

Work Session

Plan for Creating Regional Performing Arts Center for the Beacon Theatre – Ann Easterling

**CLOSED
SESSION**

CONSENT AGENDA

PENDING LIST

Pending City Councilor Request

Request	Date Voted/Requested	Vote/Reading	Format/Information Requested	Point Person	Meeting to be submitted
1 Public Works/Stormwater Public Outreach Brochure and Information Session	10/28/2014; 12/9/2014; 1/13/2015	2 nd	Dates of Information Session	Ben Leach	
2 Beacon Update; RFP; Marketing Plan; Beacon LLC;	1/13/2015; Closed Session Requests		Finished Brochure with Council Changes Report/Memo	Mark Haley Stefan Calos	
3 Action List Update; Planned Work Sessions	2/10/2015		*See attached	Stefan Calos	
4 Change Talent Bank Resume to exclude litigation question	2/10/2015				
5 Revision of Council Rules and Procedures	2/10/2015		Work Session Request		
6 Procedural guide for citizens and/or organizations requesting city funds	2/10/2015		Draft policy and form	Mark Haley Jerry Whitaker	
7 Cost update on city taking control of Malonee Gym	2/10/2015		Data Sheet	Mark Haley Ed Watson	
8 Cost to build track at HHSS and practice football field inside of it	2/10/2015		Data Sheet	Mark Haley Ed Watson	
9 City Councilors to submit Advance topics to address	5/12/2015		E-mail format *See attached		
10 VML training for Directors, City Council and Admin.	5/12/2015		Work Session Request		
11 Create internal policy to recap major events/emergencies and communication workflow	5/12/2015		Requested copy of Water Restriction events report with American Water	Mark Haley Herbert Bragg	
12 Create budget policy w/set joint meeting dates w/ specific boards. Policy to include a process to know budget amounts prior to setting tax rate.	5/12/2015		Draft policy and Quick Reference Chart/Tree	Ben Rupert Mark Haley Jerry Whitaker	
13 City Logo's work session; compile all used locals for approval. Create official business packet/brochure to highlight incentives using official logos.	5/12/2015		E-mail/Printed Logos collected used (before Work Session) Work Session Request	Mark Haley	
14 Streamlining agenda process	6/9/2015		Work Session Request		
15 City Council requested staff to market existing tax abatement programs, in the Hopewell City Code, by placing them on the website, designing a brochure and placing an article in the "E-Currents" publication.	8/12/2014		Draft Brochure	Mark Haley Herbert Bragg	
16 Boards and Commission City Council Letter for Reports, Joint Meetings & information (past/current/future projects; bylaws)	2013-Present		Letter/E-Mail Request and CC City Council	City Clerk Staff Liaisons	
17 HR Salary Study - DED					

Require Meeting

Odds & Ends	Request Date or Type	Point Person	Meeting to be submitted
Board, Commissions, and Authorities minimum eligibility for appointment age	Closed Session		
Rules to appoint members to Beacon LLC	Regular Meeting		
RFP needed to rehire Beacon Manager	Regular Meeting		
Breach of Confidentially Sanctions	CCR; Closed Session		
Public Utility Service Program-Endorsement; RFP to receive funds	Service 3/24/2015; 5/12/2015		
How can City Council hire a Deputy Clerk to report to City Council	Closed Meeting		
Correct list of City appointed boards to enforce term limits	Work Session		
Pending Staff Questions	Request Date or Type	Point Person	Meeting to be submitted
PG/Hopewell Health Families Funding Request & Change of Name of Organization	Regular Meeting		
National Park Service-Marketing battlefields as @City Point to highlight Hopewell	Regular Meeting		
Update list of all city boards, commission and/or authorities from prev. work session	Work Session; Regular Meeting		

Pending Work Sessions to be Scheduled <i>(Refer to calendar Printout to suggest dates)</i>	Request Date or Type	Point Person	Date City Councilors will submit availability and/or meeting month suggestions by
Carports- Certificate of Appropriateness; Fees for Planning Commission payment	WS-3 2/17/2015		
Agenda Streamlining	CCR		
VML training	CCR		
Park and Recreation	CCR		
Revision of Council Rules and Procedures	CCR		
City Logo Revision			
Joint Meeting Requests <i>(Refer to calendar Printout to suggest dates)</i>	Request Date or Type	Point Person	Date City Councilors will submit availability and/or meeting month suggestions by
HDP	CCR		
Planning Commission	*Dual request		
School Board	CCR		
HRHA	CCR		
ARB	CCR		
EDA	*Dual request		

**PERSONNEL
CHANGE
REPORT**

DATE: October 6, 2015
TO: The Honorable City Council
FROM: Gail Vance, Director of Human Resources
SUBJECT: Personnel Change Report – September 2015

ADDITIONS (Regular FT and PT positions only)

NAME	DEPARTMENT	POSITION	DATE
OWENS, CAROLYN	HEALTHY FAMILIES	PROGRAM SUPV	09/02/2015
BAXTER, LAURA	POLICE	POLICE OFFICER	09/08/2015
ADAMS, JOSHUA	POLICE	POLICE OFFICER	09/02/2015
HODZIC, ALEN	DEVELOPMENT	PROP INSPECTOR	09/16/2015
CARRIER, ARTHUR	REGIONAL	PLANT MAINT MECH	09/30/2015
DAMRON, LEON	POLICE	SCHOOL GUARD	09/02/2015
DIX, EDWARD K	REGIONAL	INST TECH	09/10/2015
WHARTON, KRISTY	REGIONAL	BUSINESS MGR	09/02/2015
HOSEY, MATTHEW	REGIONAL	WWT OPERATOR I	09/30/2015
KNIGHT, JOHN	POLICE	POLICE OFFICER	09/10/2015
TOMKO, BRIANNA L	RECREATION	LIFEGUARD	09/02/2015
HUNLEY, JOHN	REGIONAL	PLANT MAINT MECH	09/30/2015
CARTER, HOWARD E	REGIONAL	WWT OPERATOR 1	09/16/2015
FRANCOEUR, AIMEE M	HUMAN RESOURCES	HR SUPERVISOR	09/14/2015

PROMOTIONS

NAME	DEPARTMENT	POSITION	DATE
IRONS, JOHN H	POLICE	POL LT	9/2/2015
STIFF, JEFFREY C	REGIONAL	MAINT PLANNER	09/16/2015
FLOWERS, SHANIKA L	TREASURER	DEPUTY TREASURER I	9/30/2015

SEPARATIONS

NAME	DEPARTMENT	POSITION	DATE
KARRIEM, JAMILLAH K	CSA	MANAGER	09/24/2015
SCHUTT III, JAMES I	POLICE	POLICE OFFICER	09/16/2015
BLANKENSHIP JR, WILLIAM L	POLICE	POLICE OFFICER	09/27/2015
THOMPSON, ASHLEY R	GENERAL DIST CT	ADMIN ASST I	09/25/2015
FRASHURE, RONALD D	SHERIFF	SHERIFF DEPUTY	09/04/2015

CC: Mark Haley, City Manager

PROCLAMATIONS

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RESOLUTIONS

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PRESENTATIONS

- **“Go Green” – VML Award**
- **VML Recognition Award – “HEAL”**
- **The James House – Domestic Violence Awareness Month – Proclamation**
- **Youth Council Ad-Hoc Committee Presentation**
- **CGI Video Presentation**

PROCLAMATION

A PROCLAMATION DECLARING OCTOBER AS DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, domestic violence is widespread and affects millions of Americans each year; and

WHEREAS, children who grow up in violent homes are abused and neglected at a rate higher than the national average; and

WHEREAS, domestic violence costs the nation billions of dollars annually in medical expenses, police and court costs, shelters, foster care, sick leave, absenteeism, and non-productivity; and

WHEREAS, only a coordinated community effort will put a stop to this crime; and

WHEREAS, Domestic Violence Awareness Month provides an excellent opportunity for citizens to learn more about preventing domestic violence and to show support for James House, the accredited, non-profit crisis center that provides cost-free, confidential support, advocacy, and education for people in Hopewell affected by domestic violence,

NOW, THEREFORE, the Mayor and City Council of the City of Hopewell proclaim the month of October as Domestic Violence Awareness Month and urge the citizens of Hopewell to work together to eliminate domestic violence from our community.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Hopewell to be affixed on this 13th day of October, 2015.

Brenda S. Pelham, Mayor

PUBLIC HEARINGS

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Set Public Hearing to consider a request for the City to vacate an undeveloped portion of an alley from Bernard Jefferson owner of 208 North 14th Avenue to a vacate a portion of alley approximately 3,050 square feet located between North 14th and North 15th Avenue adjacent to Sub-Parcel #'s 030-0805, 030-0810, 030-0825,030-0820,030-0815,030-0800, and 030-0811.

ISSUE: Bernard Jefferson owner of 208 North 14th Avenue to a vacate a portion of alley approximately 3,050 square feet located between North 14th and North 15th Avenue adjacent to Sub-Parcel #'s 030-0805, 030-0810, 030-0825,030-0820,030-0815,030-0800, and 030-08

RECOMMENDATION: City Administration recommends City Council hold a public hearing to consider citizen comments.

TIMING: City Council action is requested on October 13, 2015.

BACKGROUND: The purpose of the vacation request is to improve the property by constructing a fence and adding landscaping.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS: None

STAFF: Tevya W. Griffin, Director, Neighborhood Assistance & Planning
Horace W. Wade, City Planner

SUMMARY:

Y N

- Councilor Christina J. Luman-Bailey, Ward #1
- Councilor Roosevelt Edwards, Jr., Ward #2
- Mayor Michael C. Bujakowski, Ward #3
- Councilor Jasmine E. Gore, Ward #4

Y N

- Councilor K. Wayne Walton, Ward #5
- Councilor Brenda Pelham, Ward #6
- Councilor Jackie M. Shomak, Ward #7

APPLICATION FOR STREET/ALLEY VACATION

I (We) Bernard Jefferson of 5452 Saint Marys Cir.
(Names) (Mailing Address)

petition the City of Hopewell to vacate the undeveloped right-of-way situated at: 208 N.
14th Ave.

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

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

There is/are 3 ^{- see note below} property owner(s) adjoining this right-of-way. Attached is/are the signature(s) of the adjoining property owner(s) and a \$100.00 deposit per property owner.

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

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

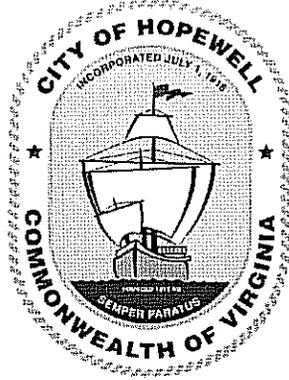
Bernard A. Jefferson
(Signature of Petitioner)

310 927-5001
(Telephone Number)

(Signature of Petitioner)

(Date)

* There are two alleys (right-of-way) that we would like to have vacated. One alley (west end) adjoins the properties of 3 homes. This alley runs North to South. The other alley, which runs East to West adjoins one home that is beyond my area of interest. Amended September 22, 2003 please see enclosed PLAT drawing. Page 4 of 4



**Right-of-Way Vacation:
Portion of North 14th Avenue Alley**

Applicant: Bernard Jefferson

Last Revised: September 14, 2015

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

I. MEETINGS:

Planning Commission Public Hearing	August 6, 2015	Recommended Approval
Planning Commission regular business item	September 3, 2015	N/A
Proposed City Council Public Hearing	October 13, 2015	TBD

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential Medium Density
Size of Area:	Approximately 3,050 square feet
Proposed Use:	Add to Adjacent Land
Location of Property:	(Corner of West Broadway and North 14 th Avenue) Located between North 14th and North 15th Avenue adjacent to Sub-Parcel #'s 030-0805, 030-0810, 030-0825, 030-0820, 0300815, 030-0800, and 030-0811.
Election Ward:	Ward
Land Use Plan Recommendation:	Residential
Map Location(s):	N/A

Zoning of Surrounding Property: North: R-2
 South: R-2
 East: R-2
 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Bernard Jefferson owner of 208 North 14th Avenue to vacate a portion of the North 14th Avenue alley located between North 14th and North 15th Avenue adjacent to Sub-Parcel #'s 030-0805, 030-0810, 030-0825,030-0820,0300815,030-0800, and 030-0811. The total area of the right-of-way to be vacated is approximately 3,050 square feet or .07 acres.

IV. STAFF ANALYSIS:

The applicant is requesting the vacation in order to erect a fence to provide a barrier to deter pedestrians that are non-tenants of the apartments from walking onto the property.

The owner has also expressed the desire to improve the property by adding landscaping.

The North 14th alley is not accessible at this time. Development staff sees no objection to the alley vacation.

V. PUBLIC SERVICE AND SITE CONSIDERATIONS:

- **Development:** No conflict with the vacation request.
- **Code Enforcement:** No conflict with the vacation request.
- **Public Works/Engineering:** The Public Works professional assessment of the right-of-way is two-fold. There is no objection to the vacation of the alley way parallel to Broadway. However, there is concern that the vacation of the 14th Avenue alley (parallel to 14th and 15th Avenue) will cause connectivity issues, if in the future, the alley was ever maintained. Development Staff will send letters to all property owners along the alley, including the owners that are not adjacent to the
- **Land Characteristics:** There are no land characteristics that would impede the approval of the right of way vacation.

VI. STAFF RECOMMENDATION:

Based on the above review comments, staff recommends approval of the request submitted by Bernard Jefferson to vacate a portion of the alley located between North 14th and North 15th Avenue adjacent to Sub-Parcel #'s 030-0805, 030-0810, 030-0825,030-0820,0300815,030-0800, and 030-0811. Staff recommends the Planning Commission consider requiring a fence that meets certain design requirements.

VII. PLANNING COMMISSION RESOLUTION:

The Hopewell Planning Commission recommends *approval, disapproval, or approval with conditions* of the request submitted by Bernard Jefferson to vacate a portion of the alley located between North 14th and North 15th Avenue adjacent to Sub-Parcel #'s 030-0805, 030-0810, 030-0825,030-0820,0300815,030-0800, and 030-0811.

Attachment(s):

1. Vacation Application
2. Aerial Map of area to be vacated
3. Pictures of alley to be vacated

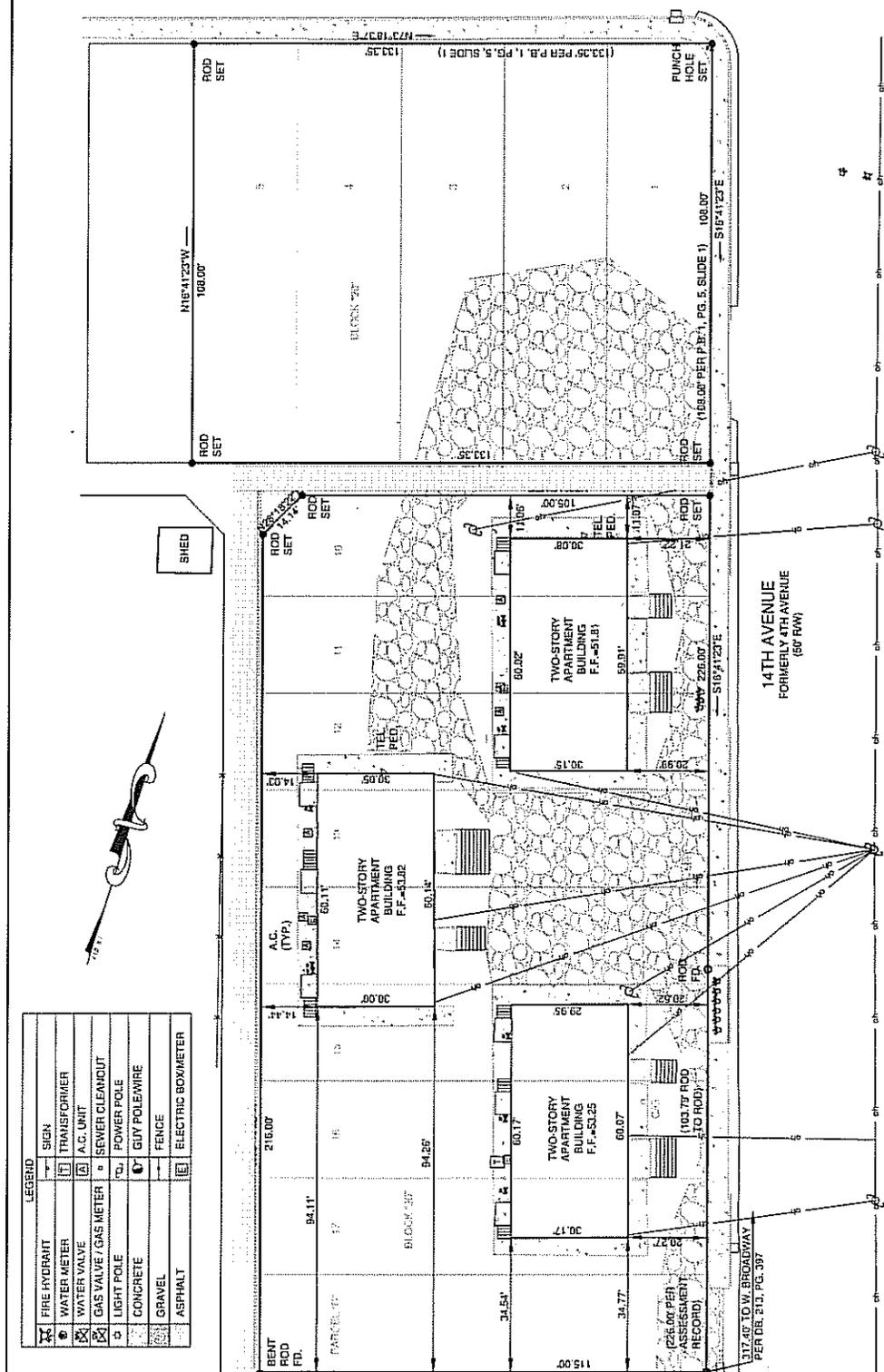
LEGEND	
[Symbol]	FIRE HYDRANT
[Symbol]	WATER METER
[Symbol]	WATER VALVE
[Symbol]	GAS VALVE / GAS METER
[Symbol]	LIGHT POLE
[Symbol]	CONCRETE
[Symbol]	GRAVEL
[Symbol]	ASPHALT
[Symbol]	SIGN
[Symbol]	TRANSFORMER
[Symbol]	A.C. UNIT
[Symbol]	SEWER CLEANOUT
[Symbol]	POWER POLE
[Symbol]	GUY POLE/WIRE
[Symbol]	FENCE
[Symbol]	ELECTRIC BOX/METER

NOTES:

- THIS PROPERTY IS LOCATED IN ZONE X, AS SHOWN ON THE FLOOD INSURANCE RATE MAP (FIRM), COMMUNITY PANEL #15020ZC01, FIRM DATE: JUNE 18, 2011. RECORD OR OTHER PERTINENT FACTS THAT A CURRENT TITLE REPORT MIGHT REVEAL. THIS SURVEY WAS PREPARED WITHOUT THE INTENT OF IDENTIFYING OR PROVIDING INFORMATION ON LEGAL BOUNDARIES AND DOES NOT PURPORT TO IDENTIFY ENVIRONMENTAL FEATURES THAT AN ENVIRONMENTAL ENGINEER OR OTHER PROFESSIONAL ENGINEER MIGHT SHOW.
- GPS OBSERVATIONS OF AN RTK NETWORK, HORIZONTAL AND VERTICAL DATUMS ARE NAD 83 / NAVD83, RESPECTIVELY.
- THESE WERE OBSERVED AND RECORDED AT THE TIME OF SURVEY.
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REFERENCES:

- DAY SUBDIVISION PLAT BY RECORDED IN THE CLERKS OFFICE OF HOPEWELL IN P.B. 1, PG. A SLIDE 1.
- PLAT BY J.A. THOMAS & ASSOCIATES, P.C. RECORDED IN THE CLERKS OFFICE OF HOPEWELL IN DISTRICT PG. 397.



THIS IS TO CERTIFY THAT I MADE AN ACCURATE FIELD SURVEY OF THE PROPERTY SHOWN AND THAT THE IMPROVEMENTS ARE AS SHOWN HEREON AND THAT THERE ARE NO VISIBLE ENCROACHMENTS OTHER THAN SHOWN.

Charles C. Thomas
 CHARLES C. THOMAS, II
 Lic. No. 2800
 3/12/2013
 14th Street
 2013



PLAT SHOWING
 PHYSICAL IMPROVEMENTS
 ON
 LOTS 5-17, BLOCK 20 AND PARCEL D,
 DAY SUBDIVISION
 CITY OF HOPEWELL, VA

MARCH 12, 2013 SCALE: 1"=30'

2462 boulevard
 industrial highway #1, 20134
 Hopewell, VA 22961
 telephone: 804.520.8616
 email: cctomas@pbcwva.com
 consulting engineer, land surveyor, & land planner

CHECKED BY: _____
 CALCULATED BY: C.E.T. II
 DRAWN BY: C.E.T. II

PH-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

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- Culture & Recreation
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COUNCIL AGENDA ITEM TITLE: To provide an update on the proposed cedar tree protection ordinance.

ISSUE: The condition of cedar trees along Cedar Lane; the entrance to the Petersburg National Battlefield - City Point Unit and the Historic City Point District.

RECOMMENDATION: City Administration recommends City Council review the Tree Protection Ordinance, and set a public hearing to consider citizen comments on October 13, 2015.

TIMING: City Council action is requested on October 13, 2015.

BACKGROUND: The Architectural Review Board (ARB) is concerned about the current and future state of cedar trees along Cedar Lane. This road is the gateway into the City Point Historic District and its appearance makes an important statement. The trees are important community assets that enhance the beauty of the Historic District, add distinction to the entire cityscape, protect property values and help draw tourists, as well as welcome prospective residents.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS: None

STAFF: Tevya W. Griffin, Director, Neighborhood Assistance & Planning
Horace H. Wade, III, City Planner

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor K. Wayne Walton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jackie M. Shomak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine E. Gore, Ward #4			

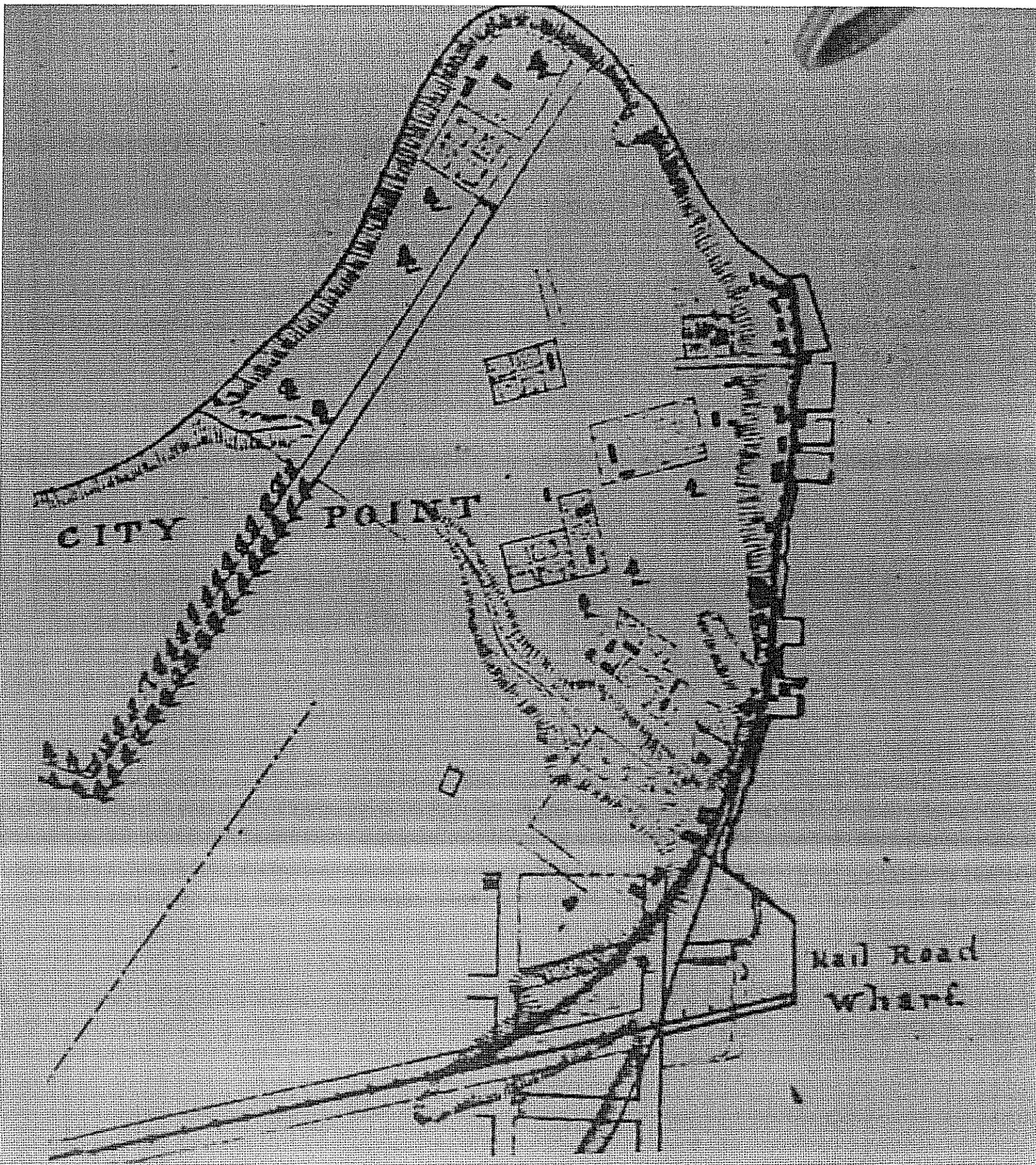


Figure 3- 1837 plat of City Point surveyed for the City Point Railroad by John Couty. Virginia State Library.

Ordinance No. 2015-XX

An Ordinance amending Chapter 33 Streets and Sidewalks, adding Section 33-40, Cedar Tree Protection along Cedar Lane, in the Code of the City of Hopewell

Section 33-40

(a) Purpose

The cedar trees lining both sides of Cedar Lane provide a gracious entryway to one of America's oldest, most historic places, City Point. A lane of cedar trees was first planted on the land entrance (now Cedar Lane) to Appomattox Plantation. In the 1970s a hurricane felled nineteen aged cedar trees which were quickly replaced in cooperation with the City Point Branch APVA, The City Point Civic Association, Continental Forests, Inc., and the City of Hopewell. The cedar trees on Cedar Lane are cited as a national treasure by the National and Virginia Historic Registry. The character of the streetscape is very important in defining the City Point Historic District. The trees are important community assets that enhance the beauty of the Historic District, add distinction to the entire cityscape, protect property values and help draw tourists, as well as welcome prospective residents.

The purpose of this ordinance is to preserve the character and appearance of Cedar Lane through the continuous maintenance and replacement of the trees, when appropriate, and to assure that the trees lining Cedar Lane remain intact today and for future generations of Hopewell citizens.

(b) Definitions

1. **Arborist:** A person trained or certified in arboriculture, forestry, horticulture and/or landscape architecture in the employ of or under contract to the City of Hopewell appointed by the City Manager.
2. **Historic Tree:** A tree on public property which has been determined by the City Council to be of notable historic interest because of its age, size or historic association and has been so designated in the official records of the City.

(c) Location of Cedar Trees

The cedar trees are located on City property, beginning at the intersection of Cedar Lane and Appomattox Street and ending at Cedar Lane and Pecan Avenue, in what is considered City right-of-way. This means that the City of Hopewell owns the property in question. While, the City owns the property, the Code of the City of Hopewell requires property owners adjacent to

the right-of-way to maintain the property. This has led to improper cutting and pruning of the cedar trees along Cedar Lane.

(d) Maintenance of Cedar Trees

It shall be the sole responsibility of the City Manager of the City of Hopewell, or his or her designee to maintain the cedar trees along Cedar Lane beginning at Cedar Lane and Appomattox Street and ending at Cedar Lane and Pecan Avenue. It shall be unlawful for a property owner to prune, cut, girdle, break, bend wound, tack signs or notices upon a cedar tree. The property owner can work with the City Manager or his or her designee to provide updates on needed maintenance of cedar trees. Trees cannot be planted in the City-right-of-way without approval from the City Manager.

An inventory of cedar trees has been conducted and will be considered current with the date of the adoption of this Ordinance. This inventory will be used to maintain, log, and replace cedar trees in the future.

If a cedar tree is observed to be diseased, dying or in need of maintenance (pruning) the repair or replacement of the tree shall be decided by an arborist or master gardener, hired or employed by the City of Hopewell.

(e) Funding

It is recommended that a funding source for short-and long-term operational expenses be considered in the City's Annual Operational Budget; specifically, funding with the Public Works departments for maintenance, plantings, and possibly removal of trees deemed diseased or unsafe. Further, it is recommended that funding for long term capital expenses be considered in the City's Capital Improvement Plan for those items that would require major capital dollars.

(f) Replacement of Trees destroyed in Violation of Chapter

When trees are destroyed in violation of this article, replacement trees shall be required unless exemption is granted by the City Manager or his or her designee. The size, species and quantity of these replacements shall be determined by the City Manager or his or her designee based on the value of the trees removed as calculated by the latest formula published by the International Society of Arboriculture. Replacement trees shall be provided during the next planting season.