 0111165

Q10. Size of Building

1,440 sq. ft. single-family residence (per architectural sheet A1.1 – floor plan).

Q11. Number of Bedrooms and Bathrooms

3 Bedrooms and 2 Bathrooms (per A1.1 labeled floor plan: Primary Bedroom, Bed 2, Bed 3; two baths).

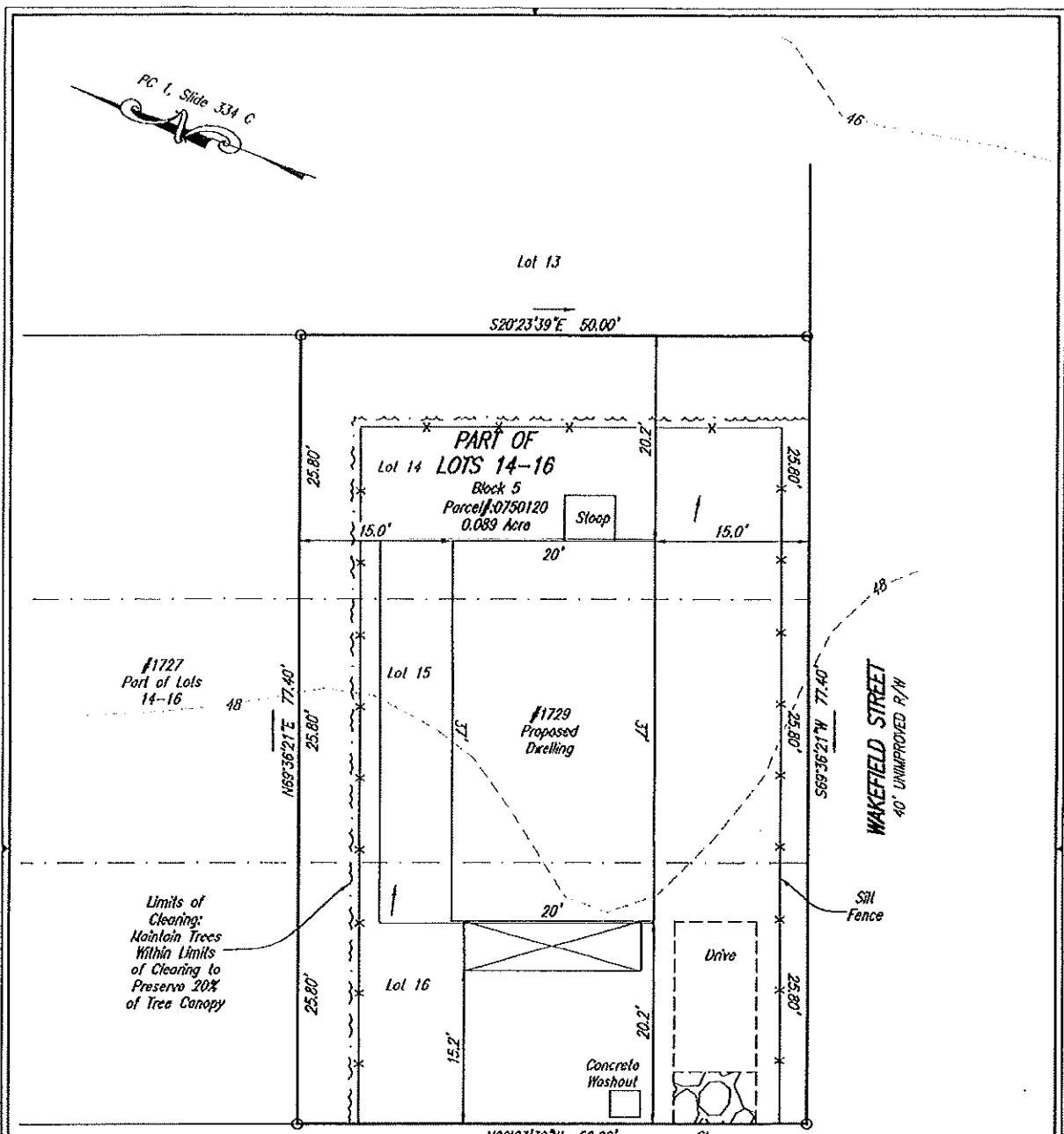
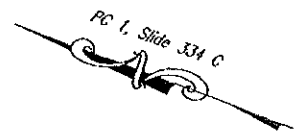
Q12. Exterior Materials

- White vinyl D5 lap siding
 - White vinyl board & batten siding
 - Brick skirt foundation
 - Cedar-wrapped columns (with optional cedar accent gable/corbels)
 - Charcoal black asphalt shingles
 - White gutters & downspouts
- (per architectural sheet A2.1 – elevations).

Comprehensive Plan Tie-In

- Advances the 2018 Comprehensive Plan, Chapter II: Vision & Goals, by reinforcing Hopewell's "small hometown atmosphere" and cultivating pride in neighborhoods through high-quality, context-appropriate housing.
- Supports Housing & Neighborhoods objectives by delivering safe, attractive, and durable single-family housing that strengthens an existing residential area.
- Implements Land Use & Development direction to focus reinvestment and infill within the City limits—utilizing existing infrastructure efficiently rather than expanding outward.
- Enhances Community Character & Health through materials and design elements (e.g., brick skirt, defined front porch, durable cladding) that contribute to long-term neighborhood stability.

References: Hopewell Comprehensive Plan (2018 | 2023), Chapter II: Vision & Goals; Architectural sheets A1.1 (floor plan) and A2.1 (elevations).



#1727
Part of Lots
14-16

Lot 13

PART OF
Lot 14
LOTS 14-16
Block 5
Parcel #0750120
0.089 Acre

S20°23'39"E 50.00'

N20°23'39"W 50.00'

MARYVILLE AVENUE
40' R/W

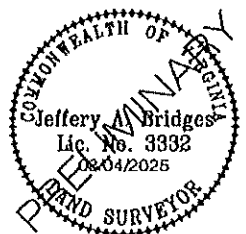
WAKEFIELD STREET
40' UNIMPROVED P/W

Limits of
Clearing:
Maintain Trees
Within Limits
of Clearing to
Preserve 20%
of Tree Canopy

Impervious Coverage=1030 Sq.Ft.

R-3 Zoning
F=20'
S=8'
R=20'
CS=15'

1. This Proposed Improvements Plat was compiled from deeds and plats of record without the benefit of, a current Boundary Survey, a field inspection, Title Report, Zoning Opinion, or Zoning Endorsement documentation. As such, this plat, does not or may not show all existing physical or subsurface features, conditions, or all easements of record and is subject to review and approval by the applicable locality/municipality for adherence to zoning, subdivision, building, health department, transportation, and any and all other applicable ordinances, regulations, requirements, restrictions, statutes, codes, or the like, and Balzer makes no representation or warranty that such plat complies therewith.
2. Contours and elevations are unregulated topographic information obtained from City GIS and is for general information only. Topographic information should be field verified and certified by an appropriate professional prior to its use in the design, modification or construction of improvements or flood plain determination.
3. Silt Fence, Limits of Clearing, Drive and Stone Construction Entrance as shown are approximate and should be adjusted per field conditions or as directed by the County Inspector.
4. Contractor required to verify all utility connection points prior to construction.
5. Construction is subject to the conditions of conditional use permit: # _____

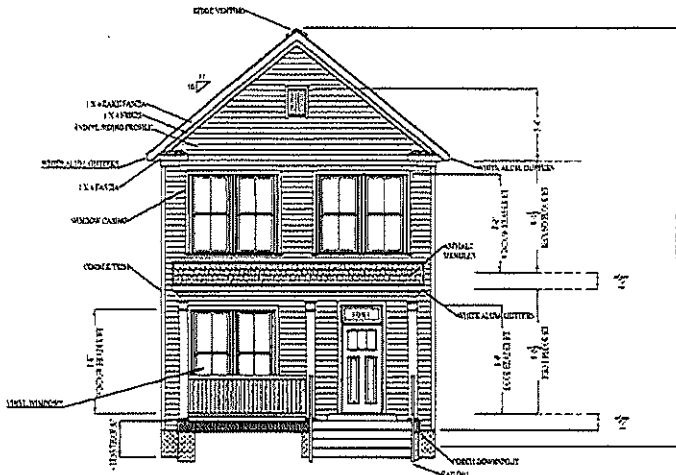


PROPOSED
IMPROVEMENTS ON
PART OF LOTS 14-16, BLOCK 5
WASHINGTON HEIGHTS
CITY OF HOPEWELL, VIRGINIA

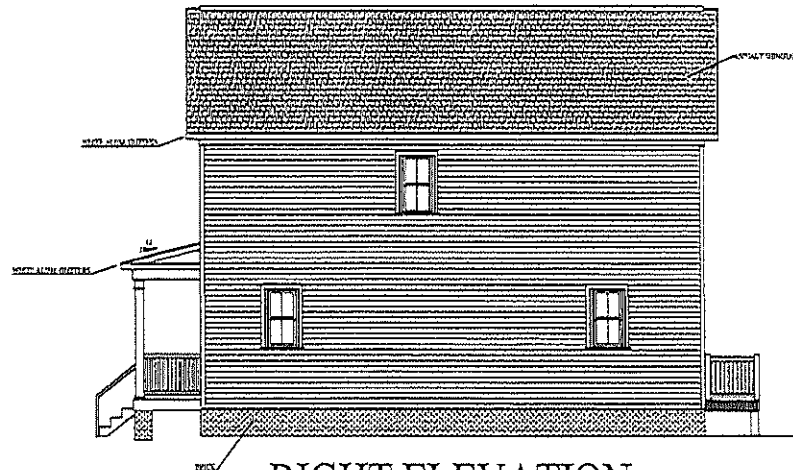
RE: Trek Properties
DATE: 08/04/2025
SCALE: 1"=10'
JOB NO.: R0070657.00
DRAWN BY: ATC
CHECKED BY: JAB

PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS
ROANOKE TRUCKING CO. / NEW PAVEN VALLEY / SHENANDOAH VALLEY
15871 City View Drive, Suite 600 / Hopewell, Virginia 23113 / Phone (804) 791-0511 / balzer@westwoodcs.com

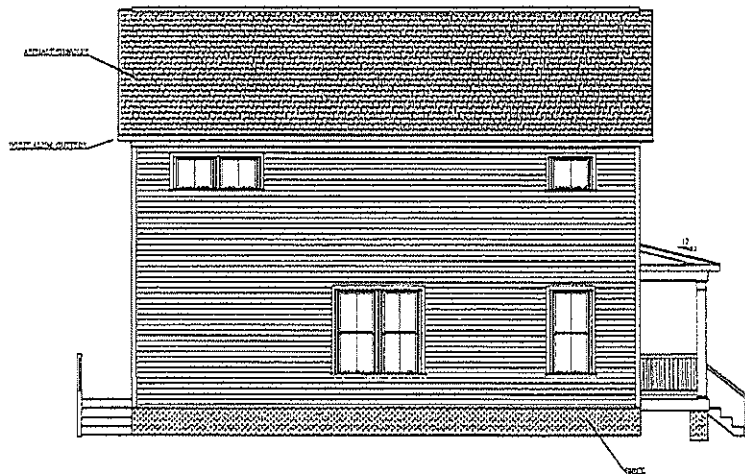




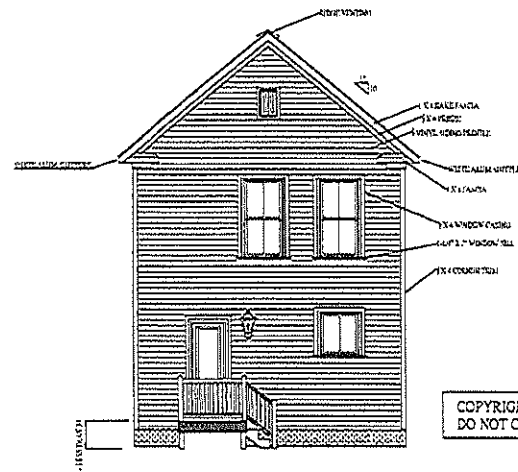
FRONT ELEVATION



RIGHT ELEVATION



LEFT ELEVATION



COPYRIGHT - RIVER MILL DEVELOPMENT, LLC
DO NOT COPY OR REPLICATE IN ANY WAY.

REAR ELEVATION

PARCEL # 0750120
MARYVILLE AVE
RIVER MILL DEVELOPMENT
PUNASCHVILLE, OHIO 43054

REVISION NOTES

NO.	DATE	DESCRIPTION

SCALE:
1/4" = 1'-0"

DATE:
7-28-2025

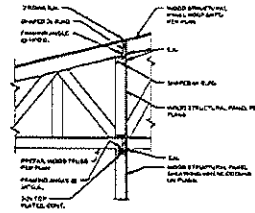
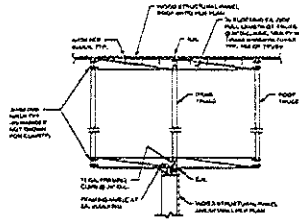
SHEET:
A2.1



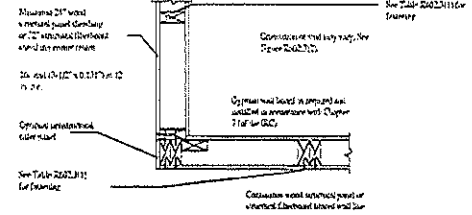
ALL SINGLE WINDOW AND DOOR HEADERS
TO BE (2) 2X8 MIN. UNLESS OTHERWISE NOTED.

1ST FLOOR HEATED SQ. FOOTAGE: 740 S.F.
2ND FLOOR HEATED SQ. FOOTAGE: 700 S.F.

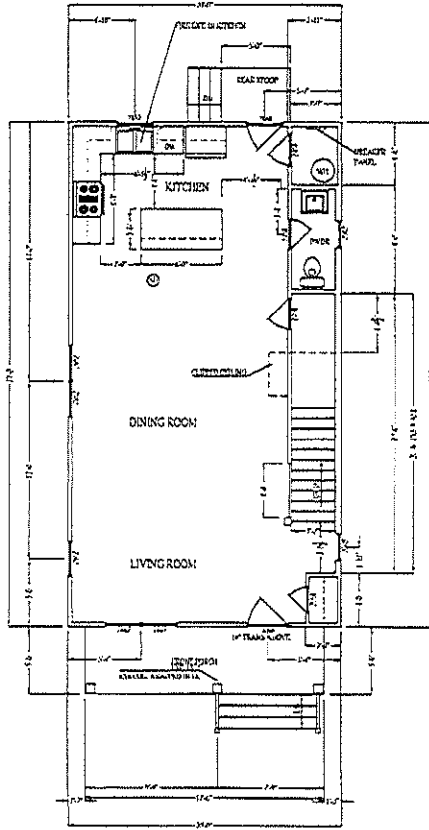
VERIFY WITH WINDOW AND DOOR MAN.
FRAME OUT R.O. +1" AROUND PLAN CALL OUT SIZE.



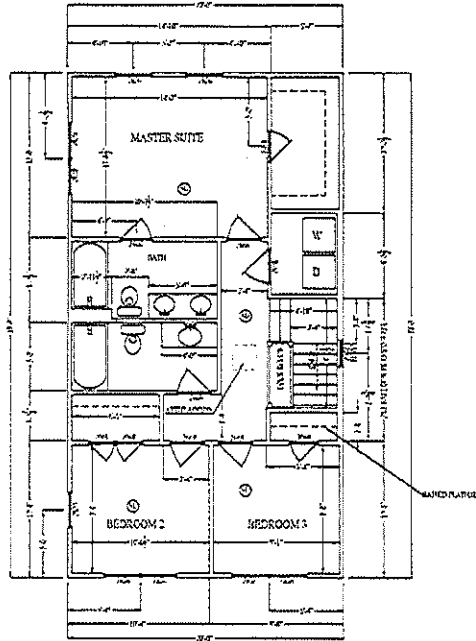
CORRIDOR DETAIL



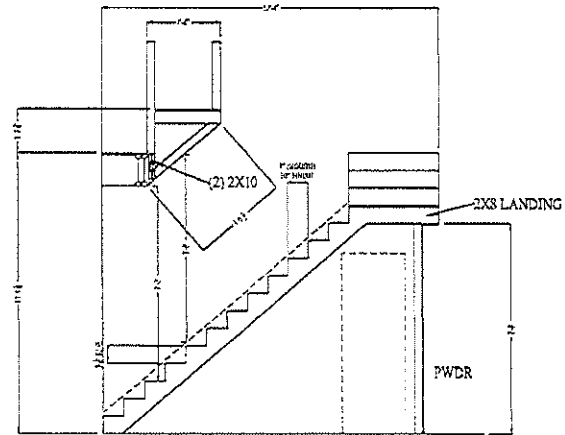
COPYRIGHT - RIVER MILL DEVELOPMENT, LLC
DO NOT COPY OR REPLICATE IN ANY WAY.



FIRST FLOOR PLAN



SECOND FLOOR PLAN



STAIR SECTION

PARCEL # 0750120
MARYVILLE AVE
RIVER MILL DEVELOPMENT
803.242.1551/65825175@GMAIL.COM

REVISION NOTES

NO.	DATE	DESCRIPTION

SCALE:
1/4" = 1'-0"

DATE:
7-26-2025

SHEET:
A1.1





July 1, 2025

From: Trek Properties LLC
3420 Pump RD #285
Henrico VA 23233

Re: 1729 Maryville Ave,

To the City Council of the City of Hopewell, VA,

It is the intent of Trek Properties LLC to acquire and construct improvements upon 1729 Maryville Avenue further described as FRONT 1/2 LOTS 14-15-16 BLK 5 SUBDIVISION: WASHINGTON HEIGHTS, and more clearly shown in the attached exhibit A hereto.

Exhibit A shows an overhead view of the lot from Google Earth. Said Lot has 50 feet, more or less, of road frontage on the existing and improved public road known as Maryville Ave. Said lot also has 150 feet, more or less, of side yard frontage on an unimproved Wakefield that may be considered as a dedicated-but-unopened street.

Section 33-8. - Street and curb improvements prerequisite to issuance of building permits states that in order for the city to issue a building permit for construction of any structure abutting a dedicated but-unopened street the full frontage of all streets abutting the lot must be opened and developed OR "The city council may grant a waiver to the opening of the side street in the case of a corner lot".

Given that this lot would be considered a corner lot, and the frontage of the lot is already a developed and maintained public road, we are asking the city council for the waiver of having to open the side street in order to construct improvements upon this lot. We would like to be allowed to move forward with applying for a CUP with said waiver of having to open the side street. To elaborate on our intended plans, we intend to construct a home of not more than 23' feet in width. Given the lot is zoned R3, this will allow for the required minimum side yard of at least 8 feet on the southern lot line abutting the adjacent privately owned residential lot and will allow for the required minimum side yard of 15 feet on the northern lot line which abuts the unimproved treed area.

Exhibit B shows a sample set of plans area we are proposing for the lot but we acknowledge this will need to go through the CUP process. We are requesting the waiver because the lot has adequate public right of way access for the intended improvements and, furthermore, the requirement of having to develop 150 feet of public roadway, along with the necessary stormwater, curb and gutter, and any additional infrastructure would be extremely cost prohibitive and would make the economics of improving the lot impossible. We believe a new-home constructed on the lot will bring enhanced value to the surrounding area and the City of Hopewell and we hope the city council agrees and grants this waiver.

specifically to grant her the standard three minutes allotted for citizen remarks. The motion was seconded by Councilor Harris.

ROLL CALL

Councilor Stokes-	Yes
Councilor Ellis-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Holloway-	Yes
Councilor Daye-	Yes

Motion Passes 7-0

Liz, a resident of Ward Six and the POP Club Coordinator for the Hopewell Downtown Farmer's Market, addressed the council to extend a formal invitation for them to visit the market. She emphasized the importance of their presence in demonstrating support for both local vendors and the broader community. Liz highlighted the market's role in fostering community development and encouraged council members to engage with constituents directly by attending. She concluded by expressing that their participation would be deeply appreciated as a show of solidarity and support for ongoing community efforts.

REGULAR BUSINESS

R-1 – Street Code Waiver 1729 Maryville – Michael Crocker, Director of Public Work.

Michael Crocker, Director of Public Works, presented a request to City Council for a street code waiver related to a property at 1729 Maryville Avenue. This request, similar to one brought forth a few months prior, involves a lot that borders an unopened street—specifically Wakefield Street. According to city code, Council can grant such a waiver if the property has adequate frontage on another street, which this property does, with 50 feet of frontage on Maryville Avenue. The property is under contract by Trek Properties LLC, and timing is critical for them to proceed with the purchase. Crocker explained that the property does not require access from Wakefield Street to be functional, and the waiver would be only one step in the process, as the property still needs to go through the Conditional Use

Permit (CUP) procedure via Planning and Development. A diagram of the lot and proposed elevations was included for reference. Council expressed support for the waiver, with a suggestion that the home design be made slightly larger than average to align with community standards. With no further questions, a motion to approve the street code waiver was made by Vice Mayor Joyner, seconded by Councilor Ellis, and carried forward.

ROLL CALL	Councilor Stokes-	Yes
	Councilor Ellis-	Yes
	Vice Mayor Joyner-	Yes
	Councilor Harris-	Absent
	Mayor Partin-	Yes
	Councilor Holloway-	Absent
	Councilor Daye-	Yes

Motion Passes 5-0

R-2 – Commonwealth Attorney I position – Stacey Jordan, Deputy City Manager

During the council meeting, a resolution was introduced to amend the Fiscal Year 2026 budget to fund an additional Assistant Commonwealth’s Attorney position for the Commonwealth Attorney of Virginia. The funding for the position will consist of \$85,000 from the state and \$21,000 from the city’s general funds. It was clarified that this amendment does not alter the previously adopted bottom-line budget totals, as the funds were already allocated for a part-time position and are now being reallocated to support the new full-time role. No new general fund money is being added—only reappropriated. Following this explanation, a motion to approve the resolution as presented was made by Vice Mayor Joyner and seconded by Councilor Daye.

ROLL CALL	Councilor Stokes-	Yes
	Councilor Ellis-	Yes
	Vice Mayor Joyner-	Yes
	Councilor Harris-	Absent
	Mayor Partin-	Yes
	Councilor Holloway-	Absent
	Councilor Daye-	Yes

R-10



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing to amend Article XX-Violation and Penalty of the Hopewell Zoning Ordinance to add civil penalties.

ISSUE: The existing ordinance only allows for criminal prosecution as a means of obtaining zoning compliance potentially resulting in a criminal conviction. Staff proposes to add civil penalties as an alternative means of obtaining zoning compliance that is less harsh and more appropriate for most violations.

RECOMMENDATION: The City Administration recommends approval of the request to amend Article XX-Violation and Penalty of the Hopewell Zoning Ordinance to add civil penalties.

TIMING: Action is requested after the second reading tentatively scheduled for January 13, 2026.

BACKGROUND: This proposed amendment was presented at a Planning Commission public hearing held on November 6, 2025.

ENCLOSED DOCUMENTS: Zoning Amendment initiation, staff report, ordinance mark-up

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Rita Joyner, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Susan Daye, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Michael Harris, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Yolanda Stokes, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Dominic Holloway, Sr., Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Ronnie Ellis, Ward #4			

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

- Councilor Susan Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7



REQUEST TO AMEND ARTICLE XX - VIOLATION AND PENALTY OF THE HOPEWELL ZONING ORDINANCE TO ADD CIVIL PENALTIES

CITY COUNCIL



STAFF REPORT

Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.

I. EXECUTIVE SUMMARY

The applicant, the City of Hopewell Planning Commission on behalf of the City Attorney’s Office, requests a Zoning Ordinance Amendment to add civil penalties as a means of obtaining the correction or abatement of zoning violations. Staff recommends approval of this request.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	November 6, 2025	Public Hearing	Rec. Approval 5-0
City Council	December 9, 2025	1 st Reading / PH	No Action
City Council	January 13, 2026	2 nd Reading	Pending

III. ORDINANCE IDENTIFICATION

Applicable Zoning Ordinance	Article XX
Amended Sections	Penalties
Approval Method	City Council Ordinance
Initiating Entity	Planning Commission
Can Conditions be Set?	No

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	10/23/2025	10/30/2025
	Letter to Adj. Properties		N/A
City Council	Progress-Index Ad	11/25/2025	12/2/2025
	Letter to Adj. Properties		N/A

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

Excerpted and paraphrased from *Handbook for Virginia Mayors & Council Members*

The Code of Virginia prescribes public notice and hearing requirements for all zoning actions. For a new zoning ordinance or any amendment thereto, the planning commission and the governing body must each hold public hearings before acting on any proposal. Each public hearing must be preceded by notice published in newspapers as well as mailed to all adjacent property owners.

VI. APPLICABLE CODE SECTIONS

- [1. Article XX – Violation and Penalty](#)
- [2. Article XXI – Amendments](#)

VII. EXISTING ORDINANCE

The existing ordinance allows only criminal penalties for violation of the zoning ordinance.

VIII. STAFF ANALYSIS

The existing ordinance requires staff from the Development Department to obtain a criminal summons from the general district court for unresolved zoning violations. This process includes prosecution and the possibility of a criminal record. Criminal prosecutions can be helpful in cases of willful, repeated or egregious violations where fines are ignored or public safety is jeopardized, but are overly harsh for most administrative infractions.

Civil penalties (e.g. fines) provide a more efficient, fair, and flexible tool for enforcing the zoning ordinance and achieving compliance without over-criminalizing regulatory violations.

IX. RELATIONSHIP TO THE COMPREHENSIVE PLAN

None

X. STAFF RECOMMENDATION

Staff recommends approval of the request to amend Article XX Violation and Penalty to include civil penalties as a means of obtaining abatement or correction of zoning violations.

XI. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 5-0 at the November 6, 2025 regular meeting to recommend approval of amending Article XX – Violation and Penalty to include civil penalties.

City of Hopewell, Virginia
Planning Commission Resolution

**Re: Initiation of Zoning Ordinance Amendment to Article XX Violation and Penalty
to Add Civil Penalties**

Whereas, the Planning Commission recognizes that the review and update of the zoning ordinance is a best practice to ensure the code addresses community health, safety, and welfare and remains in compliance with state and federal laws and regulations; and,

Whereas, the City of Hopewell Zoning Ordinance Article XXI, Amendments, provides that a zoning ordinance amendment shall be initiated by the motion of the Planning Commission; and,

Whereas, the Planning Commission finds reason to consider amendments to the zoning ordinance to promote historic preservation, economic development, and planning best practices.

Now, Therefore, **Be it Resolved**, that the Planning Commission does hereby determine that it is appropriate to initiate this zoning ordinance amendment for public necessity, convenience, general welfare, and good zoning practices; and,

Be it Further Resolved that the Planning Commission does hereby initiate this zoning ordinance amendment to City of Hopewell Code of Ordinances Appendix A, Zoning Ordinance to consider changes that will:

- Add civil penalties as a remedy to violations of the zoning ordinance

Motion: Vice Chairman Roman

Second: Commissioner Daye

Motion Passed: 5-0

October 2, 2025



Christopher Ward, Director of Development

AN ORDINANCE AMENDING APPENDIX A (ARTICLE XX) OF THE HOPEWELL CITY CODE OF ORDINANCES

WHEREAS, Va. Code §§ 15.2-1427 and 15.2-1433 enable a local governing body to adopt, amend, and codify ordinances or portions thereof;

WHEREAS, the City Council of Hopewell, Virginia has given notice of its intention to amend this ordinance and conducted a public hearing in accordance with Va. Code § 15.2-1427; and

WHEREAS, the full text of this proposed ordinance amendment was available for the public and was adopted by Council after a public hearing held on December 9, 2025; now therefore

BE IT ORDAINED, by the City Council of Hopewell, Virginia that Appendix A of the Hopewell City Code of Ordinances, Article XX is hereby amended as set forth below:

ARTICLE XX: VIOLATION AND PENALTY

- (a) ~~All departments, officials and public employees of this jurisdiction, who are vested with the duty or authority to issue permits or licenses, shall conform to the provisions of this ordinance. They shall issue permits for uses, buildings, or purposes only when they are in harmony with the provisions of this ordinance. Any such permit, if issued in conflict with the provisions of this ordinance, shall be null and void.~~
- (b) ~~Any person, whether as owner, lessee, principal, agent, employee or otherwise, who violates any of the provisions of this ordinance or permits any such violation or who fails to comply with any of the requirements hereof or who erects any building or structure or uses any building, structure or any land prior to the approval of an occupancy permit by the zoning administrator, shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine not less than twenty-five dollars (\$25.00) and not more than one thousand dollars (\$1,000.00). Each day such violation continues shall constitute a separate offense.~~
1. Upon becoming aware of any violation of the Zoning Ordinance, the Administrator may institute appropriate action or proceedings, as permitted by law, including injunction, abatement to restrain, correction, or abatement.
 2. The remedies provided in the penalties sections below are cumulative and not exclusive except to the extent expressly provided therein.
 - a. **Civil Penalties.** Any violation, other than as provided in Subsection (B)(2) for criminal penalties, shall be subject to civil penalties, as provided in the Virginia Code, and subject to the following:
 - (1) Proceedings seeking civil penalties for violations of the Zoning Ordinance commence either by filing a civil summons in the general district court or by the Administrator issuing a ticket.

- (2) Civil summons or ticket. A civil summons or ticket must contain, at a minimum, the following information:
 - i. Name and address of the person charged;
 - ii. Description of the violation and the Zoning Ordinance provisions violated;
 - iii. Location, date and time the violation occurred or was observed;
 - iv. Amount of the civil penalty for the violation; and
 - v. Right of the recipient to either pay the penalty or stand trial for the violation and the date of such trial.
- (3) The summons must state that, if the person elects to pay the penalty, the person must do so by notifying the City Treasurer at least 72 hours before the time and date of the initial hearing and, by such appearance, enters a waiver of trial and admits liability for the offense charged. The summons must provide that a signature is an admission of liability that has the same force and effect as a judgement of a court. However, such admission will not be deemed a criminal conviction for any purpose.
- (4) If a person accused of a violation does not waive trial, the case will be tried in general district court in the same manner and with the same appeal rights as allowed by law. The City must prove the person's liability by a preponderance of the evidence. A finding of liability is not a criminal conviction.
- (5) A civil violation is subject to a civil penalty. Penalties are equal to the maximum amounts established by the Virginia Code.
- (6) Each day on which a violation exists constitutes a separate violation. However, a violation arising from the same set of operative facts cannot be charged more often than once in any 10-day period.
- (7) If the violation is not corrected at the time that liability is found, the court may order the violator to abate the violation until compliance with the Zoning Ordinance is achieved, within a time period established by the court, but not later than 6 months after the finding of liability.
- (8) If the violations exceed the maximum aggregate penalty established by the Virginia Code, then violations may be prosecuted as criminal misdemeanors, as outlined below.

b. Criminal Penalties.

- (1) The following violations may be subject to criminal penalties:
 - i. Violations of the Zoning Ordinance, except for the subdivision regulations, that result in injury to a person; or
 - ii. Violations of the Zoning Ordinance where the maximum aggregate civil penalty specified in the Virginia Code has been exceeded.
- (2) Criminal violations of the Zoning Ordinance are subject to the maximum penalty amounts specified in the Virginia Code.

- (3) If the violation is uncorrected at the time of conviction, the court will order the violator to abate the violation until compliance with the Zoning Ordinance is achieved, within a time period established by the court, but not later than 6 months after the conviction.
- (4) Remedies provided in this section are cumulative unless expressly stated otherwise, and are in addition to any other remedies allowed by law.

State Law Ref: § 15.2-2209 (civil penalties); § 15.2- 2286(A)(5) (criminal penalties)

DONE this _____ day of _____

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Bishelya Howard, City Clerk

R-11



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing for a Conditional Use Permit Request from A&K Enterprises LLC to utilize Parcel #089-1395, located at 3400 Oaklawn Blvd. as a single-family dwelling in the B-4 Corridor Development District.

ISSUE: City Zoning Ordinance allows for the use of single-family dwellings in the B-4 Corridor Development District with the approval of a CUP. Conditions of approval can be set.

RECOMMENDATION: The City Administration recommends denial the CUP request.

TIMING: Staff recommends action on the second reading scheduled for December 9, 2025.

BACKGROUND: This property, under previous ownership, transitioned to a commercial use in January 2021. That owner received a CUP approval in August 2023 to allow an unapproved single-family dwelling use at the property until the existing tenant vacated the property, which occurred earlier this year. The new property owner seeks another CUP request to allow for single-family dwelling use.

ENCLOSED DOCUMENTS: Staff report, lot plan, house elevations

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

SUMMARY:

Y N

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

Y N

- Councilor Susan Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Lovena Rapole, Ward #7

Application #: 20250728
(Staff Use Only)



CONDITIONAL USE PERMIT APPLICATION

City of Hopewell
Department of Planning & Development
300 N. Main St, Hopewell, VA 23060 | (804) 641-2220 | dev.zone@hopewellva.gov

APPLICATION FEE: \$660

APPLICANT FILL IN ALL BLANKS				
REQUEST	SITE ADDRESS: <i>3400 OAKLAWN BLVD., HOPEWELL, VA 23860</i>			
	PARCEL #(s): <i>089-1395</i>	SITE ACREAGE: <i>0.22/9833 sq. FT</i>	ZONING DISTRICT: <i>B-4</i>	
	PROPOSED USE: <i>REFERENCE ATTACHED REQUEST FOR "SINGLE-FAMILY RESIDENTIAL DWELLING"</i>			
	AMENDMENT TO EXISTING CUP: <input type="checkbox"/>			
REAL OWNER	NAME(S): <i>A & K ENTERPRISES, LLC</i>			
	MAILING ADDRESS: <i>P.O. BOX 402, HOPEWELL, VA 23860</i>			
REDACTED		REDACTED		
APPLICANT <small>(if different than owner)</small>	NAME: <i>SAME AS OWNER</i>			
	MAILING ADDRESS:			
	EMAIL:	PHONE:		
REQUIRED ATTACHMENTS	<i>See CUP Checklist for Details. Incomplete application packages will not be accepted. Payment of Delinquent Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.</i>			
	<input type="checkbox"/> Site Plan	<input checked="" type="checkbox"/> Project Narrative	<input checked="" type="checkbox"/> CUP Checklist	
<input type="checkbox"/> Building Floor Plan	<input type="checkbox"/> Exterior Elevations		<input type="checkbox"/> Other	

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

REDACTED

APPLICANT SIGNATURE _____ DATE: 8/16/2025

CUP SUBMITTAL CHECKLIST – REQUIRED ITEMS

The following are minimum submittal requirements for Conditional Use Permit applications. Mark each section below as confirmation that each item is completed as required.

Applicant			Required Activities and Documents
Yes	No	N/A	
Preapplication Meeting			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Preapplication Meeting with Staff. <i>Meeting Date:</i> _____
Application (PDF format and TWO printed copies)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Complete application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Owner affidavit (<i>Power of Attorney if applicant is not the property owner</i>)
Fees & Taxes			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Application fee paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Taxes and fees current
Site and Building Plans (PDF format and TWO printed copies)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Site Plan showing existing and proposed site improvements. The site plan should demonstrate compliance with zoning setbacks, lot width, and development standards (e.g., parking, landscaping). Plans should be of a size and scale such that all improvements and zoning requirements are easily identified and readable. For single-family residential lot plans, 11"x17" may be accepted. For all other projects, provide 24"x36" plans with accompanying 11"x17" reduction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Floor plans of the proposed building
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Exterior elevations – Four-sided (front, sides, rear) building renderings, full color, and fully dimensioned drawn to scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Exterior finishes and colors and materials list. Architecture and finishes of proposed side elevations should be consistent with front elevation.
Project Narrative			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. A description of the proposed use, including scope and scale of the project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. A statement establishing how the project complies with the expressed intent of the zoning ordinance and the standards of the zoning district, including Chesapeake Bay and Floodplain Districts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. A statement on how the project complies with the Comprehensive Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. An impact analysis listing potential impacts to adjacent and surrounding properties and how those impacts will be mitigated so as not to adversely affect the health, safety, or welfare of persons residing or working in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. An assessment of how the proposal will impact the public welfare, property, or improvements in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. An analysis of impacts on significant ecological, scenic or historic importance and how those impacts will be mitigated.
Other Items			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. A list of applicant-proposed conditions for consideration.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Trip generation report or transportation impact analysis (if required at the pre-application meeting or requested by the Department of Public Works)

CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

Applicant			Recommended Items to Improve the quality of the application and show consistency with the Comprehensive Plan and Zoning Ordinance Standards
Yes	No	N/A	
New Single-Family Homes			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the home proposed comply with the zoning district setbacks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the gross floor area and height compatible with surrounding homes on the block?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are the architectural styles and materials proposed compatible with surrounding homes in the neighborhood? Consider porches, roof pitch, upgraded window and door trim, brick or stone foundations, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are windows provided on all sides of the home, and appropriately sized and spaced?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Does the building plan provide roof eaves with 12" overhang on all sides?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Does the plan preserve and/or plant trees to achieve 20% tree canopy at maturity?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Does the site plan provide foundation landscaping for building sides facing the street?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Does the site plan provide an asphalt or concrete driveway?
Vegetation & Green Infrastructure			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Propose tree canopy in excess of minimum zoning requirement. % = _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Minimize land disturbance such that no more land is disturbed than necessary for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Propose preservation of wetlands, floodplains, stream buffers, and slopes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Include native vegetation and plantings that support bee pollination
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Protect, restore, and connect natural areas and enhance access to natural open space
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Propose sustainable stormwater drainage, such as pervious pavers, rainwater harvesting, or passive rainwater management (rain garden; dry pond; bioswale)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Incorporate stormwater best management practices and low impact development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Incorporate turf and landscape management protocols that reduce requirements for chemical treatment and associated pollutant runoff
Mobility			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Incorporate Complete Streets principles for any proposed streets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Incorporate sidewalks along property lines adjacent to roadways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide internal pedestrian connections within project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Incorporate bicycle facilities (e.g., bike racks, bike storage facilities, showers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Include pedestrian amenities such as trees, shade, benches, garbage and recycling cans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Include preferred parking for carpools and/or green vehicles (e.g., hybrid, electric)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Include public transit access (provide information on nearest bus stop)
Energy & Resilience			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Propose electric vehicle (EV capable), EV ready or EV supply equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Propose renewable energy systems (e.g., solar panels) installed on the project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide list of any proposed green building practices and standards
Health & Welfare			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Incorporate noise mitigation appropriate for the project location and/or use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Incorporate open space and recreation amenities appropriate for the use
Public Safety & Crime Prevention			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Provide fire lanes and access, as appropriate for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Provide emergency operations plan, as appropriate for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide comprehensive lighting system for buildings, parking lots, and landscaping areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Design building entrances to be visible from adjacent streets or neighboring buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Install windows on all facades to provide natural site surveillance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Design landscape and fencing to create defined perimeters, while not creating hiding places
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Provide maintenance plan for landscaping pruning and litter prevention
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Provide site surveillance cameras and license plate readers

Project Narrative for Conditional Use Permit Application

Property: 3400 Oaklawn Blvd, Hopewell, VA 23860

Applicant: A & K Enterprises, LLC.

Date: August 11, 2025

(10) Description of the Proposed Use, Including Scope and Scale of the Project, and the Extent of the Expressed Intent of the Zoning Ordinance:

The proposed use is to convert the existing single-family dwelling at 3400 Oaklawn Blvd from its current business zoning designation to residential use as a single-family home. The property is a 1,318 sq ft (above-grade) brick ranch-style house built in 1950, featuring 3 bedrooms, 1 bathroom, a living room, dining room, kitchen, and basement. No structural alterations, expansions, or new construction are planned—the scope is limited to continuing its historical function as a residence without any commercial operations. This aligns with the intent of the Hopewell Zoning Ordinance (Article XI-A, B-4 District), which allows single-family dwellings via a Conditional Use Permit (CUP) to promote balanced land use in corridor areas while ensuring compatibility. The property has functioned residentially for years, including under a prior CUP, supporting the ordinance's goal of adaptive reuse without disrupting the commercial corridor.

(11) A Statement Establishing How the Project Complies with the Standards of the Zoning District, Including Chesapeake Bay and Floodplain Districts:

The proposal complies with all B-4 District standards, including setbacks, lot coverage, and height limits, as no changes are proposed to the existing structure. The site meets minimum lot width (approximately 100 ft) and area requirements for residential use in this district, with setbacks of at least 25 ft front, 10 ft sides, and 30 ft rear (to be confirmed via site plan). The property is not in a Chesapeake Bay Resource Protection Area or floodplain district (per city maps), so no additional environmental overlays apply. It adheres to the Comprehensive Plan's emphasis on infill development and preserving neighborhood character along Oaklawn Blvd, a designated commercial corridor, by maintaining a low-density residential use that buffers adjacent properties without increasing traffic or density.

(12) A Statement on How the Project Complies with the Comprehensive Plan:

This request supports the City of Hopewell's Comprehensive Plan by promoting sustainable land use in established areas. The plan encourages mixed-use corridors like Oaklawn Blvd, while allowing conditional residential uses to address housing needs and prevent blight. Converting this underutilized business-zoned property back to residential for address current market needs avoids vacant commercial space and integrates seamlessly with nearby homes and businesses. No adverse impacts on plan objectives for transportation, utilities, or community facilities are anticipated, as the use generates minimal demand (e.g., 2-4 daily vehicle trips).

(13) An Impact Analysis Listing Potential Impacts to Adjacent and Surrounding Properties and How Those Impacts Will Be Mitigated So as Not to Adversely Affect the Health, Safety, or Welfare of Persons Residing or Working in the Vicinity:

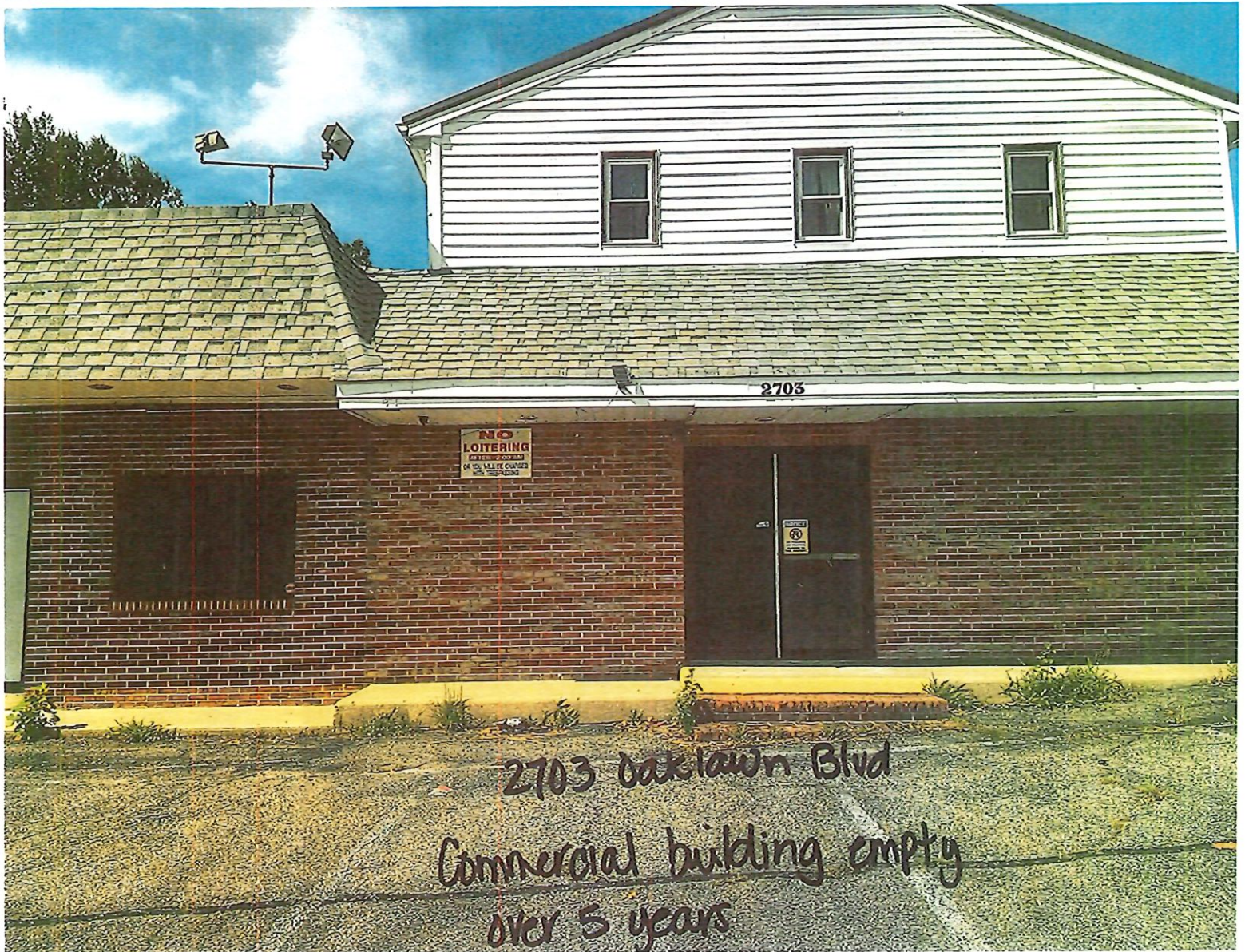
Potential impacts are minimal due to the property's longstanding residential character. Traffic: No increase expected, as it's a single household; mitigated by existing driveway and parking (2 off-street spaces). Noise/Visual: The home's design blends with the area; no exterior changes, with landscaping to screen from Oaklawn Blvd. Utilities: Existing connections (water, sewer, electric) suffice without strain. Health/Safety: No hazardous materials or operations; compliance with building codes ensures safe occupancy. Mitigation includes maintaining the property to residential standards, prohibiting business activities, and adding fencing/vegetation if needed to buffer commercial neighbors. Overall, the use enhances welfare by providing stable housing without detriment.

(14) An Assessment of How the Proposal Will Impact Public Welfare, Property, or Improvements in the Vicinity:

The proposal positively impacts public welfare by reutilizing an existing structure for housing, reducing potential vacancies in a business district. It won't devalue nearby properties (many are mixed residential-commercial) and may stabilize the area by maintaining occupancy. No public improvements (e.g., roads, sidewalks) are affected, as no site alterations are proposed. The use is consistent with surrounding patterns, including other homes along Oaklawn Blvd, and supports community vitality without overburdening services.

(15) An Analysis of Impacts on Significant Ecological, Scenic, or Historic Importance and How Those Impacts Will Be Mitigated:

No significant impacts identified. The property has no ecological features (e.g., wetlands, endangered species) or historic designation (built 1950, not listed on registers). Scenic value is neutral as a standard suburban home; mitigation via maintained landscaping preserves viewsheds. Any minor runoff will be managed per existing drainage, with no tree removal planned.





Converted

2707
Oaklawn Blvd.
Converted
from business
to residential





3314 Oaklawn Blvd
Commercial property
empty 6 years

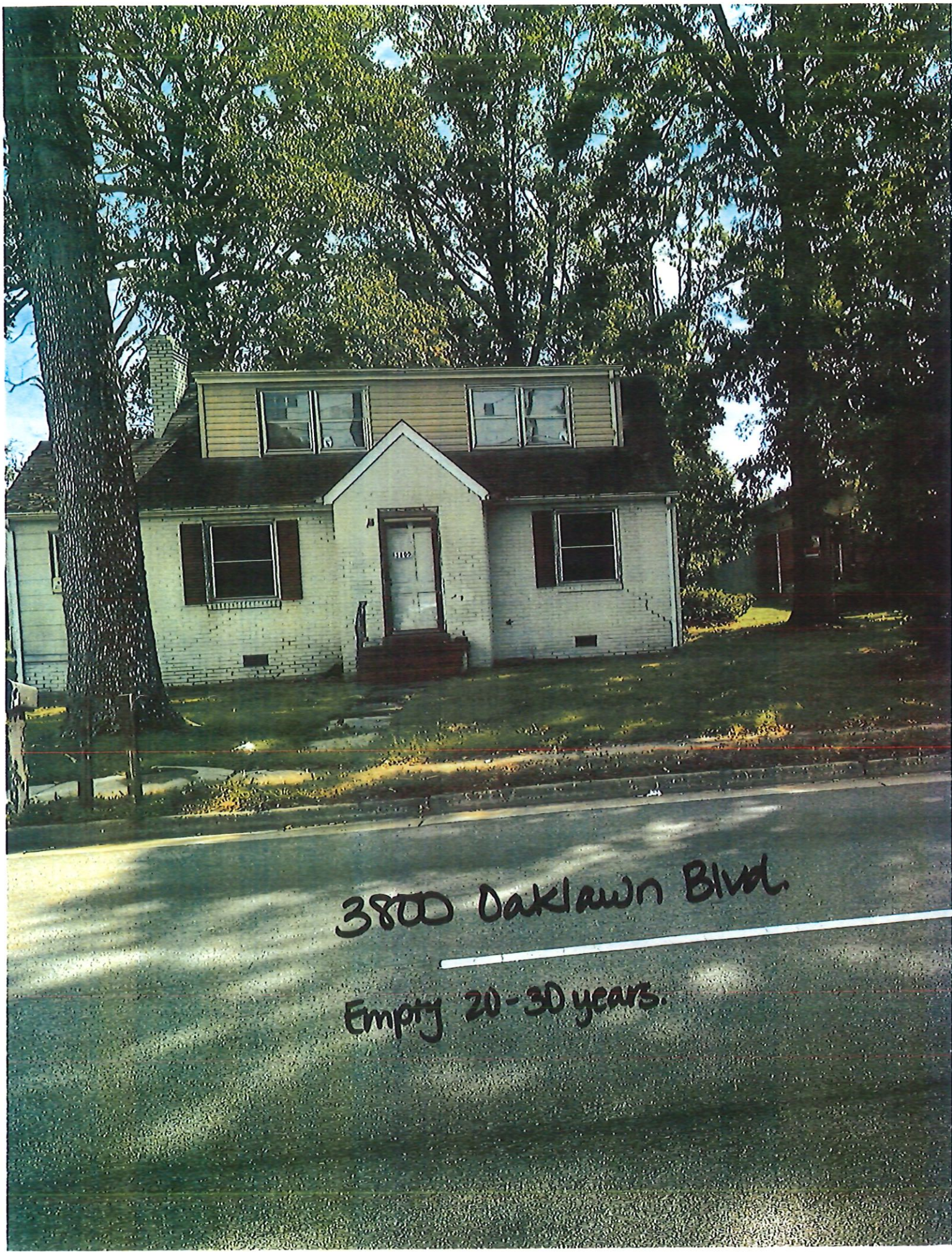


3701 Woodlawn St.

was a commercial
property



3700 Oaklawn Blvd.
Empty 20-30 years



3800 Oaklawn Blvd.

Empty 20-30 years.



3904 Daklawn Blvd.
Empty 20-30 years.



HAIR SERVICES
BRAIDERS & STYLISTS
BARBERS
RELAXERS
HAIR TREATMENTS
WAXES
AND MORE
WALK-INS WELCOME
541-7272

PASSION
BARBERSHOP & BEAUTY SALON
BRAIDERS BARBERS STYLISTS
WALK-INS WELCOME 804-541-7272

3906 Oaklawn Blvd.



3400 Oaklawn Blvd.



**REQUEST FOR CONDITIONAL USE PERMIT
TO UTILIZE AN EXISTING STRUCTURE AS A SINGLE-
FAMILY DWELLING ON PARCEL #089-1395 IN THE
B-4 DISTRICT, LOCATED AT 3400 OAKLAWN BLVD.**



CITY COUNCIL

STAFF REPORT

Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.

I. EXECUTIVE SUMMARY

The applicant, A&K Enterprises LLC, requests a Conditional Use Permit to utilize an existing structure on Parcel #089-1395, also identified as 3400 Oaklawn Blvd., as a Single-Family Dwelling in the Corridor Development District (B-4). Staff recommends denial of the request.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	October 2, 2025	Public Hearing	Rec. Denial 4-0
City Council	November 11, 2025	1 st Read / PH	No Action
City Council	January 13, 2026	2 nd Read	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Existing Zoning	B-4, Corridor Development District
Adjacent Zoning	North B-4; South R-2; East B-4/R-2; West B-4
Acreage	0.22 acres / 9,874 sf
Legal Description	REM PT OF LOTS 22-23-24 BLK 25 SUBDIVISION: WOODLAWN
Election Ward	7
Future Land Use	Corridor Commercial
Strategic Plan Goal	Economic Development/Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #089-1395

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	9/18/2025	9/25/2025
	Letter to Adj. Properties	9/18/2025	
City Council	Progress-Index Ad	11/4/2025	11/11/2025
	Letter to Adj. Properties	11/10/2025	

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

Excerpted and paraphrased from *Handbook for Virginia Mayors & Council Members*

Within each zoning district some uses are permitted as a matter of right and others are only conditionally permitted. The theory behind the conditional use approach is that the particular use has a certain level of negative externality which, if properly managed, could allow the use to be established in the district. Absent proper management, conversely, the use is most likely unacceptable. The Conditional Use Permit process affords a case-by-case review. It is up to the local governing body to establish the conditions under which the Conditional Use Permit is to be approved; applicants/property owners are not required to agree to the conditions imposed for them to be valid and binding on the property. The question being considered is whether the proposed use in the proposed location can be conditioned in such a way as to prevent negative externalities from being imposed on adjacent and nearby properties. Possible negative externalities can comprise a long list that are often spelled out in the ordinance – smoke, dust, noise, trash, light, traffic, incompatible activity levels or hours of operation, likelihood of trespass on adjoining properties, stormwater/drainage runoff, inadequate public infrastructure, and many more.

Conditional Use Permits in Hopewell run with the land and not the owner.

VI. APPLICABLE CODE SECTIONS

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article XI-A, Section A, Item 41, Corridor Development District \(B-4\)](#)

VII. SUBJECT PROPERTY

The subject property is a corner lot located in the southern quadrant at the intersection of Oaklawn Blvd. and Wilmington Ave. The property on Oaklawn Blvd. for approximately 70 feet and Wilmington Ave. for approximately 140 feet resulting in a total size of 9,874 square feet. The B-4 District requires the approval of a conditional use permit for a new single-family dwelling. This property converted to a commercial use in January 2021 which is verified by the submission and approval of a commercial business zoning approval application. In 2023, the previous property owner was discovered to have rented the property for residential use once again without the

proper approval. A conditional use permit application was submitted in January 2023 to allow for residential use which was approved to apply to the current resident(s) only and would cease at the time when the current resident(s) vacated the property. Those tenants no longer reside at 3400 Oaklawn Blvd. and the property is currently vacant.

VIII. APPLICANT POSITION

Please refer to the narrative provided with the application for the applicant's position.

IX. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance. Conditions may be mandated to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Such conditions may address architectural style, materials, landscaping, enhanced storm water management, or any other required condition that mitigates any potential negative impact with the goal of maintaining or enhancing the surrounding neighborhood.

The Planning Commission and City Council reviewed a Conditional Use Permit application for this property previously in June-August 2023 when the previous owner requested to use this property for a single-family dwelling. At the time, the structure was already being used as a single-family dwelling without the owner obtaining a CUP.

The Staff Report for the 2023 application states:

Staff recognizes the challenges associated with properties that were constructed for one use to transition to a different use. In the case of 3400 Oaklawn, we know that this particular property had successfully converted to a commercial use in 2021. In addition, the property has sufficient area and access to meet commercial development requirements for parking unlike many other parcels along this block.

The Comprehensive Plan specifically notes that this commercial corridor has unique challenges, yet the Future Land Use Plan designates this corridor for commercial development. The conversion to commercial uses will take time; however, continuing to allow residential use along this corridor will only prolong the transition.

For these reasons, Staff recommends the approval of this application but with the following condition:

The Single-Family Dwelling use will cease as a permitted use once the existing residential lease ends and the current residential tenants vacate the property.

The corridor is slowly transitioning from residential uses to commercial uses. A good example of this trend is on the next block (3300 block of Oaklawn Blvd.) where four (4) residential properties were replaced with a commercial office building.

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

THE FUTURE LAND USE PLAN

Stable areas are fully built-out and are not viewed as available strategic opportunity areas for future growth. This leaves infill development and redevelopment employing Traditional Neighborhood Design (TND) and Urban Development Area (UDA) principles as the land use form upon which City leaders must focus. It is important to distinguish between the two. Infill attempts to “seed” (or catalyze) a progressive movement to gradually upgrade the value and attractiveness of a given neighborhood or commercial area. Redevelopment focuses on larger properties or groups of properties that are substantially deteriorated or vacant, with potential economic value for the entire community.

The Future Land Use Plan (FLUP) supports the transition of these properties along Oaklawn Boulevard from a residential use to a commercial use by labeling these properties under the Corridor Commercial designation. The FLUP recognizes the difficulty of certain properties to convert to a commercial use because they are undersized or lack proper means of access.

XI. PUBLIC COMMENT

To date, no public comment has been received.

XII. STAFF RECOMMENDATION

Staff’s recommendation from the 2023 CUP application has not changed and recommends denial of this application to use Parcel #089-1395 (3400 Oaklawn Blvd.) as a single-family dwelling.

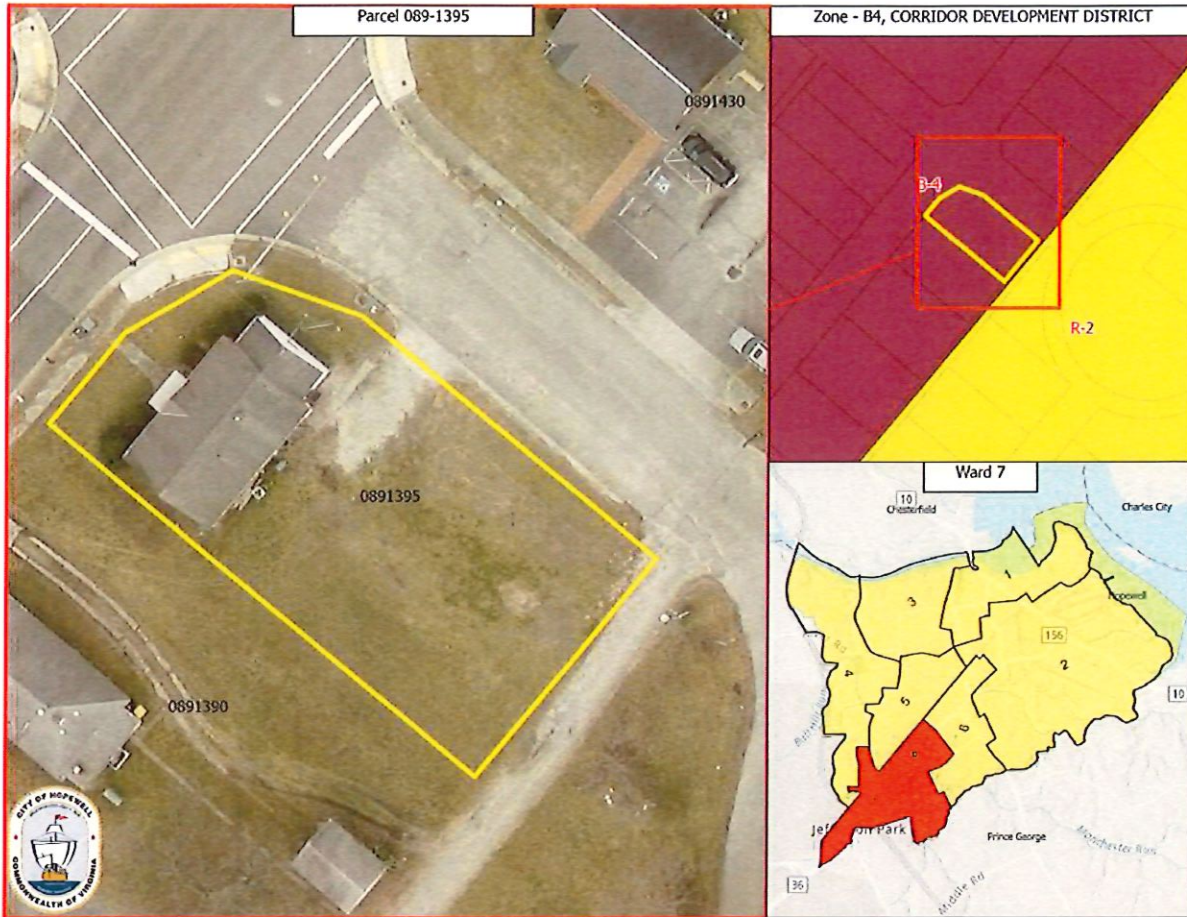
XIII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 4-0 at the public hearing held on October 2, 2025 to deny the CUP application submitted by A&K Enterprises LLC to utilize Parcel #089-1395, also identified as 3400 Oaklawn Blvd. as a single-family dwelling.

The Planning Commission cited the following reasons for denial:

1. The Comprehensive Plan and Future Land Use Plan designate this area as Corridor Commercial.
2. The property successfully transitioned from a residential use to a commercial use in 2021
3. The CUP application submitted by the previous owner in 2023 was approved for temporary residential use because the property was occupied at the time. The temporary residential use expired when the tenant vacated the property.

APPENDIX A - MAP



APPENDIX B – SURROUNDING AREA DATA

ADDRESS	PARCEL	USE
3416 Oaklawn	089-1365	Single-Family Dwelling use
3414 Oaklawn	089-1370	Single-Family Dwelling use
3412 Oaklawn	089-1375	Commercial use
3410 Oaklawn	089-1380	Single-Family Dwelling use
3404 Oaklawn	089-1385	Single-Family Dwelling use
3402 Oaklawn	089-1390	Single-Family Dwelling use
3400 Oaklawn	089-1395	Single-Family Dwelling use
3401 Oaklawn	089-1105	Commercial use
3403 Oaklawn	089-1100	Single-Family Dwelling use
3405 Oaklawn	089-1096	Single-Family Dwelling use
3407 Oaklawn	089-1095	Single-Family Dwelling use
3409 Oaklawn	089-1090	Single-Family Dwelling use
3417 Oaklawn	089-1070	Single-Family Dwelling use
3419 Oaklawn	089-1065	Single-Family Dwelling use

R-12



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing for a Conditional Use Permit Request from Kenri Kade Properties LLC to construct a single-family dwelling on non-conforming lot, Parcel #0011-0875, located at 405 N. 3-1/2.

ISSUE: City Zoning Ordinance allows for the construction of single-family dwellings on non-conforming lots with the approval of a CUP. Conditions of approval can be set.

RECOMMENDATION: The City Administration recommends approving the CUP request with conditions.

TIMING: Staff recommends action on the second reading scheduled for December 9, 2025.

BACKGROUND: This CUP application was presented at a Planning Commission public hearing held on October 2, 2025.

ENCLOSED DOCUMENTS: Staff report, lot plan, house elevations

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |



Application #: 2025-0797
(Staff Use Only)

CONDITIONAL USE PERMIT APPLICATION

City of Hopewell
 Department of Planning & Development
 300 N. Main St. Hopewell, VA 23860 | (804) 541-2220 | dev.zone@hopewellva.gov

APPLICATION FEE: \$650

APPLICANT FILL IN ALL BLANKS			
REQUEST	SITE ADDRESS: 405 3 1/2 Ave Hopewell, VA 23860		
	PARCEL #(s): 011085	SITE ACREAGE: 0.11	ZONING DISTRICT: 01
	PROPOSED USE: Residential New Construction for SFH		
	AMENDMENT TO EXISTING CUP: <input type="checkbox"/>		
LEGAL OWNER	NAME(S): Kenri Kade Properites c/o Corey Boone		
	MAILING ADDRESS: 9230 Old Keene Mill, Ste 1002, Burke, VA 22015		
	EMAIL: REDACTED	PHONE: REDACTED	
APPLICANT <i>(if different than owner)</i>	MAILING ADDRESS:		
	EMAIL:	PHONE:	
REQUIRED ATTACHMENTS	See CUP Checklist for Details. Incomplete application packages will not be accepted. Payment of Delinquent Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.		
	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Project Narrative	<input type="checkbox"/> CUP Checklist
	<input type="checkbox"/> Building Floor Plan	<input type="checkbox"/> Exterior Elevations	<input type="checkbox"/> Other

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.

REDACTED _____ DATE April 15, 2025

APPLICANT SIGNATURE _____ DATE _____

CUP SUBMITTAL CHECKLIST – REQUIRED ITEMS

The following are minimum submittal requirements for Conditional Use Permit applications. Mark each section below as confirmation that each item is completed as required.

Applicant			Required Activities and Documents
Yes	No	N/A	
Preapplication Meeting			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Preapplication Meeting with Staff. <i>Meeting Date:</i> _____
Application (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Complete application
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Owner affidavit (<i>Power of Attorney if applicant is not the property owner</i>)
Fees & Taxes			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Application fee paid
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Taxes and fees current
Site and Building Plans (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Site Plan showing existing and proposed site improvements. The site plan should demonstrate compliance with zoning setbacks, lot width, and development standards (e.g., parking, landscaping). Plans should be of a size and scale such that all improvements and zoning requirements are easily identified and readable. For single-family residential lot plans, 11"x17" may be accepted. For all other projects, provide 24"x36" plans with accompanying 11"x17" reduction.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Floor plans of the proposed building
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Exterior elevations – Four-sided (front, sides, rear) building renderings, full color, and fully dimensioned drawn to scale
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Exterior finishes and colors and materials list. Architecture and finishes of proposed side elevations should be consistent with front elevation.
Project Narrative			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. A description of the proposed use, including scope and scale of the project
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. A statement establishing how the project complies with the expressed intent of the zoning ordinance and the standards of the zoning district, including Chesapeake Bay and Floodplain Districts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. A statement on how the project complies with the Comprehensive Plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. An impact analysis listing potential impacts to adjacent and surrounding properties and how those impacts will be mitigated so as not to adversely affect the health, safety, or welfare of persons residing or working in the vicinity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. An assessment of how the proposal will impact the public welfare, property, or improvements in the vicinity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. An analysis of impacts on significant ecological, scenic or historic importance and how those impacts will be mitigated.
Other Items			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. A list of applicant-proposed conditions for consideration.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Trip generation report or transportation impact analysis (if required at the pre-application meeting or requested by the Department of Public Works)

CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

Applicant			Recommended items to improve the quality of the application and show consistency with the Comprehensive Plan and Zoning Ordinance Standards
Yes	No	N/A	
New Single-Family Homes			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the home proposed comply with the zoning district setbacks?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the gross floor area and height compatible with surrounding homes on the block?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are the architectural styles and materials proposed compatible with surrounding homes in the neighborhood? Consider porches, roof pitch, upgraded window and door trim, brick or stone foundations, etc.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Are windows provided on all sides of the home, and appropriately sized and spaced?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Does the building plan provide roof eaves with 12" overhang on all sides?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Does the plan preserve and/or plant trees to achieve 20% tree canopy at maturity?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Does the site plan provide foundation landscaping for building sides facing the street?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Does the site plan provide an asphalt or concrete driveway?
Vegetation & Green Infrastructure			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Propose tree canopy in excess of minimum zoning requirement. % = _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Minimize land disturbance such that no more land is disturbed than necessary for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Propose preservation of wetlands, floodplains, stream buffers, and slopes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Include native vegetation and plantings that support bee pollination
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Protect, restore, and connect natural areas and enhance access to natural open space
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Propose sustainable stormwater drainage, such as pervious pavers, rainwater harvesting, or passive rainwater management (rain garden; dry pond, bioswale)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Incorporate stormwater best management practices and low impact development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Incorporate turf and landscape management protocols that reduce requirements for chemical treatment and associated pollutant runoff
Mobility			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Incorporate Complete Streets principles for any proposed streets
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Incorporate sidewalks along property lines adjacent to roadways
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Provide internal pedestrian connections within project
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Incorporate bicycle facilities (e.g., bike racks, bike storage facilities, showers)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Include pedestrian amenities such as trees, shade, benches, garbage and recycling cans.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Include preferred parking for carpools and/or green vehicles (e.g., hybrid, electric)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Include public transit access (provide information on nearest bus stop)
Energy & Resilience			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Propose electric vehicle (EV capable), EV ready or EV supply equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Propose renewable energy systems (e.g., solar panels) installed on the project
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide list of any proposed green building practices and standards
Health & Welfare			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Incorporate noise mitigation appropriate for the project location and/or use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Incorporate open space and recreation amenities appropriate for the use
Public Safety & Crime Prevention			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Provide fire lanes and access, as appropriate for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Provide emergency operations plan, as appropriate for the use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide comprehensive lighting system for buildings, parking lots, and landscaping areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Design building entrances to be visible from adjacent streets or neighboring buildings
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Install windows on all facades to provide natural site surveillance
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Design landscape and fencing to create defined perimeters, while not creating hiding places
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Provide maintenance plan for landscaping pruning and litter prevention
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Provide site surveillance cameras and license plate readers

Conditional Use Permit Narrative

Applicant Name: **Corey Boone**
Property Owner: **Kenri Kade Properties**
Property Address: **405 3 1/2 Avenue, Hopewell, VA**
Zoning: **R-3 (High-Density Residential)**
Parcel Status: **Vacant lot, formerly developed with a townhouse**

Proposed Use

This application requests approval of a Conditional Use Permit to construct a single-family residence on a legally existing, nonconforming lot located at 405 3 1/2 Avenue. The lot is zoned R-3 (High-Density Residential), which allows for single-family homes; however, the parcel does not meet the current minimum lot size requirements, and therefore requires a Conditional Use Permit to proceed with new construction.

The proposed residence will serve as housing for a typical family of four. The applicant is evaluating whether the home will be sold or offered as a long-term rental. No employees will be working on-site, and there will be no commercial activity associated with the use.

Neighborhood Compatibility

The lot is currently vacant but was previously developed with a townhouse structure. It is surrounded by other residential properties on both sides, maintaining a consistent character within the neighborhood. The proposed single-family home will be in harmony with the surrounding land uses and contribute positively to the residential fabric of the area.

Traffic, Access, and Parking

The property is easily accessible from 3 1/2 Avenue. While no driveway is currently planned, on-street parking is available on both sides of the street. The property frontage provides sufficient space for at least two vehicles to park on the street, consistent with surrounding homes in the neighborhood.

Construction and Safety

The home will be a newly constructed single-family residence and will meet all current local and state building codes. All required safety measures—including smoke detectors, up-to-date electrical and plumbing systems, and structural code compliance—will be incorporated into the build.

Minimal Impact

This residential use will not generate excessive noise, odors, ecological, scenic, historical importance or other disruptions to the neighborhood. It is consistent with the scale and intensity of nearby homes and will help revitalize a previously vacant parcel without placing strain on existing infrastructure.

Conclusion

The proposed use aligns with the intent of the R-3 zoning district and supports the City of Hopewell's goals to provide quality housing options. Approval of this Conditional Use Permit will allow the responsible development of an underutilized residential lot and contribute to , public welfare, neighborhood stability and value. The applicant respectfully requests the City's consideration and approval.



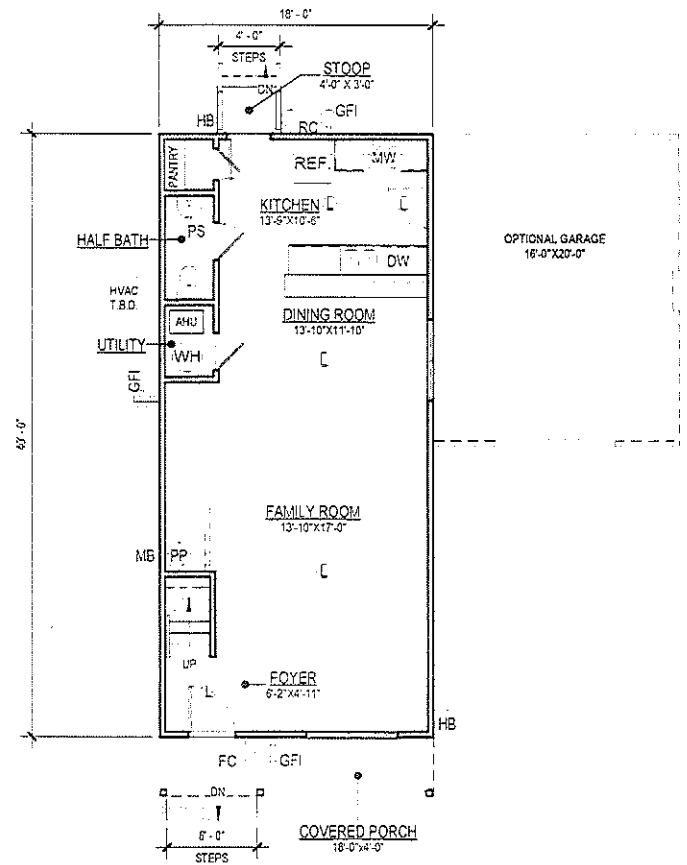
Updates to the Narrative for the CUP

- Total livable square footage
It should be about 1400 sqft
- Number of bedrooms and bathrooms
It is 3 bedrooms 1.5 bathrooms
- Exterior materials (siding, porch decking, porch columns, roof)
It is vinyl siding, laminate decking and vinyl columns with fiberglass shingle roof
- What is the foundation material?
32" high parged block crawl space foundation with vapor barrier and foundation vents
- The left side elevation shows no windows – why?
Both sides should have windows. I added one in. I can send again if needed. If you recall the original model doesn't come with windows but I should be able to add one
- The right side elevation and rear elevation have only two windows each – why?
That is the way the home was designed/engineered, it is not a custom home. It is stock. I am not sure why.
- The lot plan does not show setbacks.
It is 6ft. I made sure I put them in. I can attach also.

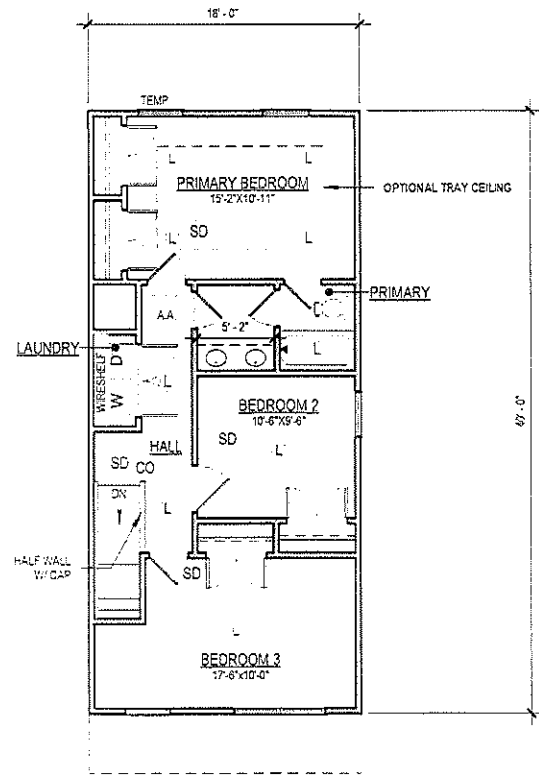


MITCHELL HOMES INC.
 14300 SOMMERVILLE CT
 MIDLOTHIAN, VA 23113
 PHONE: 804-378-5211
 FAX: 804-378-0811
 WWW.MITCHELLHOMESINC.COM

NUM	DATE	REV BY

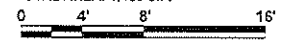


① FIRST FLOOR GRID PLAN
 1/8" = 1'-0"



② SECOND FLOOR GRID PLAN
 1/8" = 1'-0"

FIRST FLOOR: 720 S.F.
 SECOND FLOOR: 682 S.F.
 TOTAL LIVING AREA: 1402 S.F.
 COVERED FRONT PORCH: 72 S.F.
 TOTAL AREA UNDER ROOF: 1,474 S.F.
 STOOP: 12 S.F.
 TOTAL AREA: 1,486 S.F.



UPDATED 03/2022

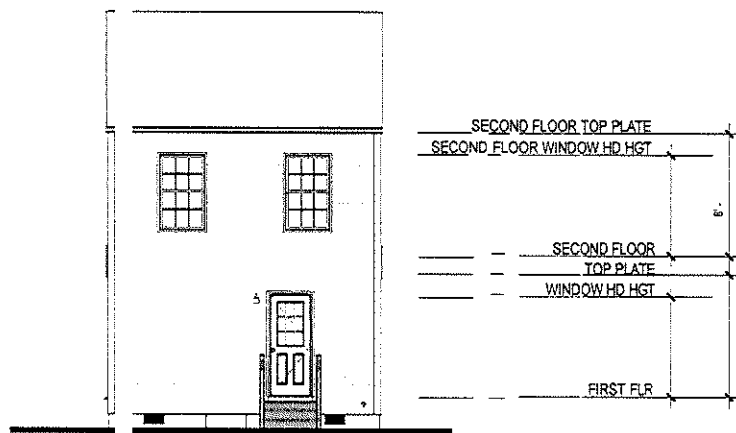
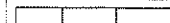
THE KENSINGTON PLAN

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

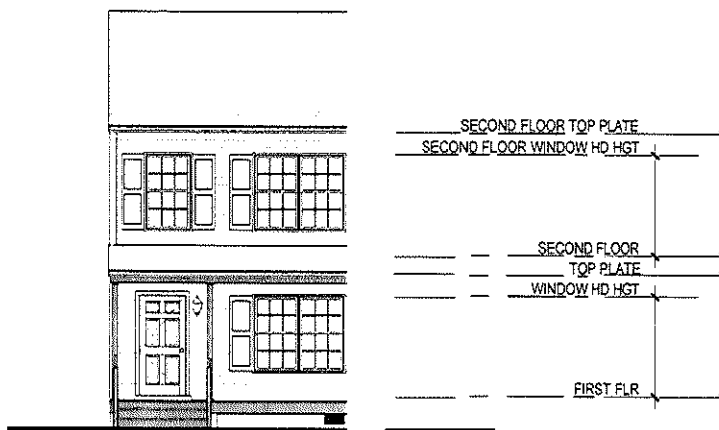
DRAWN BY:



MITCHELL HOMES INC.
1650 HOLLY HILLS ROAD
POWhatan, VA 23139
PHONE: 804-378-5211
FAX: 804-378-0811
WWW.MITCHELLHOMESINC.COM



2 GRID - REAR ELEVATION
1/8" = 1'-0"



1 GRID - FRONT ELEVATION
1/8" = 1'-0"

SCALE:

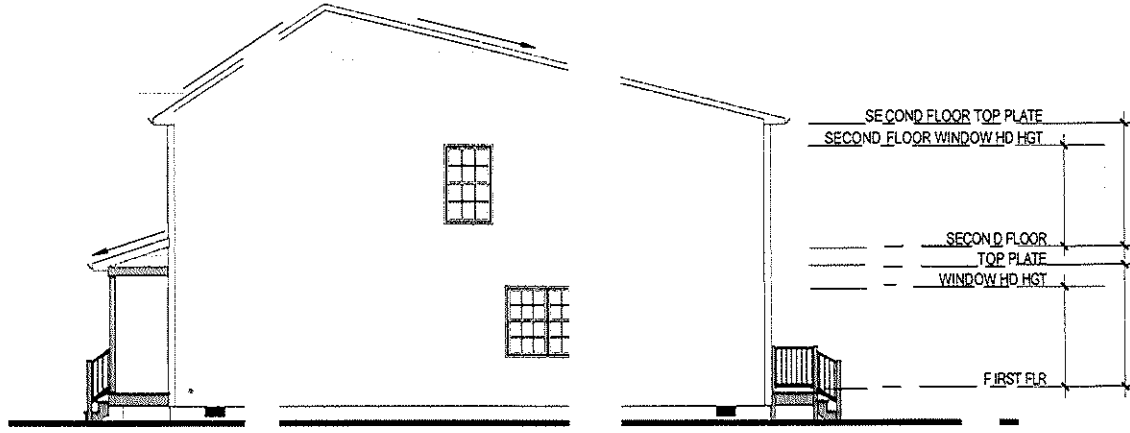
1/8" = 1'-0"

DATE:

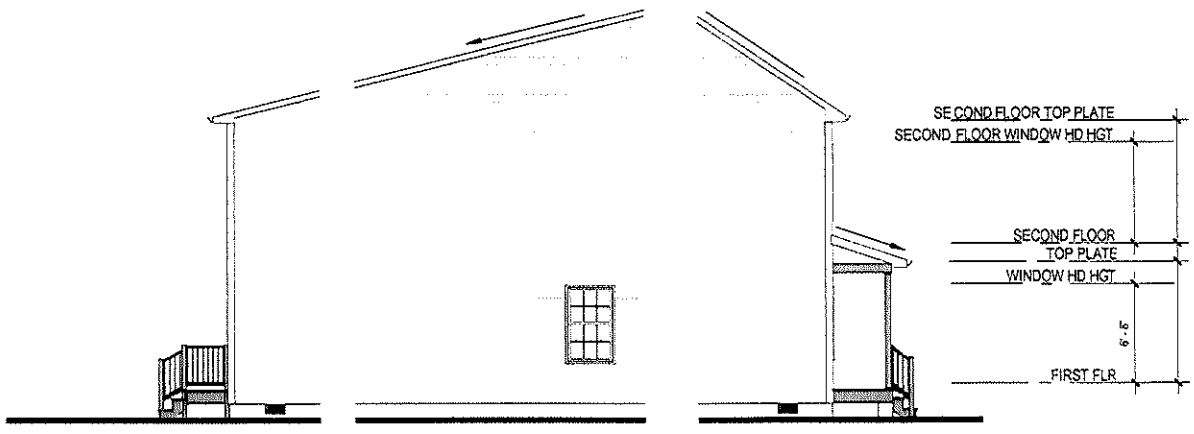
DRAWN BY:



MITCHELL HOMES INC.
1650 HOLLY HILLS ROAD
POWHATAN, VA 23139
PHONE: 804-378-5211
FAX: 804-378-0811
WWW.MITCHELLHOMESINC.COM



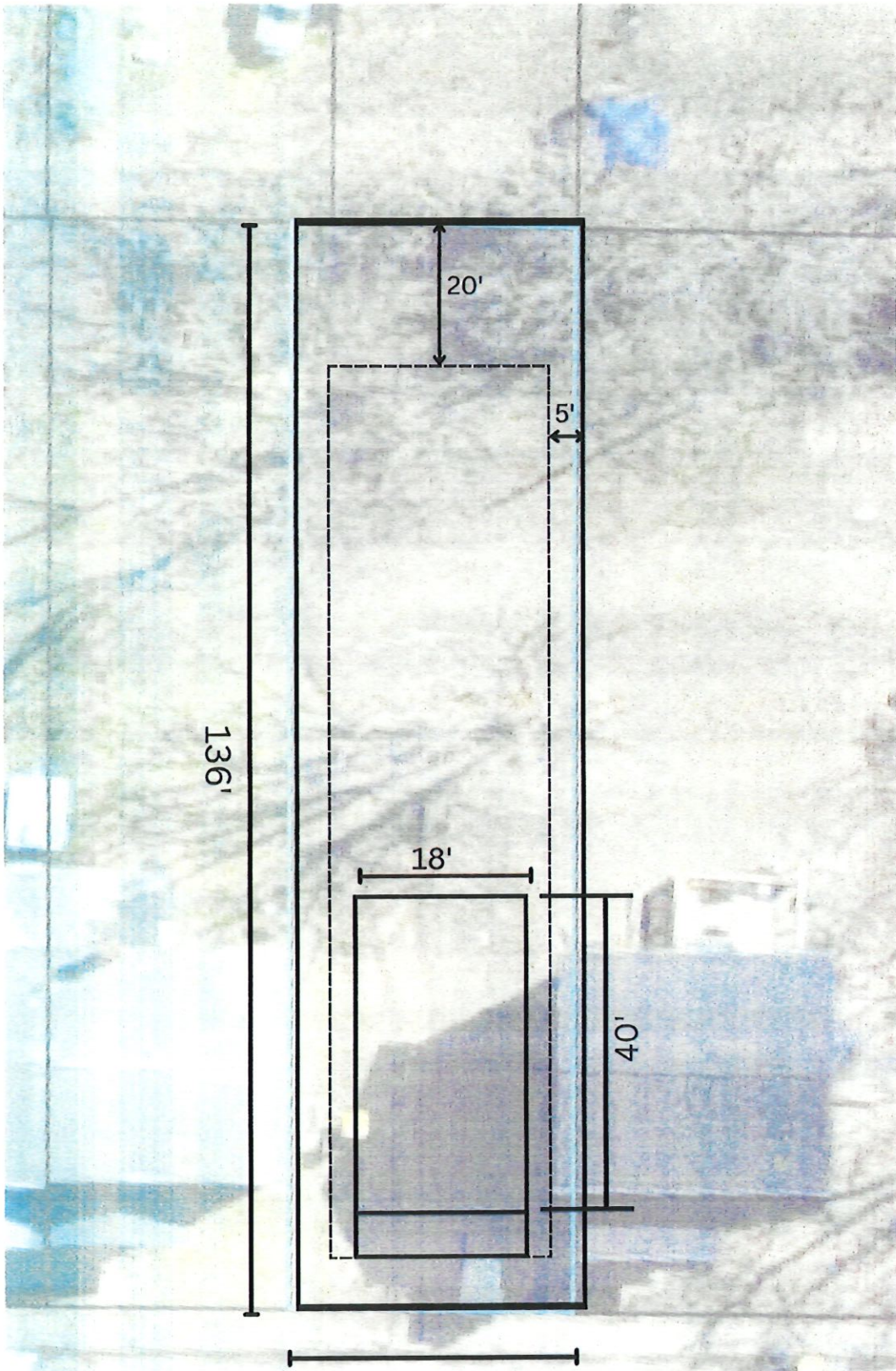
2 GRID - RIGHT ELEVATION
1/8" = 1'-0"



1 GRID - LEFT ELEVATION
1/8" = 1'-0"

--	--	--

SCALE: 1/8" = 1'-0"
DATE:
DRAWN BY:



SITE PLAN

3 1/2 AVE, HOPEWELL, VA
PARCEL ID: 011085
LOT AREA: 0.11
PLOT SIZE: 11X17



**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON NON-
CONFORMING PARCEL #011-0875 IN THE RO-4
DISTRICT AT 405 N. 3-1/2 AVENUE**



CITY COUNCIL

STAFF REPORT

Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.

I. EXECUTIVE SUMMARY

The applicant and owner, Kenri Kade Properties, requests a Conditional Use Permit to construct a single-family dwelling on non-conforming Parcel #011-0875 in the RO-4 District located at 405 N. 3-1/2 Avenue. Staff recommends approval of this CUP with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	October 2, 2025	Public Hearing	Rec. Approval with new condition 5-0
City Council	November 18, 2025	1 st Reading/Work Session	No Action
City Council	December 9, 2025	2 nd Reading / PH	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Kenri Kade Properties
Owner	Kenri Kade Properties
Existing Zoning	RO-4 Residential High Density-Offices District
Requested Zoning	N/A
Acreage	0.11 acres / 4,080 sf
Legal Description	LOT C RESUB OF 5 BLK 18 SUBDIVISION: B VILLAGE
Election Ward	1
Future Land Use	Downtown Residential Mixed Use
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #011-0875

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	9/18/2025	9/25/2025
	Letter to Adj. Properties	9/18/2025	
City Council	Progress-Index Ad	11/04/2025	11/11/2025
	Letter to Adj. Properties	11/10/2025	

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

Excerpted and paraphrased from *Handbook for Virginia Mayors & Council Members*

Within each zoning district some uses are permitted as a matter of right and others are only conditionally permitted. The theory behind the conditional use approach is that the particular use has a certain level of negative externality which, if properly managed, could allow the use to be established in the district. Absent proper management, conversely, the use is most likely unacceptable. The Conditional Use Permit process affords a case-by-case review. It is up to the local governing body to establish the conditions under which the Conditional Use Permit is to be approved; applicants/property owners are not required to agree to the conditions imposed for them to be valid and binding on the property. The question being considered is whether the proposed use in the proposed location can be conditioned in such a way as to prevent negative externalities from being imposed on adjacent and nearby properties. Possible negative externalities can comprise a long list that are often spelled out in the ordinance – smoke, dust, noise, trash, light, traffic, incompatible activity levels or hours of operation, likelihood of trespass on adjoining properties, stormwater/drainage runoff, inadequate public infrastructure, and many more.

Conditional Use Permits in Hopewell run with the land and not the owner.

VI. APPLICABLE CODE SECTIONS

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article VII-A, Residential High Density-Offices District \(RO-4\)](#)

VII. SUBJECT PROPERTY

The subject property, Parcel #011-0875, is a non-conforming lot located on N. 3-1/2 Avenue across from a city park. The property is rectangular in shape with a 30-foot road frontage totaling 4,080sf. The RO-4 District sets the minimum lot width at 60 feet and the minimum lot size for a single-family dwelling use at 7,200 square feet. The width and total square footage are less than the required minimums, making the parcel non-conforming to the RO-4 District.

The property previously had a residential structure on it but was removed at an unknown date prior to 2017.

VIII. APPLICANT POSITION

The applicant proposes to construct a new, 2-story, 3-bedroom, 1.5 bath, 1,400 square foot house with vinyl siding that will meet district setbacks. The applicant proposes to use vinyl siding, composite decking, vinyl columns, and fiberglass shingles. The proposed foundation is parged block.

IX. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance. Conditions may be mandated to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Such conditions may address architectural style, materials, landscaping, enhanced stormwater management, or any other required condition that mitigates any potential negative impact with the goal of maintaining or enhancing the surrounding neighborhood.

The surrounding properties range among one- and two-story homes, attached and detached dwellings, and lot widths between 30 feet and 100 feet. Exterior finishes include vinyl, asbestos, and aluminum siding. The RO-4 district is a high-density residential and office district.

The subject property is between a two-story, single-family attached dwelling and a two-story, single-family detached dwelling. The lot is narrow (30 feet wide); however, the adjacent lot containing a single-family attached dwelling is also 30 feet wide. A two-story structure on this lot is appropriate based on the general massing of the other structures on this block.

The proposed new single-family dwelling will meet all district setbacks, as required by the ordinance. The side yard setbacks in the RO-4 District are five (5) feet which recognizes and promotes higher density housing.

Architecturally speaking, the proposed single-family dwelling is compatible with the neighborhood by virtue of certain features such as two stories, covered front porch, and horizontal siding.

Off-street parking is challenging on this block and in other areas of this neighborhood. The attached units only allow for off-street at the end units. This block contains no alleyway and most of the parking serving residential structures is on the street.

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

DENSITY

The Future Land Use Plan offers the following guidance with respect to the Downtown Residential Mixed-Use area:

The Downtown Commercial/Business Mixed-Use category is a companion to the Downtown Residential Mixed-Use category. The differences are subtle, but important. Both would encourage mixed-use projects and be regulated by a form-based development code. The former category prioritizes commercial activities over residential uses in the downtown core area, while *the latter promotes higher density residential on the periphery of the core central business area.* (Hopewell Comprehensive Plan 2018, pg. 106)

AGE OF HOUSING

Hopewell has seen lower levels of new development in recent decades when compared to other cities in the region and state, with a drastic slowdown beginning in the 1980s. For this reason, the city now has an aging stock of housing units, with nearly 80% of all units built in the 1970s or earlier (Hopewell Comprehensive Plan 2018, pg. 202).

THE FUTURE LAND USE PLAN

Stable areas are fully built-out and are not viewed as available strategic opportunity areas for future growth. This leaves infill development and redevelopment employing Traditional Neighborhood Design (TND) and Urban Development Area (UDA) principles as the land use form upon which City leaders must focus. It is important to distinguish between the two. Infill attempts to “seed” (or catalyze) a progressive movement to gradually upgrade the value and attractiveness of a given neighborhood or commercial area. Redevelopment focuses on larger properties or groups of properties that are substantially deteriorated or vacant, with potential economic value for the entire community.

Infill development and redevelopment projects can have substantial benefits for Hopewell. This will not occur without City guidance and planning initiatives. Communities that have pursued active infill and redevelopment programs have realized a strengthening of their real estate market by renewing housing stock and readapting sub-standard neighborhoods and sub-par commercial areas. (Hopewell Comprehensive Plan 2018, pg. 117).

XI. PUBLIC COMMENT

The Development Department has not received any comments from the public to date.

XII. STAFF RECOMMENDATION

A survey of the properties in this area reveals a mixture of single-family detached and single-family attached dwellings. The attached dwellings historically served as rooming houses for factory workers and have been converted to single-family dwellings. Six (6) of the ten (10) dwellings in the immediate surroundings are attached single-family dwellings, thereby creating a higher density than other blocks in the neighborhood.

From Article XXI-Amendments, of the Hopewell Zoning Ordinance:

“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:

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 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.”

A 30-foot-wide lot is only appropriate in a high-density district. With the 5-foot side yard setbacks, the RO-4 District promotes higher density construction. A two-story structure on this lot is consistent with the higher density requirements.

For these reasons, Staff supports the approval of this application with the following conditions:

1. The new single-family dwelling will have 12-inch minimum eaves along all roof edges.
2. The lot will have a minimum coverage of 20% tree canopy at full maturity.
3. The new single-family dwelling will have brick or stone foundation on all four sides including brick piers on the front porch.
4. The new single-family dwelling will have foundation plantings along the front foundation.

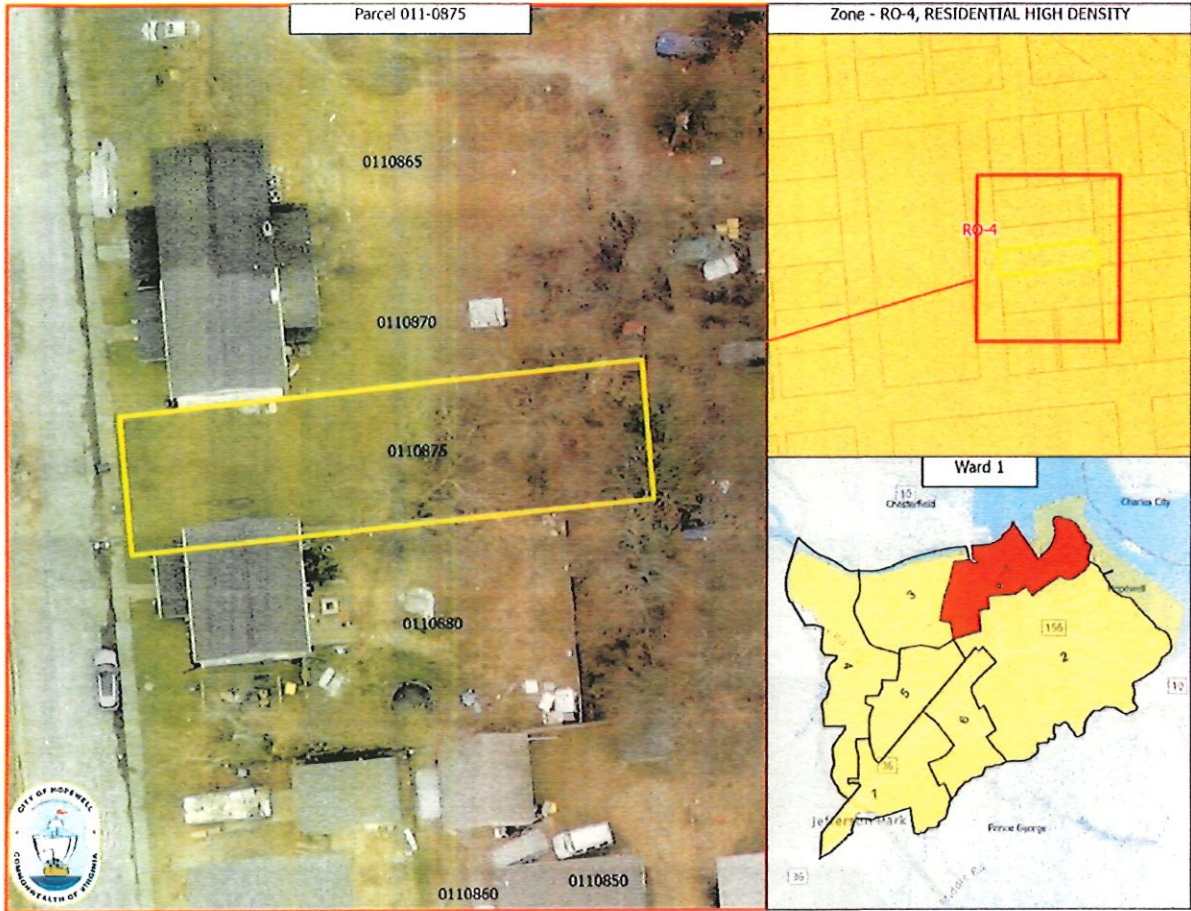
5. The new single-family dwelling will be in substantial conformance with the set of house plans presented to the Planning Commission on October 2, 2025, with any modifications as conditioned at final approval.

XIII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 5-0 on October 2, 2025 to recommend approval of the CUP application from Kenri Kade Properties concerning Parcel #011-0875 to include staff's recommended conditions plus an added condition:

6. The new single-family dwelling will be set back from the front property line enough to allow for a two-car (side-by-side) driveway in the front and the driveway is to be of asphalt or concrete.

APPENDIX A - MAPS



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #011-0875

3-1/2
Ave.

	ADDRESS	STORIES	HOUSE SQ FT	LOT WIDTH	LOT DEPTH	LOT SQ FT	EXT. MATERIAL	YR BUILT	TYPE
1	303 W CAWSON	1	1366	64	86	5,504	ASBESTOS	1947	SF
2	401 N 3- 1/2 AVE	1	1122	84	74	6,216	ALUMNUM	1950	SF
3	403 N 3- 1/2 AVE	2	1696	55	134	7,370	VINYL	1915	SF
4	407 N 3- 1/2 AVE	2	1810	30	136	4,080	VINYL	2003	SFA
5	409 N 3- 1/2 AVE	2	1810	53	136	7,208	VINYL	1947	SFA
6	411 N 3- 1/2 AVE	1	994	100	48	4,800	ALUMNUM	1947	SF
7	308 DAVIS	2	1752	50	100	5,000	ASBESTOS	1916	SFA
8	306 DAVIS	2	2524	35	100	3,500	ASBESTOS	1947	SFA
9	304 DAVIS	2	1574	30	100	3,000	ALUMNUM	1947	SFA
10	302 DAVIS	2	1736	43	100	4,300	VINYL	1949	SFA
	AVERAGE	1	1,638	54	101	5,097	MIX		
	#011-0875	2	1,400	30	136	4,080	VINYL		SF

BLUE = Proposed house

R-13



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Machinery and Tools Tax Rebate Program

ISSUE: The current ordinance that authorized the Machinery and Tools Tax Rebate Program offered to manufacturers located in the Enterprise Zone expires on December 31st 2025.

RECOMMENDATION: Update the program and extend the program expiration date to correspond with the Enterprise Zone expiration date of December 31st, 2029.

TIMING: Public hearing December 9th, 2025

BACKGROUND: In December of 2024 the Commonwealth of Virginia granted renewal of the City of Hopewell Enterprise Zone (EZ) till December 31st, 2029. The current Enterprise Zone rebate for Machinery and Tools tax program is scheduled to expire on December 31st, 2025, and needs to be extended to correspond with the new EZ renewal end date of 12/31/2029.

ENCLOSED DOCUMENTS:

- Renewal approval letter from DHCD for Enterprise Zone
- - CODE OF THE CITY OF HOPEWELL, Sec. 34-30. Rebate of machinery and tools tax for certain businesses located in the enterprise zone.
- Presentation with proposed changes to program
- Copy of advertisement for public hearing published on; 11/25/2025, 12/2/2025.

STAFF: Charles Bennett

SUMMARY:

- | | | |
|--------------------------|--------------------------|-----------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda W. Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |

FOR IN MEETING USE ONLY

MOTION: Move to approve the proposed changes to the ordinance *CODE OF THE CITY OF HOPEWELL, "Sec. 34-30. Rebate of machinery and tools tax for certain businesses located in the enterprise zone"* as presented.

Roll Call

SUMMARY:

Y N

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

Y N

- Councilor Susan Daye, Ward #5
- Councilor Yolanda W. Stokes, Ward #6
- Councilor Lovena Rapole., Ward #7



Glenn Youngkin
Governor

Caren Merrick
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Bryan W. Horn
Director

December 16, 2024

Mayor Johnny Partin
City of Hopewell
300 North Main Street
Hopewell, VA 23860

Dear Mayor Partin,

Governor Younkin has approved a five-year renewal of the current City of Hopewell (Zone 9) Enterprise Zone. This renewal is effective January 1, 2025. Congratulations on the renewal of your zone. Your zone is now set to expire on December 31, 2029, with the option to renew that year for an additional five-year designation.

Representatives from the Department of Housing and Community Development will be contacting you or your designee soon to discuss strategies and recommendations to ensure a positive impact on the community during the next five years. I am pleased to be of a assistance to you in the city's continued economic and community development efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bryan W. Horn'.

Bryan Horn
Director

cc: Dr. Concetta Manker, City Manager
Charles Bennett, Local Zone Administrator





City of Hopewell Economic Development M&T Tax Rebate Program





City of Hopewell Machinery & Tools Tax

Machinery & Tools Tax:

Machinery and Tools tax is assessed on Original Capitalized Cost and Year of Purchase.

Tax Rate:

Assessment is equal to 25% of Original Capitalized Cost

\$3.10/Hundred Dollars Assessed Value

Tax Reporting

Due Date to File: February 15th

Taxes Due: June 15th and December 5th





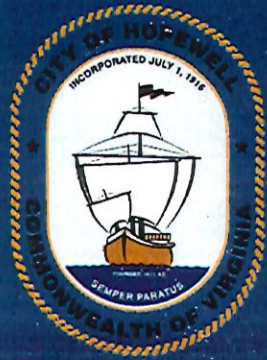
City of Hopewell Machinery & Tools Tax

Enterprise Zone Machinery & Tools Tax Rebate Program (**current until 12/31/2025**) :

How the M&T Tax and Rebate Work

- Assessment: 25% of original capitalized cost
- Tax rate: \$3.10 per \$100 assessed value
- Rebate: 30% of the increase above base value
- Eligibility: New/replacement M&T increases assessed value
- Duration: 3 years (first year after completion + two years) ***Total of 90% rebate paid out over three years.*** (**payouts continue thru end of 2028 for completed 2025 projects**)





City of Hopewell Machinery & Tools Tax

(Proposed) Enterprise Zone Machinery & Tools Tax Rebate Program:

How the M&T Tax and Rebate Work

- Assessment: 25% of original capitalized cost
- Tax rate: \$3.10 per \$100 assessed value
- Rebate: 80% of the increase above base value
- Eligibility: New/replacement M&T increases assessed value
- Duration: 1 year (first year after completion) ***Total of 80% rebate paid out the first year. *** **(payouts begin in 2027 for projects completed in 2026)**





City of Hopewell Machinery & Tools Tax

The proposed changes below would accomplish the following goals:

- Simplify the administrative work associated with the rebate program by reducing the rebate time from 3 years to 1 year.
- Align the sunset of the rebate payouts with the current expiration of the Enterprise Zone (December 31st, 2029)
- Enable the City of Hopewell to receive the full values of M&T tax 2 years sooner than the current program.
- Reduce the amount of tax rebate benefit from 90% to 80% without changing the overall benefit Industries using the PV of rebate in year one.



City of Hopewell Machinery & Tools Tax

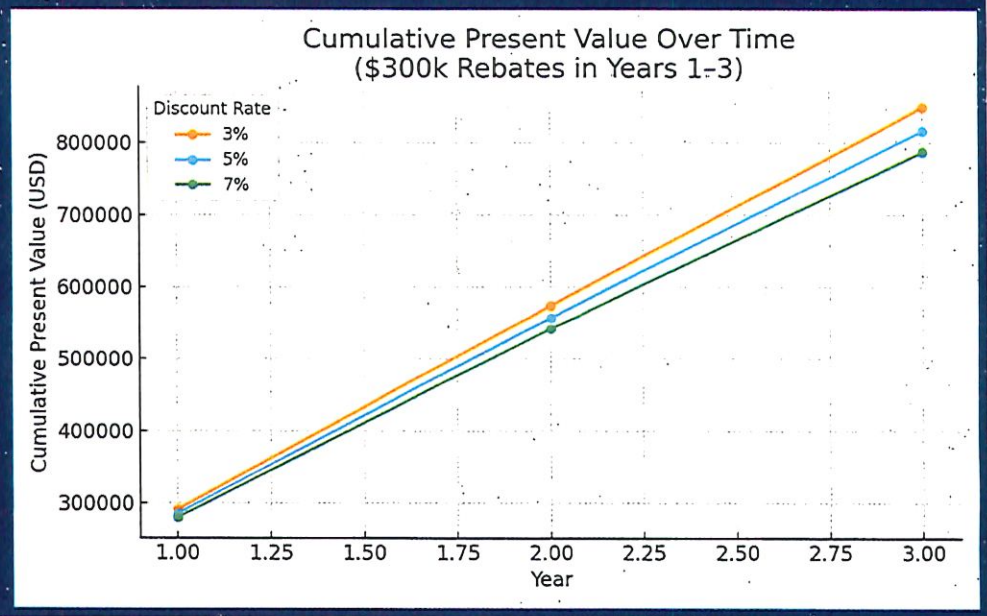
The proposed 80% rebate paid out year 1 is roughly equivalent to the 90% paid out over 3 years with prevailing discount rates.

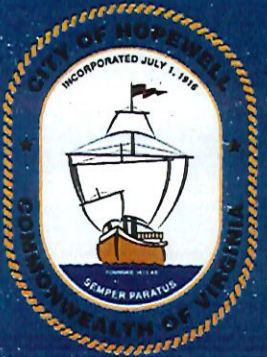
Lump-sum equivalent (Year 1) for each rate for 900k rebate:

3% → **\$843,560.69**

5% → **\$816,973.45**

7% → **\$792,288.04**





Proposed changes to M&T tax rebate program

Sec. 34-30. Rebate of machinery and tools tax for certain businesses located in the enterprise zone.

- (a) *Rebate authorized.* A partial rebate of machinery and tools taxes is hereby provided for any business located in the enterprise zone which is newly constructed, expanded, renovated or replaced in accordance with the criteria set out in the Constitution of Virginia and pursuant to Code of Virginia, § 59.1-279 et seq., the Urban Enterprise Zone Act, as amended. A partial rebate will be provided on and after July 1, 2011, and for each fiscal year until **December 31, 2025. 2029**
- (b) *Eligibility.* For the purposes of this section, businesses located in the enterprise zone shall be eligible for a partial rebate of the machinery and tools tax resulting from new construction, expansion or replacement of existing machinery and tools only if the machinery and tools installed increases the assessed value of machinery and tools above the current assessed value, or base value. If the new construction, expansion or replacement of existing machinery and tools results in a decrease in the assessed value of the machinery and tools then the business shall not be eligible to receive a partial rebate.
- (c) *Amount of rebate.* **For qualifying applications for work completed on or before December 31st, 2025,** the amount of partial rebate provided for in this section shall be equal to thirty (30) percent of the increase above the base value in assessed value of machinery and tools installed in a business located within the enterprise zone. **For qualifying applications for work completed on or after January 1st 2026, the amount of partial rebate provided for in this section shall be equal to eighty (80) percent of the increase above the base value in assessed value of machinery and tools installed in a business located within the enterprise zone.**



Proposed changes to M&T tax rebate program

Sec. 34-30. Rebate of machinery and tools tax for certain businesses located in the enterprise zone. (continued)

- (d) *Length of rebate.* **For qualifying applications for work completed before December 31st, 2025,** the partial rebate for taxation of machinery and tools for the installation of new or the replacement of existing machinery and tools shall run with the land and for the benefit of any owner of such property during each of the three (3) years of the rebate. The owner of the property shall be entitled to receive rebate of thirty (30) percent of the increase in the assessed value of the machinery and tools as a result of the new construction, renovation, or replacement, as determined by the commissioner of the revenue, during the first year after completion. and subsequent two (2) years. **For qualifying applications for work completed on or after January 1st, 2026, the partial rebate for taxation of machinery and tools for the installation of new or the replacement of existing machinery and tools shall run with the land and for the benefit of any owner of such property for the first year of the rebate. The owner of the property shall be entitled to receive a rebate of eighty (80) percent of the increase in the assessed value of the machinery and tools as a result of the new construction, renovation, or replacement, as determined by the commissioner of the revenue, during the first year after completion.**
- (e) An application for enterprise zone benefits must be submitted to the commissioner of the revenue, and the benefit accessed by the business within one (1) year of the start of operations in the enterprise zone or subzone, or within one year of a qualifying facility expansion or renovation in order to receive the machinery and tools tax rebate.

The Progress-Index

Originally published at progress-index.com on 11/25/2025

NOTICE OF PUBLIC HEARING

The City Council of Hopewell, Virginia will hold a public hearing on Tuesday, December 9, 2025, at 7:00 PM in the City Council Chambers of the Municipal Building located at 300 North Main Street, Hopewell, Virginia, 23860, to receive public comments regarding the following item(s):

The proposed changes to Sec. 34-30. Rebate of machinery and tools tax for certain businesses located in the enterprise zone. Proposed changes include the following: Extending the rebate program until December 31st, 2029. Amending the rebate from 30% per year for 3 years to 80% in a single year. Full details of proposed changes will be available at the public hearing.

A copy of the proposed ordinance and fee schedule is available for public review at the City Clerk's Office.

If the public would like to make any comments regarding this public hearing, they may do so by submitting it in writing to the clerk's office located at 300 North Main Street, Hopewell, Virginia 23860 or via e-mail at cityclerk@hopewellva.gov. All written comments subject to this ordinance must be received by 2:00 pm on Tuesday, December 9, 2025.

Anyone needing assistance or accommodations under the provisions of the Americans with Disabilities Act should contact the City Clerk at (804) 541-2408.

EQUAL OPPORTUNITY EMPLOYER

The Progress-Index

Originally published at progress-index.com on 12/02/2025

NOTICE OF PUBLIC HEARING

The City Council of Hopewell, Virginia will hold a public hearing on Tuesday, December 9, 2025, at 7:00 PM in the City Council Chambers of the Municipal Building located at 300 North Main Street, Hopewell, Virginia, 23860, to receive public comments regarding the following item(s):

The proposed changes to Sec. 34-30. Rebate of machinery and tools tax for certain businesses located in the enterprise zone. Proposed changes include the following: Extending the rebate program until December 31st, 2029. Amending the rebate from 30% per year for 3 years to 80% in a single year. Full details of proposed changes will be available at the public hearing.

A copy of the proposed ordinance and fee schedule is available for public review at the City Clerk's Office.

If the public would like to make any comments regarding this public hearing, they may do so by submitting it in writing to the clerk's office located at 300 North Main Street, Hopewell, Virginia 23860 or via e-mail at cityclerk@hopewellva.gov. All written comments subject to this ordinance must be received by 2:00 pm on Tuesday, December 9, 2025.

Anyone needing assistance or accommodations under the provisions of the Americans with Disabilities Act should contact the City Clerk at (804) 541-2408.

EQUAL OPPORTUNITY EMPLOYER

Ordinance No: _____

AN ORDINANCE AMENDING ARTICLE II, SECTION 34-30 (CHAPTER 34-TAXATION) OF THE HOPEWELL CITY CODE OF ORDINANCES

WHEREAS, the City Council of Hopewell, Virginia has given notice of its intention to amend this ordinance and conducted a public hearing in accordance with Va. Code § 15.2-1427; and

WHEREAS, the full text of this proposed ordinance amendment was available for the public and was adopted by Council after a public hearing held on December 9, 2025; now therefore

BE IT ORDAINED, by the City Council of Hopewell, Virginia that Article II, Section 34-30 of the Hopewell City Code of Ordinances is hereby amended as set forth below:

CHAPTER 34 – TAXATION

ARTICLE II – TAX ON REAL ESTATE, MACHINERY AND TOOLS

Sec. 34-30 – Rebate of machinery and tools tax for certain business located in the enterprise zone.

- a) Rebate authorized. A partial rebate of machinery and tools taxes is hereby provided for any business located in the enterprise zone which is newly constructed, expanded, renovated or replaced in accordance with the criteria set out in the Constitution of Virginia and pursuant to ~~Code of Virginia, § 59.1-279 et seq., the Urban Enterprise Zone Act, as amended Virginia Law.~~ A partial rebate will be provided on and after July 1, 2011, and for each fiscal year until ~~December 31, 2025.~~ *December 31, 2029.*
- b) Eligibility. For the purposes of this section, businesses located in the enterprise zone shall be eligible for a partial rebate of the machinery and tools tax resulting from new construction, expansion or replacement of existing machinery and tools only if the machinery and tools installed increases the assessed value of machinery and tools above the current assessed value, or base value. If the new construction, expansion or replacement of existing machinery and tools results in a decrease in the assessed value of the machinery and tools then the business shall not be eligible to receive a partial rebate.
- c) Amount of rebate. *For qualifying applications for work completed on or before December 31st, 2025,* the amount of partial rebate provided for in this section shall be equal to ~~thirty (30) percent~~ *30%* of the increase above the base value in assessed value of machinery and tools installed in a business located within the enterprise

Ordinance No: _____

zone. For qualifying applications for work completed on or after January 1, 2026, the amount of partial rebate provided for in this section shall be equal to 80% of the increase above the base value in assessed value of machinery and tools installed in a business located within the enterprise zone.

- d) Length of rebate. *For qualifying applications for work completed before December 31, 2025, the partial rebate for taxation of machinery and tools for the installation of new or the replacement of existing machinery and tools shall run with the land and for the benefit of any owner of such property during each of the ~~three (3)~~ years of the rebate. The owner of the property shall be entitled to receive rebate of ~~thirty (30)~~ percent 30% of the increase in the assessed value of the machinery and tools as a result of the new construction, renovation, or replacement, as determined by the commissioner of the revenue, during the first year after completion. and subsequent ~~two (2)~~ years. For qualifying applications for work completed on or after January 1, 2026, the partial rebate for taxation of machinery and tools for the installation of new or the replacement of existing machinery and tools shall run with the land and for the benefit of any owner of such property for the first year of the rebate. The owner of the property shall be entitled to receive a rebate of 80 % of the increase in the assessed value of the machinery and tools as a result of the new construction, renovation, or replacement, as determined by the commissioner of the revenue, during the first year after completion.*
- e) An application for enterprise zone benefits must be submitted to the commissioner of the revenue, and the benefit accessed by the business within ~~one (1)~~ year of the start of operations in the enterprise zone or subzone, or within one year of a qualifying facility expansion or renovation in order to receive the machinery and tools tax rebate.

State Law Ref: Va. Code § 59.1-279 et seq. (authorized rebate)

DONE this _____ day of _____

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Ordinance No: _____

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Bishelya Howard, City Clerk

ADJOURNMENT