

CITY OF HOPEWELL * 300 N. MAIN ST. * HOPEWELL, VA 23860

MEETING NOTICE



Hopewell City Council Regular Meeting

Tuesday

January 10, 2017

6:30 P.M. – Work Session

7:30 P.M. – Regular Meeting

COUNCIL CHAMBERS
300 N MAIN STREET
HOPEWELL, VA 23860

Ross A. Kearney, III, City Clerk

Inquiries: 541-2249

Work Session



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: Hold a work session in order to hear a presentation from Shane Doran of the Humanities Foundation of South Carolina. The purpose of the work session is to provide an overview of two requests for rezoning and to answer initial questions from City Council.

ISSUE: The City of Hopewell has received a request from H. F. Quail LLC on behalf of Papi Naidu LLC to rezone 8.041 acres for Sub-parcels 245-0040 & 245-0045, also known as Crossings North Section 3, Block C - Lot 8 (4.979 acres) and Lot 9 (3.062 acres). The request is to rezone the property from B-3, Highway Commercial District to B-3/PUD, Planned Unit Development in order to build Multi-family housing set aside for families.

The City of Hopewell has received a request from H. F. Quail LLC on behalf of Papi Naidu LLC to rezone 5.57 acres for Sub-parcels 245-0090 & 245-0095, also known as Crossings North Section 3, Block C - Lot 19 (2.49 acres) and Lot 20 (3.08 acres). The requests is to rezone the property from B-3, Highway Commercial District to B-3/PUD, Planned Unit Development in order to build apartments set aside for seniors.

RECOMMENDATION: None at this time.

BACKGROUND: The applicant met with members of City Council, Staff, members of the Planning Commission, and the City Manager to discuss a proposal to construct senior and family multifamily units in Ward 7 in December 2016. A rezoning from B-3 to PUD is required to allow residential units on the properties in question. The Planning Commission held a public hearing on December 1, 2016 to consider citizen comments regarding the matter. At this time, the Commission has not voted.

TIMING: Work session on January 10, 2017.

ENCLOSED DOCUMENTS: Presentation, Renderings, and Conceptual Site Plans

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 Janice Denton, 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. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine E. Gore, Ward #4			



RENDERING BY DANYEL L. SCALISE

OAK LAWN SENIOR APARTMENTS
HOPEWELL, VIRGINIA

CONCEPTUAL VIGNETTE
10-24-2016

■ MARTIN RILEY ASSOCIATES - ARCHITECTS, P.C. ■

RENDERING BY DANYEL L. SCALISE

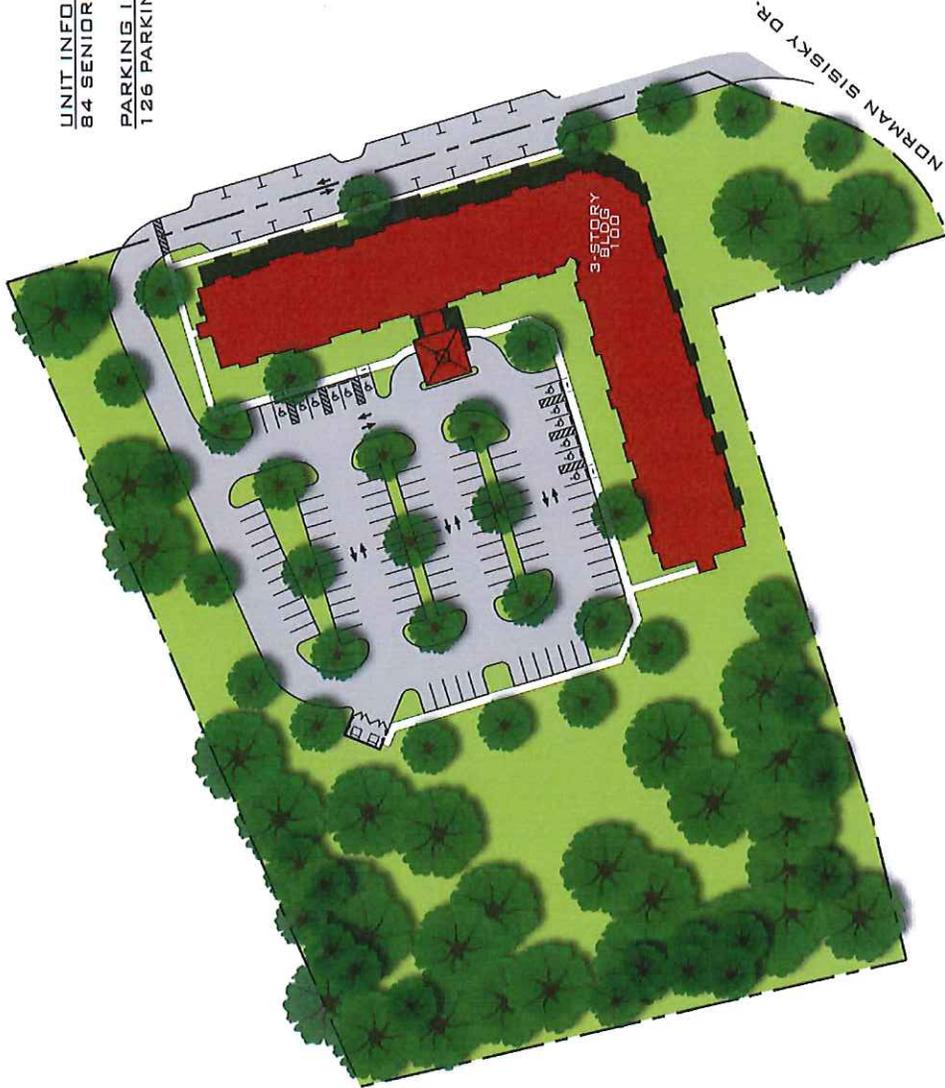
OAKLAWN SENIOR APARTMENTS

HOPEWELL, VA

11-11-2016

UNIT INFORMATION:
84 SENIOR UNITS

PARKING INFORMATION:
126 PARKING SPACE @ 1.5 SP/U.



SCALE: 1" = 80'-0"
80' 40' 0 80'

DATE	2/16/14
BY	M/2/16
PROJECT	OAKLAWN SENIOR APARTMENTS
SCALE	1" = 80'-0"

MARTIN RILEY ASSOCIATES - ARCHITECTS, P.C.
126 CHURCH STREET SUITE 200 DECATUR GEORGIA 30030-3329 404-373-2800
HOPEWELL, VA
OAKLAWN SENIOR APARTMENTS

PRELIMINARY

CSP.1



OAK LAWN APARTMENTS
HOPEWELL, VIRGINIA

CONCEPTUAL VIGNETTE
10-24-2016

■ MARTIN RILEY ASSOCIATES - ARCHITECTS, P.C. ■



OAKLAWN APARTMENTS
 HOPEWELL, VA
 12-18-2016

UNIT INFORMATION:
 120 FAMILY UNITS
 PARKING INFORMATION:
 240 PARKING SPACE @ 2 SP./U.



MRA
 CSP1
 PRELIMINARY

MARTIN RILEY ASSOCIATES - ARCHITECTS, P.C.
 215 CHURCH STREET SUITE 200 DECATUR GEORGIA 30030-3329 404-373-2800
 OAKLAWN APARTMENTS
 HOPEWELL, VA

PROJECT	DATE	REVISION
2016-131	12/17/2016	
DESIGNED BY	DRAWN BY / CHECKED BY	DATE

Oaklawn Family and
Oaklawn Senior Apartments



Site



Amenities



Unit Features

- Ceiling Fans
- Energy Star Appliances
- Water Sense Plumbing Fixtures
- Dishwasher
- Stoves (with fire suppression)
- Microwave Oven
- 15 Seer HVAC
- Open Floor Plan

Community Amenities

- Community Room
- On-Site Leasing
- Management Office
- Computer Room
- Fitness Center
- Security Cameras
- Playground
- Resident Services

Additional Senior Amenities

- Secured Entry System
- Arts and Crafts Room
- Gazebos
- Elevator
- Heated Hallways



OAKLAWN APARTMENTS

HOPEWELL, VA 11-11-2016

UNIT INFORMATION:
120 FAMILY UNITS

PARKING INFORMATION:
240 PARKING SPACE @ 2 SP./U.

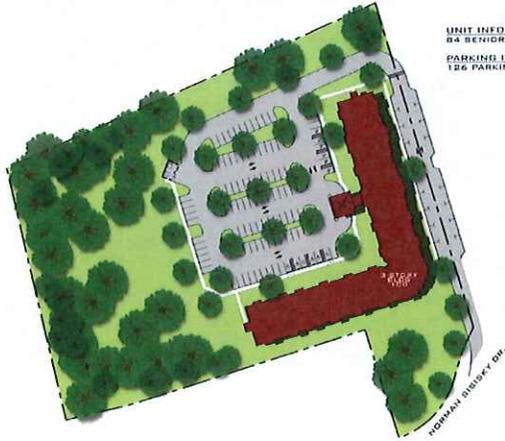
MARTIN RILEY ASSOCIATES - ARCHITECTS P.C.
3000 PARKWAY SUITE 200 HOUSTON TEXAS 77058
HOPEWELL APARTMENTS
CSEI

ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM THE ARCHITECT.

OAKLAWN SENIOR APARTMENTS

HOPEWELL, VA

11-11-2016



UNIT INFORMATION:
84 SENIOR UNITS

PARKING INFORMATION:
126 PARKING SPACE @ 1.5 SP/UNIT



MAR
MARTIN RILEY ASSOCIATES - ARCHITECTS, P.C.
2000 SOUTH MAIN STREET, SUITE 200
HOPEWELL, VA 22961
TEL: 540-833-1111
WWW.MARVA.COM

PROJECT: OAKLAWN SENIOR APARTMENTS

DATE: 11-11-2016

SCALE: 1" = 80' 0"

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PROJECT: OAKLAWN SENIOR APARTMENTS

Who Qualifies



Approximately 70% of all Hopewell City households
earn less than \$45,000

- Median Household Income - \$39,156
- Average Female Salary- \$38,332
- Common Professions - Tractor/Trailer Operators,
Maintenance and Repair, Receptionists,
Bookkeeping, Customer Service Representative,
Administrative Assistants, Manufacturing
Production Workers

Resident Services



- ☞ Summer Camps
- ☞ S.S.A.I.P. (Sustaining Seniors Aging in Place)
- ☞ Food Pantries
- ☞ After School Programs/Tutoring
- ☞ Adult Education
- ☞ Youth Mentoring Programs

Benefits of Development



- ❧ \$25 Million investment will provide excellent housing for working class citizens of Hopewell
- ❧ Provides alternative to substandard housing stock
- ❧ Allows people that live in Hopewell to live where they work
- ❧ Apartments are highest and best use of land and will support surrounding retailers
- ❧ Creates Jobs
- ❧ Apartments will be Earthcraft Gold Certified; environmentally friendly and energy efficient
- ❧ Property tax revenue will increase

CONSENT AGENDA

**PERSONNEL
CHANGE
REPORT**

DATE: January 5, 2017
TO: The Honorable City Council
FROM: Michelle Ingram – HR Specialist
SUBJECT: Personnel Change Report – December 2016

ADDITIONS (Regular FT and PT positions only)

NAME	DEPARTMENT	POSITION	DATE
BRANCH, JAMES	PUBLIC WORKS	AUTO MECH II	12/21/2016
EVANS, GLENISE	H2O RENEWAL	PURCHASING AGENT	12/07/2016
MILLER, HANNAH	RECREATION	P/T GYM ATTENDANT	12/21/2016
SANCHEZ, MANUEL	DSS	BEN PROG SPC II	12/14/2016
SEARS, JENNIFER	HUMAN RESOURCES	HR SUPERVISOR	12/27/2016
EBANKS, SHANELLE	CITY MANAGER'S OFFICE	YOUTH COORDINATOR	12/19/2016
WATKINS, KINISHA	RECREATION	P/T ATHLETIC SITE SUPV	12/09/2016
HENDERSON, QUINELL	RECREATION	P/T CUST SERV AGENT	12/07/2016

PROMOTIONS

NAME	DEPARTMENT	POSITION	DATE
BROWN, MADISON	RECREATION	GYM ATTENDANT	12/21/2016

SEPARATIONS

NAME	DEPARTMENT	POSITION	DATE
JONES, DOUGLAS	FIRE DEPT	FIREFIGHTER	12/31/2016
WALTON, KENNETH	CITY COUNCIL	COUNCILOR	12/31/2016
TRIKOULIS, SOTIRIOS	FIRE DEPT	BATTALION CHIEF	12/01/2016
GRISSOM, JACQUELINE	FINANCE	BUDGET ANALYST	12/01/2016
HOSEY, MATTHEW	H2O RENEWAL	WWT OPERATOR	12/24/2016
WHITAKER, JERRY	FINANCE	FINANCE DIRECTOR	12/16/2016

CC: Mark Haley, City Manager
Charles Dane, Assistant City Manager
Debbie Pershing, Senior Executive Assistant
Jerry Whitaker, Finance Director
Dipo Muritala, Accounting Manager
Kim Hunter, Payroll
Jay Rezin, IT
Dave Harless, Risk/Safety Coordinator
Carol Scarbrough, Parks & Recreation
Terry Burd, IT Manager

**COMMUNICATIONS
FROM CITIZENS**

**UNFINISHED
BUSINESS**

UB-1



Victoria Goodwin & Christina Callis Rezoning Request: R-3 to B-2

**Lots 5, 6, 7, & 8, Block 3, Buren Homestead Addition
Subdivision [Subparcel – 023-0230]**

Staff Report prepared for the City Council Regular Meeting
Amended October 18, 2016

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

I. PUBLIC HEARINGS:

Planning Commission:	June 2, 2016	Recommend Approval
City Council:	June 28, 2016	Held Public Hearing
City Council:	October 25, 2016	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning:	B-2, Limited Commercial District
Existing Zoning:	R-3, Residential, High Density District
Parcel Size:	0.228 acres or 9,948.83 square feet
Parcel ID#	023-0230
Owner:	Victoria Goodwin & Christina Callis
Location of Property:	Buren Homestead Addition, Lots 5, 6, 7, & 8, Block 3
Election Ward:	Ward 2
Land Use Plan Recommendation:	Commercial
Zoning of Surrounding Property:	North: B-2 South: R-3 East: R-3 West: B-2 & R-3

III. EXECUTIVE SUMMARY:

Ms. Victoria Goodwin and Christina Callis request a rezoning and amendment of the zoning district map from Residential High Density District (R-3) to Limited Commercial District (B-2) containing 0.228 acres located in the Buren Homestead Addition, Lots 5, 6, 7, 8, Block 3. The Comprehensive Plan recommends the property for commercial use. Use will be controlled by proffered conditions and/or zoning ordinance standards. The property is further identified as Tax Parcel ID #023-0230.

IV. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this rezoning request are found in Article XXI, *Amendments*, and include the following:

Article XXI-A, *Initiation*:

"Whenever public necessity, convenience, general welfare or good zoning practice require, City Council may amend, supplement, or change this ordinance, including the schedule of district regulations and the official zoning map. Any such amendment may be initiated by resolution of City Council, by motion of the Planning Commission, or by petition of any property owner addressed to City Council."

Article XXI-B, *Action by Planning Commission*

"In recommending the adoption of any amendment to this ordinance, the Planning Commission shall fully state its reasons for any such recommendations, describing any change in conditions, if any, that it believes makes the amendment advisable and specifically setting forth the manner in which, in its opinion, the amendment would be in harmony with the Comprehensive Plan of the City and would be in furtherance of the purpose of this ordinance."

V. SUBJECT PROPERTY:

The subject property consists of approximately 0.228 acres, and approximately 100 feet of road frontage off of South 13th Avenue. The parcel is identified as #023-0230 and is currently zoned R-3, Residential, High Density. This zoning district is intended as a medium to high density population district. The regulations in the R-3 district are designed to stabilize and protect the characteristics most suitable for family living.

Directly to the north of the subject property is a property is zoned B-2. The property to the south of the subject property is zoned R-3. Two properties directly west of the subject property are zoned B-2 and R-3. The property to the east of the subject property is zoned R-3 and encompasses the Buren Homestead Addition Subdivision.

VI. APPLICANT'S POSITION:

The applicant's position is that the subject parcel requested for rezoning from residential to commercial would be combined with the parcel fronting City Point Road to create a suitable building site for small retail, office, etc.

Many parcels along City Point Road from downtown and on both sides of the road are zone Commercial. The subject parcel is the second parcel off of City Point Road and should be included with the lot fronting City Point Road for a desirable location.

The applicant indicates that there would be no effect on public services or facilities. If the property is rezoned Limited Commercial (B-2) it would be a favorable change and enhance the City Point Road Corridor with a mix of businesses and offices.

VII. ZONING/STAFF ANALYSIS:

The applicant is proposing to rezone 0.228 acres located 100 feet from the southwest intersection of City Point Road and South 13th Avenue from R-3, Residential High Density, to B-2, Limited Commercial, to provide for the future development of the property.

The B-2 zoning district is established along the major traveled streets within the city. City Point Road is one of the streets with existing commercial establishments that consist of the B-2 zoning. Many of the lots within the district are unusually shallow or narrow. The applicant plans to offer the property for sale to combine with the adjacent lot along City Point Road that is already zoned Limited Commercial (B-2). In order for this property and the adjacent property to be attractive to buyers, it is thought that a deeper lot would accommodate a commercial building and the required parking per Zoning Ordinance.

The 2001 Comprehensive Plan indicates that commercial development along City Point Road is classified as Neighborhood Commercial Facilities. It discourages the expansion of commercial development outside of the nodes located at the intersection of 15th Avenue/City Point Road and 7th Avenue/City Point Road that are along City Point Road. Further, the 2001 Plan indicates that the planned expansion of commercial facilities should be done on a case by case basis with proper attention being given to site plans, parking and in general the compatibility of a business with the neighborhood.

The subject property is vacant land that is approximately 10,000 sq ft. This area of land is enough for a single family house or duplex to be built on by-right in the current (R-3) District. Although the lot size is considerable for a residential lot, it is not a sufficient amount of area for development for a commercial project alone. In order for this section of land to be used for a commercial project it should be combined with the Subparcels (023-0225, 023-0220, 023-0215) north of the property with frontage along City Point Road, owned by the applicants, as not to have an adverse impact on the surrounding residential properties and provide the future commercial site with suitable parking area.

VIII. STAFF RECOMMENDATION:

Staff recommends approval of the request to rezone and amend the zoning map of Buren Homestead Addition: Lots 5, 6, 7, & 8, Block 4, also identified as Parcel No. 023-0230, from R-3, Residential, High Density to B-2, Residential Medium Density District, with the following condition:

- The property owner combine the subject property with subparcels (023-0225, 023-0220, and 023-0215) in an administrative re-subdivision application prior to site plan approval of the subject property.

IX. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article XXI-B, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends *approval 5-0* of the request submitted by the Victoria Goodwin & Christina Callis to rezone and amend the zoning district map for Lots 5, 6, 7, & 8, Block 3, Buren Homestead Addition Subdivision, also identified as Parcel No. 023-0230, from R-3, Residential High Density District to B-2, Limited Commercial District.

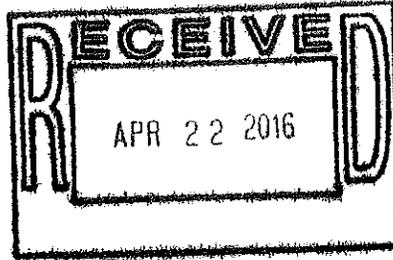
The Planning Commission recommends approval of the rezoning request because it aligns with the comprehensive plan, provides for more viable commercial development, allows for adequate parking, and allows for more economic development subject to staff's recommended conditions.

X. CITY COUNCIL RESOLUTION

In accordance with Article XXI-B, of the Hopewell Zoning Ordinance, the Hopewell City Council votes to (*approve/deny/table*) the request submitted by the Victoria Goodwin & Christina Callis to rezone and amend the zoning district map for Lots 5, 6, 7, & 8, Block 3, Buren Homestead Addition Subdivision, also identified as Parcel No. 023-0230, from R-3, Residential High Density District to B-2, Limited Commercial District.

Attachments:

1. Rezoning Application
2. Map of the General Area of Proposal and Current Zoning
3. List of Adjacent Property Owners
4. Residential, High Density (R-3) District
5. Limited Commercial (B-2) Zoning District
6. Objection Letter from adjacent property owner



The City
of
Hopewell, Virginia

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

APPLICATION FOR REZONING

APPLICATION FEE: \$300

Vgoodwin13@rocketmail.com

APPLICANT: Victoria Goodwin & Christina Callis
ADDRESS: P.O. BOX 924
Hopewell VA 23860
PHONE #: (804) 721-8473 FAX #: _____

INTEREST IN PROPERTY: OWNER OR _____ AGENT

IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.

OWNER: Victoria Goodwin & Christina Callis
ADDRESS: P.O. BOX 924
Hopewell VA 23860
PHONE #: (804) 721-8473 FAX #: _____

PROPERTY ADDRESS / LOCATION: South 13th Avenue, front corner of City Point Road

LEGAL DESCRIPTION: lots 5-6-7-8 Bk 3 Subdivision Buren
PARCEL #: 023-0230 ACREAGE: 0.23
10,000 sq. ft. Homestead Addition

PRESENT ZONING DISTRICT: R3
REQUESTED ZONING DISTRICT: Business - B-2
PRESENT USE OF PROPERTY: Empty lot

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:
The parcel we are requesting rezoning for to business would be associated with the street fronting City Point Rd to create a nice building site for small retail, office, etc.
NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:
All of the parcels along City Point Rd from downtown and on to 11th Street are zoned "Business". This lot is the second parcel off City Point Rd and should be included with the fronting lot for a desirable site.

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

there would be no effect on public services or facilities

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

this site, if rezoned as requested would be a favorable change to the Oak Point Road corridor

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

should this parcel be rezoned "business" this would substantiate the intent of various planning departments to enhance the city point rd corridor as a mix of businesses and offices.
COMMENTS FROM APPLICANT / OWNER:

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

A PROFFER STATEMENT IS ATTACHED

Y N

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

Victoria Erickson
APPLICANT SIGNATURE

4/22/16
DATE

OFFICIAL USE ONLY

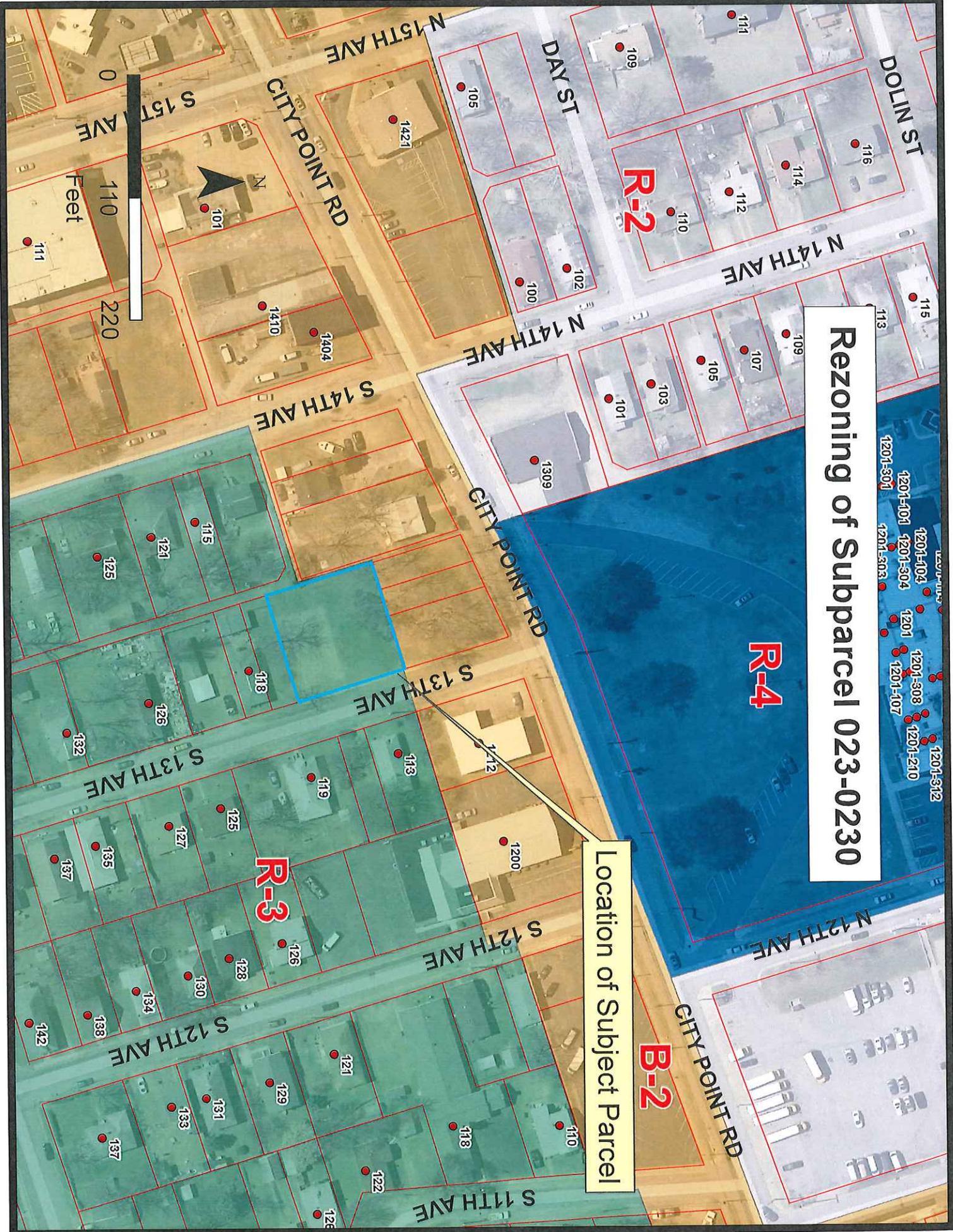
DATE RECEIVED: _____ DATE OF FINAL ACTION: _____

ACTION TAKEN:

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS/ PROFFERS:

Rezoning of Subparcel 023-0230



Location of Subject Parcel

R-4

R-2

R-3

B-2

ARTICLE V
RESIDENTIAL, HIGH DENSITY DISTRICT (R-3)

STATEMENT OF INTENT

This district is intended as a residential area with a medium to high population density. The regulations for the district are designed to stabilize and protect the essential characteristics of the district and to promote and encourage, insofar as it is compatible with the intensity of land uses, a suitable environment for family life. Uses such as schools, parks, churches and certain public facilities that serve the residents of the district are also permitted. Certain additional uses may be allowed, as long as the character of the district is not altered by levels of traffic, vehicular parking, lighting, noise and visual displays which are not compatible with the area.

A. USE REGULATIONS

In the R-3 Residential District, land may be used and buildings or structures may be erected, altered, or used, only for the following (with off street parking as required for the uses permitted in the district):

1. Single family dwellings (special definition).
2. Duplex includes zero lot line (special definition).
3. Multifamily dwellings (special definition).
4. Public parks, playgrounds, Recreational facilities.
5. Schools, General Education (special definition).
6. Fire and rescue squad stations
7. Home occupations to be located in the main building (special definition).
8. Hospitals (special definition).
9. Accessory uses (special definition).
10. Signs in accordance with Article 18 of this ordinance (special definition).
11. Group housing for the elderly and handicapped (special definition).
12. Neighborhood stores (special definition).
13. Laundromat as a part of a neighborhood store, provided that the neighborhood store and laundromat maintain the same hours of operation. (12/98)
14. Member-owned recreational facilities.
15. Churches.
16. Accessory apartments, with a Conditional Use Permit (see Section H of this article) from City Council (special definition).
17. Municipal Utilities, not to include towers for the transmission of electrical energy.
18. Private Utilities, towers or antenna for the wireless transmission of electrical energy above the frequency of 20,000 hertz, with a Conditional Use Permit issued by City

Council.

19. Kindergartens and day care centers.
20. Bed and Breakfast (special definition).
21. Home Occupation, in an out building, with a Special Use Permit from the Board of Zoning Appeals (special definition).

B. AREA REGULATIONS

The minimum lot area for permitted uses in this district shall be as follows:

1. Single family dwellings shall have a minimum lot area of five thousand (5,000) square feet.
2. Duplexes shall have a minimum lot area of seven thousand five hundred (7,500) square feet. For zero lot line duplexes for sale, each unit within the duplex shall have a minimum lot area of three thousand, seven hundred and fifty (3,750) square feet.
3. Multifamily dwellings shall have as minimum lot area of seven thousand five hundred (7,500) for the first two (2) units plus four thousand (4,000) for each additional unit.
4. Churches, either new construction or conversion of an existing building, shall have a minimum lot area of ten thousand (10,000) square feet.
5. All other uses shall have a minimum lot area of five thousand (5,000) square feet.

C. MINIMUM LOT WIDTH

1. The minimum lot width for permitted uses in this district shall be fifty (50) feet at the setback line.

D. YARD REGULATIONS, MAIN BUILDING.

1. Structures shall be located at least twenty (20) feet from any street or highway or any street or highway right-of-way, except that no new structure need be set back more than the average of the two (2) adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required except that each unit within a zero lot line duplex need only have one side yard) for a permitted use in this district shall be eight (8) feet. On a corner lot, the minimum side yard for the side facing the side street shall be fifteen (15) feet.
3. Each main structure shall have a rear yard of at least twenty (20) feet.

E. YARD REGULATIONS, ACCESSORY BUILDINGS.

1. No accessory building shall be located between the "setback line" and the front property line.

2. No accessory building shall be located any closer than five (5) feet to any property line. On a corner lot, no accessory building shall be located any closer than fifteen (15) feet to the side property line of the side facing the street.
3. No accessory building shall be located any closer than five (5) feet to any other building.

F. HEIGHTS

1. Main buildings may be erected up to thirty five (35) feet or two and one half (2 1/2) stories from grade.
2. Churches, cathedrals, temples, hospitals, sanitariums, schools, or other educational institutions may be increased to a height of eighty (80) feet or six (6) stories, provided that the required side yards are increased one (1) foot for each additional three (3) feet of heights over thirty five (35) feet.
3. Chimneys, water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article in this district and when attached to a main building or structure are exempt from height regulations.
4. ~~Accessory buildings and structures may be erected up to fifteen (15) feet from grade.~~
(Ord. #2003-17)

G. REQUIREMENTS FOR PERMITTED USES:

Before a building permit shall be issued or construction commenced on any permitted use other than a single family or duplex dwelling in this district of a permit issued for a new use, other than a single family or duplex dwelling, all requirements of Article 16, Site Plan Requirements, shall be met.

H. ACCESSORY APARTMENTS

Accessory Apartments, (special definition) shall be permitted, subject to the following conditions and requirements:

1. Owner/occupants may apply to the City Council for a Conditional Use Permit to convert an existing garage to an apartment, as follows:
 - a. Applicant must certify that such apartment will be occupied by a related family member 55 years of age or older or handicapped.
 - b. Applicant must acknowledge that upon vacation by such family member, the building may no longer be used as an apartment, unless another family member meets the required criteria and in no case shall it be used as a rental unit.
 - c. Applicant must demonstrate that sufficient off street parking will be provided.
2. Permits for such apartments shall be issued for a period of one year and must be renewed annually. All other requirements of the Zoning Ordinance and Building Code, including but not limited to building permits and occupancy permits, must be complied with.

3. No such permit shall be authorized except after notice and hearing, as provided by Section 15.1-431 of the Code of Virginia, as amended.
4. City Council may impose such conditions relating to the use for which such Conditional Use Permit is granted as it may deem necessary in the public interest and may require guarantee bond to insure that the conditions imposed are being and will continue to be complied with.
5. Upon approval by City Council, and prior to the issuance of a permit, the owners must execute an agreement acknowledging the limitations on such permit, which will be recorded at the owner's expense in the Clerk's Office of the Circuit Court of Hopewell.

**ARTICLE X
LIMITED COMMERCIAL DISTRICT (B-2)**

STATEMENT OF INTENT

The district has been established along some of the major traveled streets within the City in order to protect the existing commercial establishments presently located there and to enhance these areas in order to attract similar types of establishments. Because of the unusual shallowness and/or narrowness of the lots in these areas, only certain commercial uses which will not cause an increase in traffic volumes will be allowed. To this end, the following requirements have been devised.

A. USE REGULATIONS

Structures to be erected and land to be used shall be only for the following uses:

1. Accounting and tax preparation offices.
2. Antique store, not to include thrift stores.
3. Apartments, on the second or subsequent floors of a commercial/office use, provided that each unit contains a minimum of six hundred (600) gross square feet.
4. Appliance sales and repair.
5. Assisted living facility.
6. Automobile and truck service establishments and rental agencies, provided that vehicles lifts and pits, dismantled and wrecked automobiles and parts and supplies be located within a building enclosed on all sides; and provided that all service and repair of motor vehicles be conducted in a building enclosed on all sides.
7. Bakery.
8. Barber shops and beauty parlors.
9. Bookstores, not to include Adult bookstores.
10. Building supply, with no outside storage of materials.
11. Catering and prepared foods.
12. Churches.
13. Clubs and lodges, with a Special Exception issued by the Board of Zoning Appeals.
14. Commercial banks and financial institutions, not to include check cashing or payday loan establishments.
15. Computer sales and repair services.
16. Consignment store, with a Conditional Use Permit issued by City Council.

17. Contractors' establishments and display rooms, where business is conducted entirely within a completely enclosed building and where there is no storage of supplies or equipment outside the building.
18. Convenience stores, with gasoline.
19. Convenience stores, without gasoline.
20. Dance studio/school.
21. Day nurseries and child care centers.
22. Delicatessen.
23. Electronic sales and repair.
24. Fire stations and rescue squads.
25. Fitness center or gym.
26. Florist.
27. Frame shop.
28. Funeral homes.
29. Gift and card shop.
30. Grocery store.
31. Home decorating centers and interior design services.
32. Hospitals.
33. Ice cream parlor.
34. Institutions of higher learning.
35. Insurance agency.
36. Jewelry sales and repair.
37. Laundry and dry cleaning.
38. Law office.
39. Medical and dental office.
40. Municipal and private utilities.
41. Museums and art galleries.
42. Night Clubs and dance halls, with a Conditional Use Permit issued by City Council.
43. Nursing homes.
44. Off-street parking as required in Article XVIII of this ordinance.
45. Pet shops, but excluding boarding kennels.
46. Pharmacy.

47. Philanthropic and charitable institutions.
48. Printing shops.
49. Real estate agency.
50. Restaurants.
51. Restaurants, with a drive-thru window, with a Conditional Use Permit issued by City Council.
52. Schools, special.
53. Tailors and seamstress.
54. Tanning Salon.
55. Telecommunications towers or antenna for wireless transmission above the frequency of 20,000 Hertz (hz), with a Conditional Use Permit issued by City Council.
56. Theaters, motion pictures theaters and assembly halls, but excluding drive in theaters.
57. Video Rental Stores, not to include adult video establishments.
58. Wholesale businesses.

B. AREA REGULATIONS:

None, except that for second story apartment units, there shall be a minimum lot area of one thousand (1,000) square feet per dwelling unit.

C. LOT WIDTH REGULATIONS:

None

D. SETBACK REGULATIONS:

None

E. YARD REGULATIONS:

1. Side: None, except when a use is abutting a residential district, then there shall be a minimum side yard of five (5) feet.
2. Rear: None, except when a use is abutting a residential district, then there shall be a minimum rear yard of twenty (20) feet.

F. HEIGHT REGULATIONS:

Buildings may be erected up to forty-five (45) feet from grade, except that church spires, belfries, cupolas, chimneys, flues, flag poles, television antenna radio aerials and equipment penthouses are exempt from the provisions of this Section.

G. REQUIREMENTS FOR PERMITTED USES:

Before a building permit shall be issued or construction commenced on any permitted use in this district, or a permit issued for a new use, all requirements of Article XVI, Site Plan Requirements, shall be met.

6-1-2016

Christina Callis
Victoria Grodum

Mr Wade,

This is regards to
118 South 13th Ave
Hopewell, Va Rezoning.

my mother lives in the house
she is 93 years old. we all
highly Object to the rezoning.

Thank you
Mary Ann Knight

Lots being Rezoned

5, 6, 7 & 8. Block 3 in Burren Homestead Add.

Goldie E. Slusser
118 South 13th Ave

9, 10, 11 & 12 Block 3 in Burren Homestead Add.

property is in R. E. Slusser & Charles W. Slusser &
Mary Ann Knight



December 27, 2016

Mary Ann Knight
10508 Jordan Parkway
Hopewell, VA 23860



RE: Notice of Public Meeting for Rezoning in Buren Homestead Addition

Mrs. Knight:

As a representative for the adjacent property owner of the following rezoning request we are notifying you of the unfinished business item that will be held.

NOTICE OF PUBLIC MEETING
CITY OF HOPEWELL

The City of Hopewell City Council will hold a regularly scheduled meeting on Tuesday, January 10, 2017 at 7:30 pm in the City Council Chambers of the Municipal Building, located at 300 North Main Street, Hopewell, Virginia, to consider an unfinished business item for the following matter:

A request submitted by Victoria Goodwin & Christina Callis to Rezone Lots 5, 6, 7, & 8, Block 3 in the Buren Homestead Addition [Subparcel - 023-0230] from Residential, High Density to Limited Commercial District (B-2) in accordance with the City of Hopewell Zoning Ordinance, Article XXI.

If additional information is required regarding this unfinished business item, please contact the Department of Development at (804) 541-2220. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to 300 North Main Street, Suite 321, Hopewell, Virginia 23860.

Sincerely,

Horace H. Wade III
City Planner

Cc: Tevya W. Griffin, Director of Development
Mark Haley, City Manager
Charles Dane, Assistant City Manager
Ross A. Kearney III, City Clerk

**Department of
Development**

300 North Main Street
Hopewell, VA 23860
p: (804) 541.2220
f: (804) 541.2318

**REPORTS
OF THE
CITY
MANAGER**

REGULAR BUSINESS

R-1

**FY 2014-15 CAFR Update Presentation and
Introduction of Lance Wolff as
Interim Finance Director.**

R-2

**Introduction of the new City of Hopewell
Office on Youth Coordinator, Shanelle
Ebanks**

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

- Approve and File
- X 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: Regular Business Item**1. Accounting Measure for Current Budget FY17**

Authorize the appropriation of Virginia Department of Transportation (VDOT) revenue sharing program reimbursements to the City's Capital Improvements Program (CIP) projects for various street, sidewalk and drainage improvements.

The received state funds are to be assigned by appropriation to current and future CIP construction projects identified, or, to VDOT Match Fund accounts for listed capital improvement projects.

Examples of the proposed improvements and use of funds would include the following:

Install curb & gutter; repair street cross sections; install sidewalks; install and/or replace retaining walls; remove/repair/replace pavement structure; and/or various road section drainage improvements, as described in the pre-approved VDOT Revenue Sharing Program allocations, or other DPW identified street improvements projects.

2. Action is to acknowledge the receipt of state revenue funds then appropriate such funds to existing and future Capital Improvement Program projects performed in the public right-of-way.

ISSUE: In the current FY17 the City will receive reimbursement payments from VDOT for completing the scope of work as defined under the terms and conditions of the ratified Project Administration Agreement(s) for current projects. The receiving account where such funds have been deposited is considered a holding account for such funds.

Voting Action

1. A formal Resolution to authorize the identified revenue funds to be appropriated to the CIP projects as described.

Council Action Form dated 01-10-2017.

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

**01-10-
2017**

R-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:

ISSUE: Real Estate Assessor desires to pursue the Certificate of Excellence in Assessment Administration from the International Association of Assessing Officers. While I definitely want to accomplish this prestigious certification, my office does not currently have the necessary resources.

1. The IAAO provides technical assistance to jurisdictions that lack the wherewithal to complete the program solely in-house. We have the option of hiring the IAAO to evaluate the assessor's office with the end goal of achieving the CEAA.
2. Also, we must consider the fact that the office is currently not able to keep up with the requirements from the state to review parcels periodically. We need to increase the staff to be able to provide quality reassessment for the taxpayers.

RECOMMENDATION:

1. IAAO Technical Assistance:
 - a. Phase 1 - Hire the IAAO to Evaluate/audit the operations, define any deficiencies and make recommendations pertinent to a predetermined scope of work to determine if the Assessor's Office has the needed resources to be able to successfully pursue the CEAA designation from the IAAO.
 - b. Phase 2 - Pay for additional assistance as needed in achieving the CEAA from the IAAO.
2. The RE Assessor's office currently needs:
 - a. Additional staff.
 - b. New layout/renovation of the office to accommodate additional staff.
 - c. A replacement vehicle for 19 year old vehicle.
 - d. WorldView mapping for Assessor's office.

Council action form 1-3-17

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Tony Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4			

11-9-
2016

TIMING: Budget 2017-2018

BACKGROUND:

1. Assessor Budget every year includes \$20,000 for Management Consulting. Propose to increase to \$50,000 for 2018 budget to cover Phase 1 & Phase 2.
2. Additional staff needed
 - a. RE Technician – full time position
 - b. Senior Appraiser position – part time or full time contractor.
3. Renovate the office to accommodate 2 more staff person (\$15,000)
4. Need one new replacement vehicle - \$12,000 - \$14,000.
5. Parcel Lines – WorldView

FISCAL IMPACT:

1. \$30,000 for IAAO to evaluate/audit the RE Office.
2. \$35,000 estimate salary for RE Technician + benefits
3. \$58,000 estimated starting salary of full time appraiser or \$40/hr. as a contractor
4. \$14,000 estimated for a new replacement vehicle.
5. WorldView mapping added to Assessor’s Office budget.

ENCLOSED DOCUMENTS:

- Letter to Council
- Power Point Presentation
- ARTICLE IV. REAL ESTATE ASSESSMENT OFFICE
- IAAO – Standard on Digital Cadastral Maps and Parcel Identifiers.

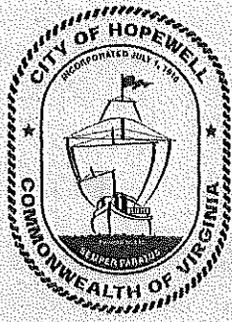
STAFF: Patrizia Waggoner

Council action form 1-3-17

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Tony Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4			

**11-9-
2016**



**Real Estate
Assessor's Office**
300 North Main Street
Hopewell, VA 23860

January 4, 2017

Honorable Mayor Shornak, Vice-Mayor Gore & members of Council,

Throughout my tenure as Real Estate Assessor for the City of Hopewell, it has been one of my goals to pursue the Certificate of Excellence in Assessment Administration ("CEAA"). The CEAA is a prestigious certification from the International Association of Assessing Officers ("IAAO") that is quite difficult to achieve. Only four jurisdictions within the Commonwealth of Virginia have been awarded the CEAA:

- City of Alexandria
- City of Hampton
- City of Portsmouth
- Fairfax County

A jurisdiction interested in obtaining the CEAA must comply with the appraisal industry's best practices, as promoted by the IAAO. This includes the completion of a "Self-Evaluation Guide" detailing the jurisdiction's processes and compliance with all relevant laws. Due to the complexity, emphasis on detail, and requirement to be in complete compliance with all IAAO standards, it can take a year or more to complete the process.

I want to reach this milestone for the City of Hopewell. I believe the achievement of such a lofty goal would enhance Hopewell's reputation throughout the state, especially given that the only other jurisdictions to achieve that goal are significantly larger than Hopewell. I also believe that this achievement would result in heightened confidence and respect from Hopewell's citizens, as well as higher morale within the assessor's office. This type of prestige could even draw investors to the City.

While I definitely want to accomplish this prestigious certification, my office does not currently have the necessary resources. Fortunately, the IAAO provides technical assistance to jurisdictions that lack the wherewithal to complete the program solely in-house. We have the option of hiring the IAAO to evaluate the assessor's office with the end goal of achieving the CEAA. This would be accomplished in 2 Phases:

- Phase 1: The IAAO would audit and evaluate the City's assessor's office operations, noting any deficiencies. They would then make recommendations pertinent to a predetermined scope of work. The analysis could be made scalable so that it could be implemented in stages. We would get a formal report outlining changes that would be needed to be made to work toward the



**Real Estate
Assessor's Office**
300 North Main Street
Hopewell, VA 23860

CEAA. The IAAO charges \$125/hr for this service. Other jurisdictions of our size have spent approximately \$30,000 for this phase of the service.

- Phase 2: Following the completion of phase 1, the IAAO would assist the City in developing a strategy for obtaining the CEAA. The charge would be \$125/hr. for this separate initiative

With assistance from the IAAO, I am very optimistic that we can accomplish the CEAA for the City of Hopewell. The scope of work for Phase 1 would be to determine the resources needed by the assessor's office to accomplish all statutory obligations, as well as recommendations on productivity, workload, staffing/system capacity and operational review of the current processes. Upon completion of Phase 1, the assessor's office would be prepared to embark on the year-long (or longer) project toward completion of all CEAA certification requirements.

In my opinion, the money invested in obtaining the CEAA would be well spent for the assessor's office as well as the City of Hopewell. Some of the benefits would include:

Summary of benefits:

- Investors – Credibility
- Citizens - Confidence in assessments
- Office - Greater accuracy in department records and efficiencies in internal business processes
- State – Sales Ratio Study accuracy
- Staff - Higher morale in the office and a sense of professionalism

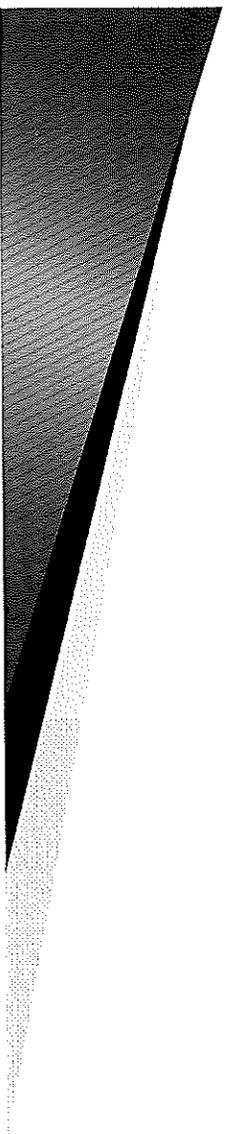
Thank you for your time and consideration in evaluating my request.

Patrizia Waggoner

Patrizia Waggoner
Certified General Appraiser, AAS, RES
City of Hopewell Assessor

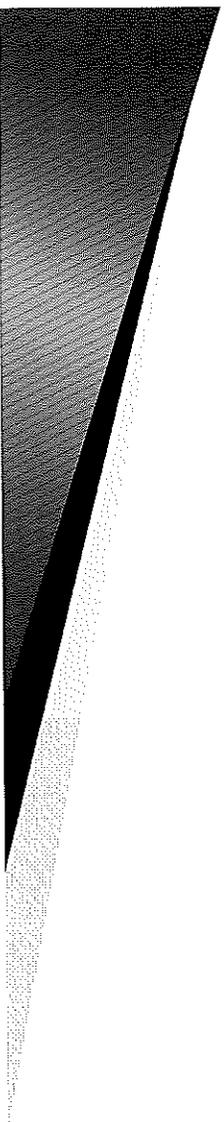
**CITY OF HOPEWELL
Virginia**

**RE Assessor's Office
Certificate of Excellence in Assessment
Administration**



RE Assessor's Office

- ▶ What is the CEAA?
- ▶ What organization issue it?
- ▶ Why would we want to obtain it?
 - This will give the office all the necessary tools to provide quality service to citizens
 - Staff Morale
 - Credibility
 - Confidence

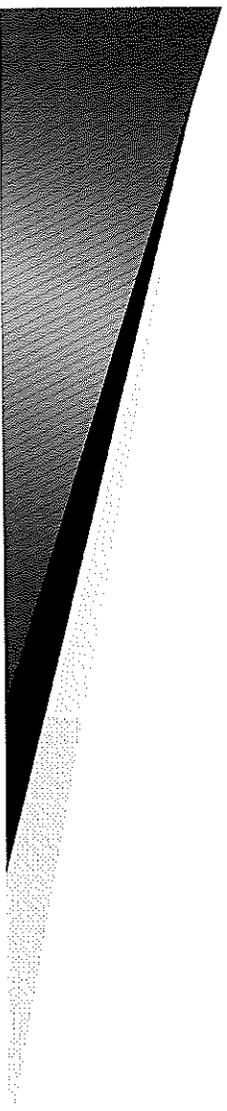


What is the CEAAA?

Certificate of Excellence in Assessment Administration

IAAO's Certificate of Excellence in Assessment Administration (CEAA) recognizes jurisdictions that utilize best appraisal and assessment practices in their offices. Since the program is directed at an entire jurisdiction rather than an individual, the requirements place a strong emphasis on teamwork and group achievement.

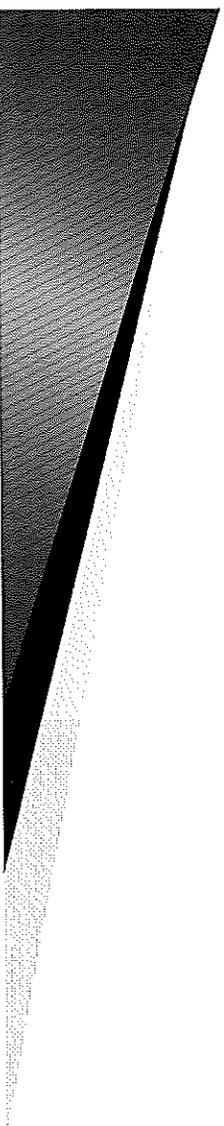
From IAAO website



Any benefits? **Quality & confidence**

Jurisdictions that earn this designation will demonstrate a high level of proficiency in the assessment and appraisal disciplines to both their constituents and their peers. In addition, IAAO believes that applicants will find that the process of preparing the required materials for the Certificate will serve as a learning process, providing a greater awareness of the jurisdiction's strengths as well as areas for continued development.

From IAAO website



More Benefits:

Continuation

The process of obtaining a Certificate of Excellence in Assessment Administration from IAAO can be utilized to:

- ▶ Enhance the public trust
- ▶ Promote professionalism
- ▶ Be recognized as a leader in the industry
- ▶ Indicate strengths as well as areas for continued development for the assessment jurisdiction
- ▶ Highlight best practices in the industry and which ones are being utilized by the assessment jurisdiction
- ▶ Provide a framework to identify strategic goals
- ▶ Boost staff morale and identify ways to create a strong team environment

From IAAO website

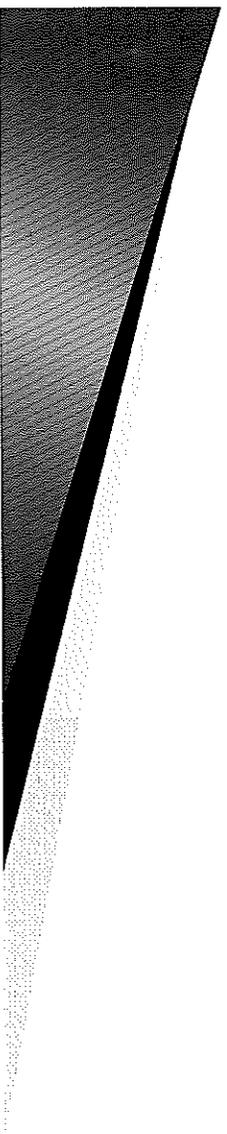
The International Association of Assessing Officers

IAAO is the preeminent authority on Assessment Administration. There is no other organization that can independently and objectively determine whether an assessment jurisdiction is meeting standards and best practices in the appraisal profession.

Excellence

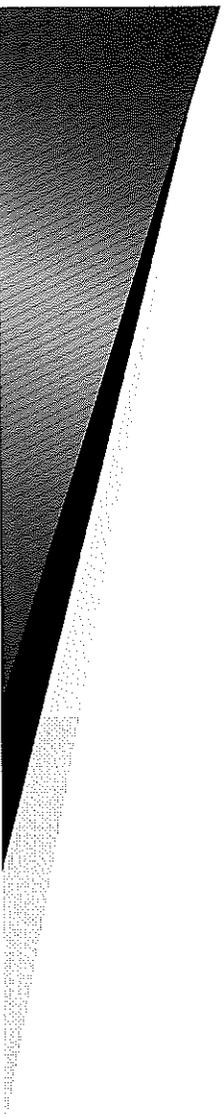
Recognition from IAAO through a Certificate of Excellence in Assessment Administration is the highest professional honor an assessment jurisdiction can obtain.

From IAAO website



Conclusion

- ▶ Should the City of Hopewell pursue the CEAA?
- ▶ Does the RE Assessor's Office has the necessary resources?
- ▶ IAAO can be hired to evaluate needs of the Office and make recommendations



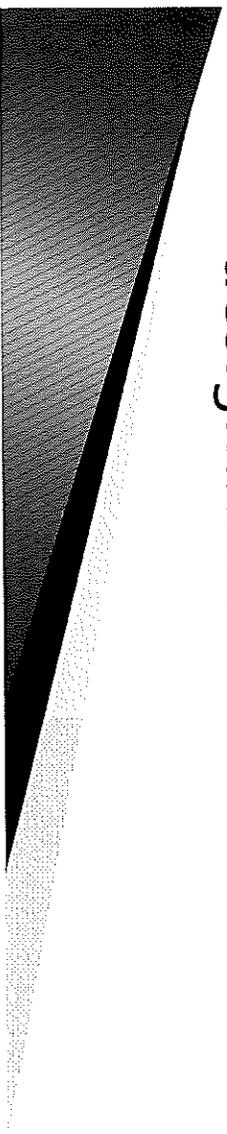
IAAO Technical Assistance

Phase 1 Evaluate/Review

- Workload & staffing capacity
- Major Processes: Sales Verification, Permits, Splits & Merges, Inspection, Revaluation Pgm
- Valuation Methodology being employed
- Mapping system management
- CAMA system functionality
- Quality control methodology currently employed

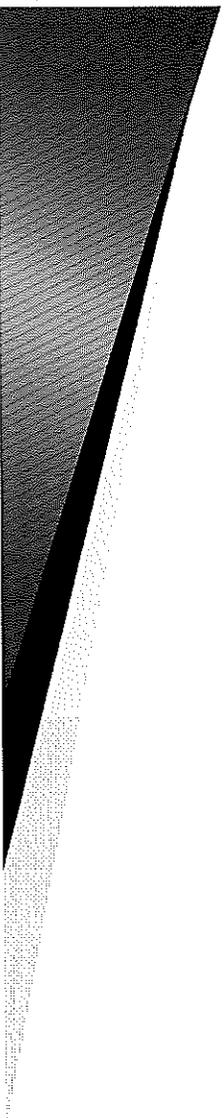
Phase 2 Assist the Jurisdiction

- in developing a strategy and implementation plan toward the goal of achieving the CEAA designation.



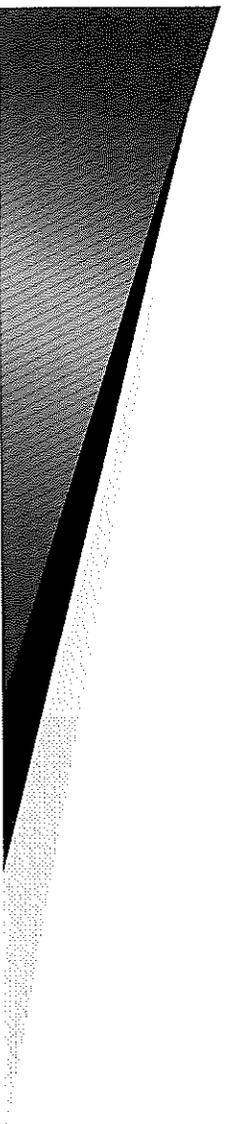
Cost

- ▶ Phase 1 will cost approximately \$30,000 based on other jurisdictions of similar size that have gone through the same process.
- ▶ Phase 2 will be on as needed base and the cost will be \$125/hr.
- ▶ Current Management Consulting budget is set at \$20,000 – propose to increase to \$50,000 for 2018 budget to cover both phases.



Timeline

- ▶ Phase 1 is estimated to take about 3 months starting on 7-1-2017
- ▶ Phase 2 has a time constraint of 12 months from the time we apply for the CEAA designation with the IAAO.
- ▶ Estimated time for completing the CEAA – EOY 2018 or earlier.

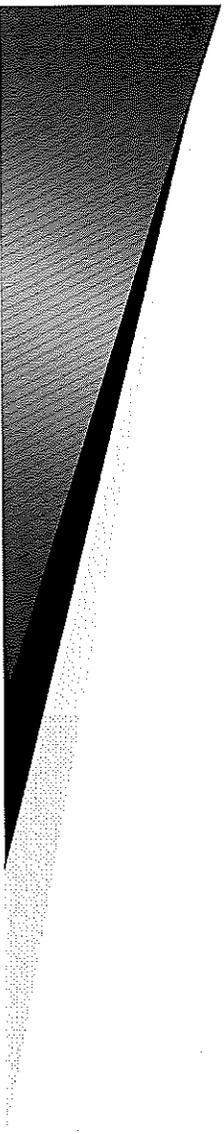


Accomplishments

- ▶ More efficient process for fire reports
- ▶ Land Book is done digitally
- ▶ Transfers of ownership done digitally
- ▶ Residential neighborhoods – 16 nbhds converted from front foot to lot value in 2015
- ▶ Commercial and Industrial parcels converted from front foot to square foot rate – ongoing
- ▶ Commercial and Industrial parcels buildings re-listed and used to generate values.

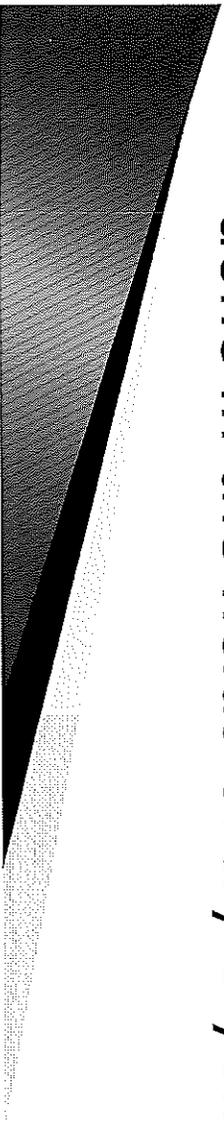
Accomplishments cont.

- ▶ Automated the process of reporting sales ratios to the State of Virginia.
- ▶ Sales are researched using a more detailed process.
- ▶ Cross training of staff.
- ▶ Appeals worked by the staff to the Board of Equalization are done in more detail.



Future improvements

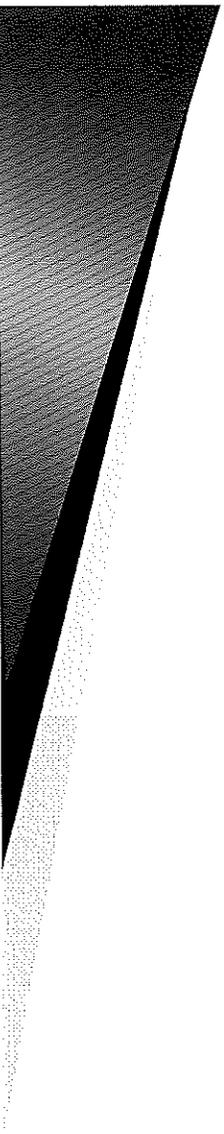
- ▶ Staff needs are critical.
- ▶ Scanning of Property Records Cards and attach them to the CAMA system.
- ▶ Convert all res nbhds to a lot value from FF value
 - 13 to be done
 - 16 done in 2015
 - 11 done before 2015
- ▶ Continue to cross train the staff
- ▶ Create a field manual for the appraiser for consistency and accuracy
- ▶ Measure the 2-3,000 res parcels without sketch
- ▶ General reassessments done in-house with reviews done in the fields every 6 years.



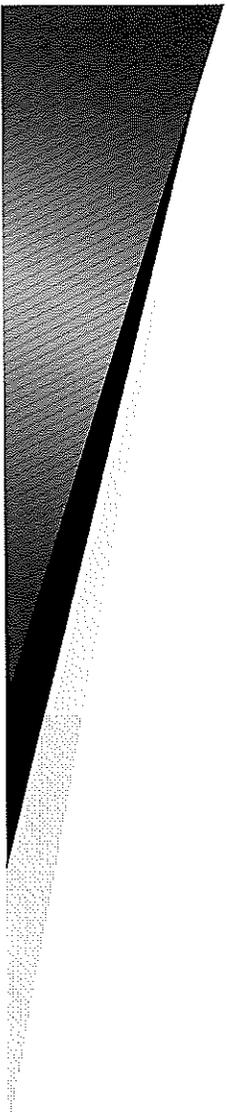
Summary

Improve the Assessor's office through certification and how to make it possible.

- **Additional staff needed**
 - RE Technician – full time position
 - Senior appraiser position – part time/full time contractor or part time/full time staff – open
- **Renovate the office** to accommodate 2 more staff positions
 - Paint, carpet, HVAC and wall reconstruction \$15,000 est.
 - 4 cubicles for staff \$ not received estimate yet
- **Parcel lines** – move WorldView budget to the Assessor's office from Planning \$ from Planning
- **Need one new vehicle** – \$12,000 –\$14,000 est.
- **Hire the IAAO** to evaluate the needs of the office \$30,000 est.



Questions?



**REPORTS
OF THE
CITY
ATTORNEY**

**REPORTS
OF THE
CITY CLERK**

REPORTS OF THE CITY COUNCIL

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

**OTHER
COUNCILOR
COMMUNICATIONS**

**CLOSED
MEETING**

ADJOURN