



# HAMPTON NEIGHBORHOOD COMMISSION

Neighborhood Commission  
Monday, January 14, 2019— 5:30-7:00PM  
Community Development Conference Room

*People. Partnerships. Possibilities!*

*BE A GREAT NEIGHBOR - ENGAGE OUR NEIGHBORHOODS - ENCOURAGE NEIGHBORHOODS  
TO BE GREAT PLACES - BE A CONDUIT BETWEEN OUR NEIGHBORHOODS AND OUR CITY - KEEP  
NEIGHBORHOOD LEADERS INFORMED - HELP GUIDE NEIGHBORHOOD LEADERS IN REACHING THEIR GOALS -  
ENCOURAGE NEIGHBOR ENGAGEMENT WITHIN THEIR NEIGHBORHOODS AND CITY*

District Representatives:

- District 1 - Northampton  
OPEN  
District 2 - Magruder Area  
Chuck McEachin  
District 3 - Mercury Central  
Jon Welters  
District 4 - North King Street  
OPEN  
District 5 - Foxhill  
Fred Everett, Chair  
District 6 - Buckroe  
OPEN  
District 7 - Phoebus  
OPEN  
District 8 - Downtown  
Kevin Steele  
District 9 - Greater Wythe  
Deena Franklin  
District 10 - Aberdeen  
OPEN

School Representative:

Ann Bane

City Representatives:

Steve Bond  
Capt. J. Price - Public Safety  
OPEN - Public Works

Institutional Representatives:

Stephanie Afonja  
Carlyle Bland  
OPEN - Faith-Based

At-Large Representatives:

Peggy Todd  
OPEN - Marketing

Youth Representatives:

Xavier Williams

Executive Director:

Jonathan E. McBride

- I. **Opening**
  - A. Roll Call and Verification of Quorum
  - B. Pledge of Allegiance
  - C. Review and Approve minutes of the November 5, 2018 meeting
  - D. Chair Announcements
- II. **Director's Report**
- III. **Items to be Presented by Public**
- IV. **Action Items (Voting items)**
  - A. Consideration of Grant Application—Aberdeen Gardens
  - B. Consideration of Grant Application—Olde Wythe Neighborhood Association
- V. **Briefings & Discussions**
  - A. Codes Academy
  - B. Community Plan Outreach
- VI. **Dialogue (Ongoing/Old Business)**
  - A. Strategic Issues Update
    1. Hampton Neighborhood College
    2. Home Repair Blitz
    3. Housing Venture
    4. Community Plan
  - B. Committee Status Reports
    1. Neighborhood Resource Review
    2. Neighborhood Development & Training
    3. Nominating Committee
- VII. **Items by Commissioners**

The next Hampton Neighborhood Commission Meeting will be held February 11, 2019, at 5:30 pm and a location to be announced.

**Protocol for Public Input at Neighborhood Commission Meetings:**

*Hampton Neighborhood Commission meetings are open to the public. The public is invited to attend meetings and to observe the work and deliberations of the Neighborhood Commission. The public may also address the Neighborhood Commission during the agenda item "Items to be Presented by the Public" by signing up to speak. The sign-up sheet will be available to the public until the agenda item "Items to be Presented by the Public" is reached in the course of the meeting. Speakers will be recognized in the order in which they sign up and are asked to limit their comments to 5 minutes.*

c/o Housing & Neighborhood  
Services Division  
22 Lincoln Street  
Hampton, VA 23669-3591

Phone (757) 727-6140  
Fax (757) 728-2449

www.hampton.gov/  
neighborhoods

## **MINUTES**

Hampton Neighborhood Commission Meeting  
Community Development Conference Room  
Monday, Nov 5, 2018  
5:30 PM – 7:00 PM

### **Present**

Fred Everett – Chair-Elect  
Chekesha White – District 10  
Jon Welters – District 3  
Ann Bane – School Representative  
Peggy Todd – At-Large Representative  
Stephanie Afonja – Institutional Representative  
Kevin Steel – District 8  
Deena Franklin – District 9  
Steve Bond – City Representative  
Capt. Jason Price – Public Safety  
Xaivier Williams – Youth Representative

### **Absent**

Chuck McEachin – District 3  
Carlyle Bland – Institutional Representative

### **Staff**

Joseph Andrews  
Anna Hammond  
Jonathan McBride – Executive Director  
Darren Robinson  
Marcie Spragan  
Keisha Whitley

**I. Opening**

**Call to Order**

The meeting was called to order at 5:50 p.m.

**A. Roll Call and Verification of Quorum**

Quorum verified

**B. Pledge of Allegiance**

**C. Review and Approve minutes of the Oct 2018 Meetings**

Minutes approved

**D. Chair Announcements**

There will be a holiday social/ retreat on December 10<sup>th</sup> – 5:30 pm – 8 pm; We will discuss the roles of the commissioners and have inspirational exercises.

**II. Director's Report:** Johnny Finn, a geographer from CNU, is working on a website project and gallery exhibit ([www.livingapartlivingtogether.com](http://www.livingapartlivingtogether.com) featuring stories about places that were meaningful to participants and demonstrate how housing policy creates and sustains segregation. Staff are forming a working group to host some community conversations around this topic.

**III. Items to be presented by Public**

None

**IV. Briefings and Discussions**

There were briefings and discussions about: 1) Smart Beginnings-- an early childhood development program; 2) Resilient Hampton – a group working to respond to sea level rise; and 3) Volunteer Code Enforcement – a group who will be recruiting volunteers to learn more about code enforcement and work with paid staff to enforce codes in Hampton neighborhoods. (Briefings attached)

**V. Action Items (Voting Items)**

Consideration of Chair-Elect appointment: Peggy Todd made motion, Xavier Williams seconded, motion passed.

## **VI. Dialogue (Ongoing/Old Business)**

### **A. Strategic Issues Update**

1. Hampton Neighborhood College (Darren)
  - o Hampton 101 will happen on Nov. 17<sup>th</sup>—sign up, tell a friend.
  - o Hampton Leadership Academy: 18 graduates; working on scheduling future dates
2. Hampton Home Repair Blitz
  - o Rescheduled for May 4, 2019
3. Housing Venture
  - o Curb Appeal project completion deadline is approaching, The Housing Authority is having a retreat this week.
4. Community Plan
  - o 230 people attended the kick-off, there were active people in the room, lots of great information was shared. Road-shows and table talks are available to capture additional input. Groups should visit [www.hampton.gov/hampton2040](http://www.hampton.gov/hampton2040)

### **B. Committee Status Reports on Work Plan Progress**

1. Neighborhood Resource Review
  - o Will be trying to meet this week
2. Nominating Committee:
  - o Would like to meet this week – no applicants
3. Neighborhood Development & Training
  - o Needs to have a meeting—have not met

## **VII. Items by Commissioners**

Anne Bane – Hampton City Schools Priorities Workshop will be held Nov. 29. She would like a Neighborhood Commission presence at the event.

Xaiver Williams – Congratulations to Captain Price and Hampton Police Department for receiving the Henk Koning Exemplary Partnership Award recognizing HPD's partnership with the Academy of Law and Public Safety at Bethel High School.

## **Adjournment**

The meeting adjourned at 7:00 p.m.

Next Meeting Date: January 14, 2019 at 5:30 pm, location TBD

**MEETING DATE: January 14, 2019**

## **HAMPTON NEIGHBORHOOD COMMISSION'S**



*People. Partnerships. Possibilities!*

## **COMMITTEE MINUTES**

## MINUTES

Hampton Neighborhood Commission Meeting  
Community Development Conference Room  
Executive Committee  
Nov. 26, 2018  
Time 5:00 p.m. – 6:00 p.m.

### Present

Fred Everett - Chair  
Jon Welters – District 4  
Chekesha White – District 10  
Steve Bond – City Representative

### Absent

### Staff

Joe Andrews  
Anna Hammond  
Darren Robinson  
Marcie Spragan  
Jonathan McBride - Executive Director

### Discussion Items:

#### Retreat, Holiday Social

- There was agreement about making the Holiday Social more of a retreat with some skill development training. The invitation for the event was reviewed and approved

#### Upcoming Orientation

- Staff are working to schedule an orientation to welcome and train new commissioners.

#### Grant Update:

- Grant awards on hold awaiting funding report.

### Item #2

#### Strategic Project Updates:

- **Hampton Neighborhood College – NSP (Darren)**
  - Hampton 101 was a success. There were several graduates from the Hampton Leadership Academy present.

- **Community Plan update**
  - We are doing table talks and scheduling roadshows. There was a discussion about ways to market.

**Item #3**

**Committee Status Reports**

- A. Neighborhood Resource Review:**
  - Has not met yet; Working on a request for CIP money next year .
- B. Neighborhood Development and Training:**
  - Chekesha White is stepping down as chair from the committee.
- C. Nominating Committee (Jasmine)**
  - People are waiting on nominating letters; The Neighborhood Commission will help them get the letters; We have tools in place to find more Neighborhood Commissioners: HLA, people who emerge from Community Planning process.

**Item #4**

**Reviewed and approved invitation for Dec 10, 2018 Neighborhood Commission Social and Retreat,**

Next Meeting Date: Jan 14, 2019 and Location TBD

## Neighborhood Resource Committee

### Meeting Results

January 7, 2019 – Community Development Conference Room- 6:00 PM

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#### **Present:**

Jon Welters – District 3 Neighborhood Commissioner, Chair

Kevin Steele – District 8 Neighborhood Commissioner

Peggy Todd – At Large, Real Estate Commissioner

Xavier Williams – Youth Commissioner

#### **Staff**

Marcie Spragan – Neighborhood Development Associate

Keisha Whitley - Chief Neighborhood Specialist

#### **Absent:**

“Chuck” McEachin – District 2 Neighborhood Commissioner

**Guests:** None

#### **I. Old Business:**

Provided an update of previously approved grants. Both the Olde Wythe Neighborhood Association and Aberdeen Historic Foundation grants will be forwarded to the full Commission for final approval.

#### **II. New Business:**

- The committee discussed identifying grant priorities for awarding both physical and social grants for the year. The committee suggested that the awards should be balanced – the physical grants should not expend all funding from the social grants. The committee stressed the need to increase capacity building in the community through grant awards. Also, there should be focus areas such as the Hampton Housing Venture neighborhoods that should receive priority for capacity building activities.
- The committee requested that staff present a budget report at the start of each meeting. At this meeting, staff was unsure with the outstanding physical grants and upcoming pool grants that funds were available for social grants at this time.
- The committee reviewed a proposed amendment to the NIF grant policy. In some places the policy states that a quorum is five not three. The amendment would change all references to three.
  - Chair asked for motion. Motion to change all references to a quorum from five to three by Comm. Todd. Second by Comm. Bond. Committee approved the amendment.
- The committee reviewed 1 Registered Neighborhood Organization application, Shell Gardens Community Association.
  - Chair asked for motion. Motion to approve by Comm. Todd. Second by Comm. Steele. Committee approved the application.
- The Committee discussed 2 Neighborhood Social Grants for Girls Club and North Hampton Civic League.
  - Girls Club – Submitted application for a grant to fund a field trip to Washington DC. There was no quorum to review the application at the November meeting.

- The Chair communicated that this was not in the scope of the Neighborhood Social grant policy with the applicant. The application was not reviewed.
- North Hampton Civic League – Submitted application for a \$1,906.97 grant to fund a neighborhood GALA. The application was received on October 25, 2018, the event was held on November 13, 2018. NIF grant policy states that an application should be received at least 60 days before the event. Also, the committee is unsure of the funds available status at this time.
  - Chair asked for motion. Motion to deny by Comm. Todd. Second by Comm. Williams. Committee denied the application.

**III. Next Meeting Date:**

The next meeting date is February 6, 2019 at 5:30p.

The meeting was adjourned at 6:36 PM

The next meeting: 1<sup>st</sup> Wed

Agenda: TBD

Minutes by: Keisha Whitley

**MEETING DATE: January 14, 2019**

## **HAMPTON NEIGHBORHOOD COMMISSION'S**



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### **ACTION ITEMS**



MEETING DATE: Jan. 14, 2019

## HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

*People. Partnerships. Possibilities!*

Preparer: J. Bryson Reviewer: A. Hammond Presenter: J. Welters/J. McBride

**SUBJECT:** Consideration of the Aberdeen Gardens Civic Association/Historical Foundation of Aberdeen Gardens Neighborhood Improvement Fund Application

**AGENDA ITEM:** IV. A.

**ACTION REQUESTED:** Approval of the Aberdeen Gardens Civic Association/Historical Foundation of Aberdeen Gardens Neighborhood Improvement Fund Application. (Vote)

Suggested Motion: *"I second the motion for approval of the Aberdeen Gardens Civic Association/Historical Foundation of Aberdeen Gardens Neighborhood Improvement Fund Application"*

**BACKGROUND STATEMENT:** Aberdeen Gardens Civic Association and Historical Foundation of Aberdeen Gardens are requesting \$93,270.00 in Neighborhood Development Funds to repair and upgrade the Aberdeen Gardens Historic Museum in partnership with the Hampton Convention & Visitor Bureau and Hampton University. The organization plans to rely on volunteer labor, planning efforts, and community donations to fulfill their match requirement.

**NEXT STEPS (If Applicable):** Prepare grant agreements and implement project

**ADDITIONAL REFERENCE MATERIALS ENCLOSED:** Aberdeen Gardens Civic Association/Historical Foundation of Aberdeen Gardens Neighborhood Improvement Fund Application.

**COMMITTEE RECOMMENDATIONS:** The Resource Review Committee recommends approval of the application

NEIGHBORHOOD IMPROVEMENT FUND GRANT  
APPLICATION FORM

Submission Date: 10-29-18

Tax Identification Number (EIN): 54-1976526

Neighborhood Serving Organization/Association: Aberdeen Gardens/Historical Foundation of Aberdeen Gardens

Project Title: Repair and Safekeeping of 57355 Mary Peake Boulevard

Primary Contact: Margaret Wilson, President of HFA6

Address: P.O. Box 9594, Hampton, VA 23670

Phone: 757-722-2345 , Email: mwi9054658@aol.com  
757-722-1183

Planning Committee Members (Please list the members of your planning team for your project):

Margaret Wilson, Troy Smith, Krista Hardy, Eve Dabney,  
Simone Graen, Roger Baucom, Mary Fugere, Harmonie Mason

Project Category – Type of Project (v to select all that may apply)

- Monument Sign, small entryway sign, historic marker
- Public Art,
- New Median, speed table, traffic circle, etc.
- Youth Projects
- Other

RECEIVED  
AUG 31 2018  
CDD 5<sup>TH</sup> FLOOR

Project Information (Add attachments if necessary)

1. Summary of Project: A.) Write a clear description of your project you are planning. B.) What do you wish to accomplish with this project? C.) Describe how this project will benefit the neighborhood? D.) Have you got consensus from your neighborhood (See outreach guide for help)? E.) Provide a picture of the existing location of the site, cost estimate and/or quotes of your physical improvement, and site plan of the location (most quotes will include this):

- A. This project will involve repairing and upgrading the historic structure that is housing Aberdeen Gardens Historic Museum and its administrative offices. This complex is an integral center of neighborhood history, activity and leadership.
- B. Upon receipt of approval from the Commonwealth of Virginia's Dept. of Historic Resources, we wish to make improvements as reflected in Attachments A & B.
- C. It is vital to the mission of the Foundation, which is to "Preserve, Protect and Promote the history and culture of the Aberdeen Gardens Historic District, that 57 Mary Peake Blvd. be as accessible to as many visitors as possible. The work will be done by contractors and community members. The result of this project will be a more physically accessible building with improved historical interpretation, increasing its profile & role in the neighborhood.

Activities & Milestones

2. Please list activities and milestones to complete your physical community improvement project. Attach any proof of this planning, such as meeting minutes and emails. You may have to obtain a right-of-way and/or easement permit. Please visit this link for more details of what you might need, <http://www.hampton.gov/442/Development-Services-Center-Permits>:

Please see the HFAB Board Meeting Minutes and Executive Committee Minutes, as well as those of the HFAB Endowment Trustees.

The required repairs are itemized in the attached pages. HFAB will additionally partner with community partners/organizations to professionally interpret Hampton and Aberdeen Gardens history in the museum through professional labelling and displays. These will educate residents and visitors about living in Aberdeen Gardens from the time it was first established to life community today.

Project Budget

3. Please fill out the Budget Table accordingly. This grant requires a 10% match - Eligible match may include cash contributions, donated materials/services, volunteer labor or a combination there of (Visit <http://www.independentsector.org/volunteer> time for the current rate for volunteer time). Also donated or discounted professional services, such as architectural, engineering, construction, etc., will be valued at the full cost of the service provided:

		Funding Sources & Totals (This grant requires a 100% match)				
Budget Item	Budget Item Cost (A)	NIF Grant Funds (B)	Other Resources (C)	Total (B + C = A)	Identify Resources for Matching Requirement (i.e volunteer hours, professional services, materials, etc.)	
1. Physical Improvement to 55 & 57 Navy Peake Blvd	93,270	93,270		93,270	Professional Services Materials	
2. Volunteer Support for building repairs	2414		2414	2414	\$24.14 per hour x 100 volunteer hours	
3. Identifying artifacts and documents	1931		1931	1931	\$24.14 per hour x 2 volunteers x 40 hrs.	
4. Interpretive labeling + artifact display	5000		5000	5000	Hampton History Museum and Hampton CVB interpretive display exhibit cost + employee hrs	
<b>TOTAL</b>	<b>102,615</b>	<b>93,270</b>	<b>9345</b>	<b>102,615</b>		

Budget Narrative

Budget Item	Explanation
1. Physical Improvement of 55 & 57 Navy Peake	Please see attachments A & B for details of necessary repairs
2. Volunteer support of repairs	Estimated 100 volunteer hours will be required to complete tasks through community support
3. Artifacts & documents	Hampton University students will work 40 hours each to record Aberdeen Gardens documents, etal.
4. Interpretive labeling and artifact display	Professionally present Aberdeen history and historical items with interpretive plaques and exhibits.

Partnerships

4. We value partnerships - Please identify the partners with whom you are working with. Please provide letters of support from your partners (Attach to application):

Name of Partner & Organization (if Applicable)	How Are They Contributing to the Project and/or What is Their Role in the Project (Examples: Making the fliers, Volunteer time, Donate items for/to project, etc.)
Faden Contracting Inc	Proposal-Contract for repairs at Museum Complex
Smith Bros. Flooring	Assisting in the repair of flooring at 55 & 57 Mary Peake
Aberdeen Gardens Hist. Soc. & Civic Association	Volunteer service hours and support of work completed at Museum Complex - 55/57 Mary Peake Blvd.
Hampton University	Student interns will identify and log artifacts and historic documents
Hampton Convention & Visitor Bureau	Assist in interpreting the artifacts, furniture and history inside Aberdeen Gardens Historic Museum.
Hampton History Museum	Assist in research and authentication of Aberdeen Gardens' museum furniture, artifacts, appliances, assist in exhibit design and presentation.
Hampton City Schools	K-12 students will be engaged through community service

*Margaret Wilson*  
 \_\_\_\_\_  
 Authorized Signature of Organization Chair/President

*July 31, 2018*  
 \_\_\_\_\_  
 Date

**FADEN CONTRACTING INC.  
538 BELLWOOD RD.  
NEWPORT NEWS, VA. 23601  
LIC# 2701-037162 A  
757-639-2476**

June 6, 2018

Aberdeen Gardens Historic Museum  
55 and 57 N. Mary Peake Blvd.  
Hampton, Va. 23666  
757-722-2345/722-1183

ATTN: Ms. Margaret Wilson  
Email-mwi9054658@aol.com

Subject: PROPOSAL-CONTRACT FOR REPAIRS AT THE ABOVE PROPERTY

**SECTION 1-WORK WRITE-UP**

**57 N. MARY PEAKE BLVD**

**EXTERIOR (#1)**

1. Point up the brick work throughout matching the aged brick mortar 1,200.00
2. Fabricate exterior mounted screen frames that are missing to match the existing frames and apply screen to the unit 1,600.00
3. Fabricate interior mounted screen frames that are missing to match existing and apply screen to the unit 700.00
4. Repair/replace rotted and deteriorated wood trim and fascia on the exterior 1,800.00
5. Repair/replace rotted front door jamb and sill to match the existing profile 700.00
6. Remove existing rear porch screening, Replace rotted wood framing, prime and paint 2 coats premium exterior paint, then rescreen the porch and install pre-painted screen moldings 2,300.00
7. Repair all damaged exterior window sill and trim with materials to match the existing architecture including the heavily water damaged windows in the rear 1,400.00

8. Repair the front entry light, patch and paint and repair the wiring to proper safe operation 300.00
9. Low pressure wash the entire exterior and trim 650.00
10. Prep Prime and Paint entry doors and garage door and windows and gables with premium exterior paint to match existing 2,800.00
10. Scrape, prime and paint front stoop and rear porch floor with premium porch and floor paint to match existing 800.00
11. Repair exterior exposed electrical outlets and properly water proof and GFCI protect 690.00
12. Repair and reglaze all windows 1,600.00

#### ROOF (#2)

1. Remove damaged roofing improperly laid and laced, replace deteriorated plumbing pipe collars that were not replaced when the roofing was installed 2,700.00
2. ~~Replace moisture damaged sheathing 900.00~~

#### SITE WORK (#3)

1. Remove existing treated lumber ramp in the rear that is not built to code and ADA standards 300.00
2. Construct a new ADA compliant Egress Ramp to the rear porch 4,200.00
3. Remove cracked and deteriorated front combination walkway then reconstruct the walk in the same configuration as existing with concrete runner flanked with brick pavers 5,600.00
4. Excavate, form and pour concrete walkway with brick flanker to match the front walkway extended to the rear ramp to allow HC accessibility 7600.00

#### INTERIOR (#4)

##### MOLD ABATEMENT

1. Clean interior walls ceilings and floors with antibacterial agent 2,500.00
2. Clean and remove tarnish from door and window hardware 420.00

3. Open wall with termite evidence and repair the framing as necessary 1,220.00
4. Repair damaged wall and ceiling drywall throughout to include the areas removed to repair termite damage 3,950.00
5. Prime and paint walls and ceiling throughout the interior 4,320.00
6. Paint the stairs and railings to match existing 660.00
7. Refinish the existing hardwood flooring and apply 2 coats of polyurethane 4,500.00
8. Repair and secure the concrete step from the rear porch into the garage/bathroom 290.00
9. Move and reset contents 300.00
10. Repair electrical throughout and safety devices and vents 2,000.00

CRAWL SPACE (#5)

1. Install an in-crawlspace power vent to reduce residual moisture content 990.00
2. Install new sump pump designed to discharge to a safe location including all electrical feeds 1,950.00

**55 N. MARY PEAKE BLVD**

EXTERIOR (#6)

1. Point up brick work and porch stoops to match existing 1,300.00
2. Remove porch screen, repair rotted framing, rescreen 2,300.00
3. Repair the step onto the rear porch and make it level and safe to step onto 300.00
4. Install hand rail to the front step-up 350.00
5. Replace rotted wooden vent cover and foundation access door 550.00
6. Replace the delaminating pvc trim on the windows 1,200.00
7. Low-pressure wash exterior 650.00

8. Prep Prime and Paint entry doors and gables with premium exterior paint to match existing 2,100.00

9. Scrape, prime and paint front stoop and rear porch floor with premium porch and floor paint to match existing 920.00

10. Repair exterior exposed electrical outlets and properly water proof and GFCI protect 660.00

ROOF #6 contd.

1. Replace damaged roofing collars 800.00

INTERIOR #7

1. Remove wall paper through 930.00

2. Repair all damaged and missing wall drywall 3,660.00

3. Prep prime and paint walls and ceilings 3,900.00

4. Remove and reset contents 300.00

5. Screen and refinish wood flooring 3,900.00

6. Repair grout and recaulk bathtub and tile 280.00

CRAWL SPACE #8

1. Install an in-crawlspace power vent to reduce residual moisture content 990.00

2. Install new sump pump designed to discharge to a safe location including all electrical feeds 1,950.00

GENERAL #9

1. Plans and Permits 1,500.00

2. Debris removal and dump fees- 1 large dumpster 900.00

- |    |  |          |
|----|--|----------|
| 3. | Treat entire structure for termite infestation | 1,900.00 |
| 4. | Final cleaning                                 | 990.00   |

**GRAND TOTAL** **\$ 93,270.00**

**SECTION 2-SCOPE OF WORK**

FADEN Contracting Inc. shall furnish all of the materials and perform all of the work described in Section 1.

**SECTION 3-TIME OF COMPLETION**

The work to be performed under this contract shall commence within 2 days from acceptance and be substantially complete within 180 working days.

**SECTION 4-CONTRACT PRICE**

The owner shall pay FADEN Contracting Inc. for the material and labor to be performed under this contract the sum of ( \$ 93,270.00 ) Ninety Three Thousand Two Hundred Seventy Dollars and Zero Cents

subject to additions and deductions pursuant to authorized change orders.

**SECTION 5-PROGRESS PAYMENTS**

1/6 upon acceptance

4 progress inspections

**BALANCE UPON COMPLETION**

1. All work shall be completed in a workmanlike manner and in compliance with all building codes and other applicable laws.
2. To the extent of law all work shall be performed by individuals duly licensed and authorized by law to perform said work.
3. Contractor may at its discretion engage subcontractors to perform work hereunder, provided contractor shall fully pay said subcontractors and in all instances remain responsible for the proper completion of this contract.



MEETING DATE: Jan. 14, 2019

## HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

*People. Partnerships. Possibilities!*

Preparer: J. Bryson Reviewer: A. Hammond Presenter: J. Welters/J. McBride

**SUBJECT:** Consideration of the Olde Wythe Neighborhood Association Neighborhood Improvement Fund Application

**AGENDA ITEM:** IV.B.

**ACTION REQUESTED:** Approval of the Olde Wythe Neighborhood Association Neighborhood Improvement Fund Application. (Vote)

Suggested Motion: *"I second the motion for approval of the Olde Wythe Neighborhood Association Neighborhood Improvement Fund Application"*

**BACKGROUND STATEMENT:** Olde Wythe Neighborhood Association requesting \$96,630.91 in Neighborhood Development Funds to build a permanent gazebo in Robinson Park dedicated to honoring the memory, life, and service of Officer Kenneth E Wallace. Officer Wallace was seven year veteran of the Hampton Police Department who was murder in the line of duty. The organization plans to rely on volunteer labor, planning efforts, and community donations to fulfill their match requirement.

**NEXT STEPS (If Applicable):** Prepare grant agreements and implement project

**ADDITIONAL REFERENCE MATERIALS ENCLOSED:** Olde Wythe Neighborhood Association Neighborhood Improvement Fund Application.

**COMMITTEE RECOMMENDATIONS:** The Resource Review Committee recommends approval of the application



President,  
Olde Wythe Neighborhood Association (OWNA)  
P.O. Box 1445  
Hampton, Virginia  
23661-0445

August 31, 2018

City of Hampton Neighborhood Commission  
Attn: Ms. Jasmine Bryson  
Housing & Neighborhood Services Division  
Community Development Department  
22 Lincoln Street, 5th Floor  
Hampton, Virginia 23669

Subject: Neighborhood Improvement Fund (NIF) Grant Request

Dear Commission Members,

The residents of Olde Wythe take great pride in forwarding the attached grant request in the amount of \$96,630.91 which will provide funding to erect a permanent gazebo in Robinson Park dedicated to honoring the memory, life and service to our community of Officer Kenneth E. Wallace, a seven year veteran of the Hampton Police Department. Officer Wallace was murdered in the line of duty while serving our community on Monday, the 21st of February, 1994. It is proposed that this structure be dedicated as the "OFFICER KENNETH E. WALLACE MEMORIAL GAZEBO" and that it contain a memorial plaque bearing his portrait and his biography.

This gazebo replaces a much used similar structure which fell into disrepair in the 1950s and was partially removed by the City of Hampton; its foundation remains and will be incorporated into this new structure. It is anticipated that this new gazebo will be used

during daylight hours for family events, Olde Wythe neighborhood festivals, group picnics, Scouting and supervised youth assemblies, and other functions which will strongly contribute the strengthening of Olde Wythe's social and cultural quality of life.

This request is supported by Officer Wallace's mother and has been coordinated with the Hampton Police and other appropriate Departments of Hampton City Government, with all of the residents living adjacent to Robinson Park on three different occasions, and with all available residents living in Olde Wythe; there were no residents who dissented to this request or to the construction of this gazebo.

Should the Neighborhood Commission approve and award this grant, the Olde Wythe Neighborhood Association considers it appropriate for this memorial to be dedicated by Officer Wallace's mother at a groundbreaking ceremony on the 25th anniversary of the Officer's death; Thursday, the 21st of February, 2019.

The Olde Wythe Neighborhood Association point of contact for this request is Mike McHenry at mmchenry@tmmg.us.com or home (757) 244-6648 or cell: (757) 813-5320.

Sincerely,



Lisa Jones  
President

Attachments: As listed.

# NEIGHBORHOOD IMPROVEMENT FUND GRANT

Submission Date: August 31, 2018

Tax Identification Number (EIN): 760790431

Neighborhood Serving

Organization/Association: Olde Wythe Neighborhood Association (OWNA)

Project Title: Officer Kenneth E. Wallace Memorial Gazebo

Primary Contact: Michael McHenry

Address: 2308 Chesapeake Avenue, Hampton, Virginia 23661

Phone: (757) 244-6648, Email: [mmchenry@tmmg.us.com](mailto:mmchenry@tmmg.us.com)

Planning Committee Members (Please list the members of your planning team for your project):

Lisa Jones

Mike McHenry

Charlie Edmonson

Rich Foley

Greg Siegel

Anne McHenry

Suzan Borland

Michael Barber

Judy Moore

Mary Stanek.

Project Category – Type of Project

**Monument Sign, small entryway sign, historic marker**

**Public Art,**

**New Median, speed table, traffic circle, etc.**

**Youth Projects**

**Other**

## 1. Summary of Project:

### A.) Write a clear description of your project you are planning.

Construct an esthetically pleasing neighborhood gazebo, compatible with the current architecture of surrounding neighborhood structures, that will allow families, neighborhood organizations, community groups, and youth organizations to have a covered, lighted all-weather shelter which can be used as a local

in-community meeting venue and stage for larger events (see attachment 1 for an outline drawing). The shelter will mirror a previous shelter (see attachment 2) which was demolished in the 1950s leaving only a cracked foundation today (see attachment 3). At the request of Robinson Park residents, light censored on at dusk-off at dawn downward focused non-intrusive ceiling lighting will be installed along with locked access to electrical power. There will be no gazebo walls to obstruct see-through vision by residents nor will there be tables or chairs that would require maintenance. Use of the gazebo will be restricted from dawn to dusk in compliance with current City of Hampton regulatory guidance.

**B.) What do you wish to accomplish with this project?** There are three goals to be achieved by completion of this project:

- The primary goal of this request is to provide funding for the construction of a gazebo which will honor and perpetuate the memory, dedication, and service to our community of Officer Kenneth E. Wallace, a seven year veteran of the Hampton Police Department, who was murdered while in the line of duty on Monday, the 21st of February, 1994. This gazebo will provide a visible and lasting memory of Officer Wallace, and his sacrifice, throughout our community. It is proposed that this structure be dedicated as the "OFFICER KENNETH E. WALLACE MEMORIAL GAZEBO" and that it contain a bronze memorial plaque bearing his likeness and his biography.
- The second goal of this project is to promote community pride, and strengthen the quality of community life, for residents in Olde Wythe and in Hampton by replacing a hazardous eyesore with an all-weather shelter conducive to hosting family, neighborhood, and community events which promote the interaction of neighbors.
- The third major goal of this project is to provide a venue which will promote neighbors coming together to meet newly arrived neighbors and families.

**C.) Describe how this project will benefit the neighborhood?** The base of the previous gazebo, a safety hazard and eyesore, will be transformed into an esthetically pleasing structure capable of sheltering family and community groups during inclement weather and on hot sunny days. During clear weather, it would also be used as a stage hosting events for larger groups such as the neighborhood 4th of July Celebration, Fall Festival, and Easter Egg Hunt.

**D.) Have you got consensus from your neighborhood?** Yes. There has been unanimous support from both residents living around Robinson Park, where the gazebo will be located, and others living in Olde Wythe. Each resident living around Robinson Park received an initial visit (see attachment 4) and flyer (see attachment 5) soliciting their opinion concerning improvements to Robinson Park. Of those who answered the questionnaire, 100% supported the suggestion of constructing an enclosed shelter. These same residents, as did ALL Olde Wythe residents, also received a "NEXTDOOR" OLDE WYTHE email (see attachment 6), and an article in the OWINA newsletter (see attachment 7), soliciting their participation, questions and suggestions. To that end, two members of the project planning team live in properties surrounding Robinson Park and serve as an information conduit with their neighbors. Both the "NEXTDOOR OLDE WYTHE" email, and OWINA newsletter, requested comments at an OWINA "Open House" which was held by OWINA committee members on July 4th, 2018, in Robinson Park to address questions from residents and to show an artist's drawing of the proposed gazebo.

**E.) Provide a picture of the existing location of the site, cost estimate and/or quotes of your physical improvement, and site plan of the location (most quotes will include this):**

- The proposed site is located in Robinson Park, Olde Wythe, Hampton, Virginia 23661 (see attachment 3).
- Initial cost estimates are provided at attachment 8.

- A draft site drawing is provided at attachment 1. This site drawing will be expanded into a site plan and blueprints once funding is approved.

### **Activities & Milestones**

2. **Please list activities and milestones to complete your physical community improvement project:**
  - A. May-June 2017 OWNA Board members conducted a door to door survey of the community to identify goals for Robinson Park. The vast majority of those responding stated their desire to rebuild the gazebo and have it used for family and community events.
  - B. August 21st, 2017 The OWNA Board reviewed resident comments, all of which were positive, and allocated \$1080.00 for Q-Design to provide an initial gazebo design drawing for a gazebo which would mirror the first gazebo, a concept plan, and to issue an Request for Quote to qualified contractors requesting their pricing estimates which could be revised once blueprints became available (see attachment 9 & 9A OWNA Board Minutes of August 21st, 2017).
  - C. December 8th, 2017 Door to door survey by OWNA of each Robinson Park resident to identify support or negative comments. Of those residents answering their door, 100% supported constructing the gazebo
  - D. January 16th, 2018 Site survey of Robinson Park by OWNA, Q-Design and contractors.
  - E. Based upon estimate of cost data received from contractors, a cost estimate was drafted by the OWNA Board
  - F. June 11th, 2018 The Neighborhood Office and City Department Heads were briefed by OWNA Board members and their recommendations were provided to the OWNA Board.
  - G. June 20th, 2018 A letter was given to all residents residing around Robinson Park solicitating their comments and recommendations concerning possible construction and use of a community gazebo. The letter contained a sketch of the proposed gazebo and parameters for its use
  - H. July 2, 2018 "NEXTDOOR OLDE WYTHE" social media message sent to Olde Wythe residents requesting comments and identifying an "open house" session on July 4th, 2018 to solicitate their questions, discuss uses of the gazebo, and review draft sketches.
  - I. July 4th, 2018 Open house conducted in Robinson Park and open to all residents.
  - J. July 10, 2018 Olde Wythe Neighborhood Association newsletter was delivered to all Olde Wythe residents requesting comments and identifying an "open house" planning session to solicitate questions and review draft sketches prior to July 30th, 2018.
  - K. July 26, 2018 The Olde Wythe Neighborhood Association Public Works Committee, in an open meeting and with Robinson Park residents participating, unanimously approves referring the request to construct a gazebo utilizing grant funding, and naming the gazebo in honor of Officer Kenneth E. Wallace, to the OWNA Board of Directors for consideration (see attachment 10).
  - L. August 20th, 2018 The OWNA Board of Directors unanimously approved requesting a grant of \$96,630.91 from the Hampton Neighborhood Commission to construct the "Officer Kenneth E. Wallace Memorial Gazebo" in Robinson Park (see attachment 11).
  - M. August 31, 2018 OWNA grant request delivered to the Neighborhood Commission.
  - N. October, 2018 OWNA grant request initially reviewed by Neighborhood Commission Sub-Committee.
  - O. November, 2018 OWNA grant request reviewed and, if found worthy, approved by the Hampton Neighborhood Commission.
  - P. OWNA receives initial project funding.
  - Q. OWNA authorizes Q-Design to finalize blueprints, prepare contracts with contractors, and coordinate the approval processes with appropriate City of Hampton and other required government regulatory agencies.

- R. Cost estimates finalized.
- S. The Hampton Neighborhood Commission briefed concerning costs and milestones.
- T. Contracts signed with contractors.
- U. February 21st, 2019 The mother of Officer Kenneth E. Wallace breaks ground in Robinson Park for construction of the gazebo named after her son and on the 25th anniversary of his death in Wythe.
- V. May, 2018 Mrs. Wallace accompanied by the Mayor of Hampton, Chairman of the Hampton Neighborhood Commission, and President of the Olde Wythe Neighborhood Association formally dedicate the "OFFICER KENNETH E. WALLACE MEMORIAL GAZEBO in Robinson Park

**Administrative Notes to facilitate review of this grant request by the Hampton Neighborhood Commission grant review committee:**

1. Should this grant be approved, the Board of Directors of the Olde Wythe Neighborhood Association (OWNA) will designate Q-Design of Fort Monroe, Virginia to oversee quality control, project administration, safety, and construction of the gazebo. This architectural firm has a long-term association and demonstrated capability with OWNA and the City of Hampton, over past projects. Q-Design meets all regulatory requirements of the City of Hampton and other regulatory agencies for this scope of work, and will report to the OWNA Board of Directors point of contact, Mike McHenry.
2. Funding for this project, as with past grants received from the Hampton Neighborhood Commission, will be managed by the OWNA Treasurer and accounted for by the OWNA Board of Directors. As with past completed grants from the Hampton Neighborhood Commission, the OWNA will comply with all regulatory guidance and oversight required by the City of Hampton.
3. The review committee will note that the process to query Olde Wythe residents, especially those living around Robinson Park, concerning this project was transparent, comprehensive, and lasted well over one year.
4. The OWNA Board has requested a Reserve Fund of \$10,000.00 for this project. Individuals knowledgeable with this type of construction, and the grant process, indicate that this amount is warranted as detailed blueprints have yet to be completed. Once funding is available, these blueprints can be completed and a more accurate pricing schedule, with specific milestones, will be provided to the Neighborhood Commission.
5. This project was discussed in detail at OWNA Board and General Membership meetings over the past year. Minutes are at attachment 12.



## Officer Kenneth Wallace Memorial Gazebo Grant Request

Construction of the Gazebo (Medhus Construction)	\$71,508.00	71,508.00		\$71,508.00	
Volunteer Hours @ \$26.75/hour					Volunteer hours
Tree Planting (Landscapes)	\$4,762.91	4,762.91		\$4,762.91	
Project Oversight, Quality Control, Safety and Design (Q-Design)	\$7,360.00	7,360.00		\$7,360.00	
Contingency Reserve	\$10,000.00	10,000.00		\$10,000.00	
Memorial Plaque	\$3,000.00	\$3,000.00		\$3,000.00	
<b>TOTAL</b>	\$96,630.91	\$96,630.91		\$96,630.91	

As of : August 20th, 2018

Prepared by: Mike McHenry/mmchenry@tmmg.us.com/ (757) 244-6648

***Budget Narrative***

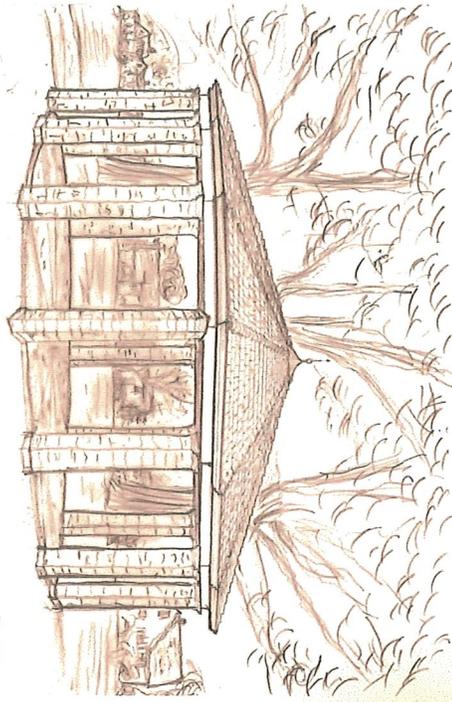
<b>Budget Item</b>	<b>Explanation</b>
Construction of the Gazebo (Medhus Construction)	See attachment 8 for a detailed itemization of pricing. Note that four contractors were solicited and Medhus selected. Pricing for landscaping included as a separate proposal in this attachment.
Volunteer Hours	See the OWNA Grant Request for a by-name listing of volunteers who will contribute more than 10% of the dollar value to this project.
Tree Planting (Landscapes)	See attachment 8.
Project Oversight, Quality Control and Design (Q-Design).	Q-Design has, to date, provided 47 hours of volunteer labor. This figure represents out of pocket expenses added to which will be additional volunteer labor by this company.

**Partnerships**

4. *We value partnerships - Please identify the partners with whom you are working with. Please provide letters of support from your partners (Attach to application):*

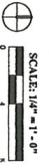
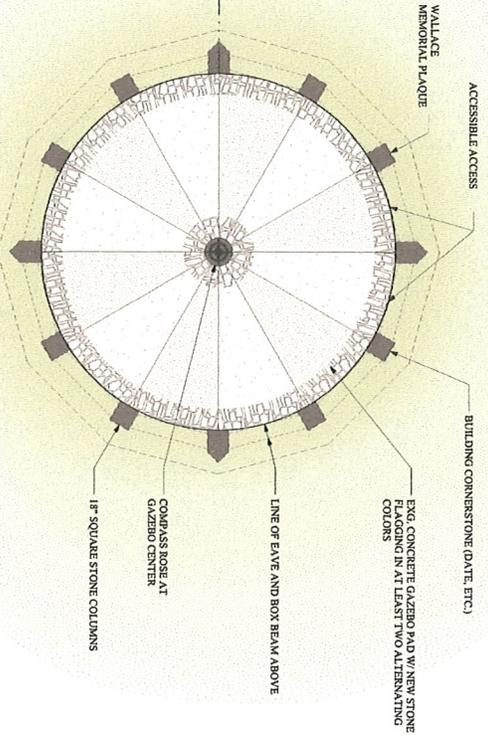
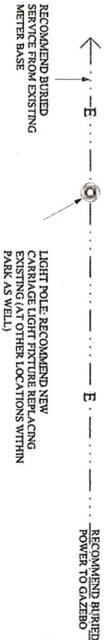
<b>Name of Partner &amp; Organization (If Applicable)</b>	<b>How Are They Contributing to the Project and/or What is Their Role in the Project (Examples: Making the fliers, Volunteer time, Donate items for/to project, etc.)</b>
Q-Design	Provided 47 hours of volunteer work to date.

# OFFICER KENNETH WALLACE MEMORIAL GAZEBO



PROPOSED SOUTHWEST VIEW

NOT TO SCALE



<p>A-2</p>	<p>Preliminary/ Not For Construction</p>	<p><b>Robinson Park Gazebo</b> Robinson Park, Hampton, VA 23661</p> <hr/> <p>Proposed Site Conditions</p>	<table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>ISSUE</th> </tr> </thead> <tbody> <tr> <td></td> <td>11/20/17</td> <td>FOR CLIENT MEETING</td> </tr> <tr> <td></td> <td>12/13/17</td> <td>FOR CLIENT MEETING</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NO.	DATE	ISSUE		11/20/17	FOR CLIENT MEETING		12/13/17	FOR CLIENT MEETING										<p>Q•DESIGN, P.L.C. reserves copyright and other property rights in these designs, which are not to be reproduced, changed, or copied in any form or manner whatsoever nor assigned to any third party without first obtaining expressed written consent.</p>	<p><b>Q•DESIGN</b></p>  <p>Architect • Interior • Planning 3 ROCKMAN ROAD, SUITE 201 DUMFRIES, VIRGINIA 22026 703.777.3222 • 5373 qdesignarchitects@gmail.com</p>
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