

# COLONIAL HEIGHTS CITY COUNCIL AGENDA

## REGULAR MEETING CITY HALL

### Council Members

Michael A. Cherry  
Kenneth B. Frenier  
W. Joe Green, Jr.  
John E. Piotrowski  
John T. Wood  
Elizabeth G. Luck, Vice-  
Mayor  
T. Gregory Kochuba,  
Mayor

September 8, 2020

201 James Avenue, Colonial Heights, VA

7:00 PM

1. Call To Order
2. Roll Call
3. Devotion - Councilman Michael A. Cherry
4. Pledge Of Allegiance
5. Adoption Of Agenda
6. Declarations Of Personal Interest
7. Commendations And Presentations
  - A. Presentation Of The 2019-2020 Office On Youth Annual Report

Documents:

[EX SUM OFFICE ON YOUTH REPORT.PDF](#)  
[OFFICE ON YOUTH AND HUMAN SERVICES-ANNUAL REPORT 2020.PDF](#)

8. Reading Of Manner Of Addressing Council.

ANY MEMBER OF THE PUBLIC addressing the Council shall approach the lectern, give his name and address in an audible tone of voice for the record, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. Unless further time is granted by the Council, ANY MEMBER OF THE PUBLIC shall address the Council for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss. PROVIDED however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.
9. Written Petitions And Communications
  - A. Mr. Roger Jones, 1013 Colonial Avenue  
Commenting on current civil unrest.
10. Advertised Public Hearing
11. Hearing Of Citizens Generally On Non-Agenda Items
12. Consideration Of Uncontested Minutes, Ordinances, Resolutions, And Motions In Accordance With The Consent Agenda
  - A. AN ORDINANCE NO 20-22

(*Second Reading*) To grant a special use permit, with conditions, to the St. Michael's Church Trustees to allow for a 6.8 square foot internally illuminated sign and a 31 square foot electronic message board on a renovated freestanding sign structure at St. Michael's Episcopal Church, 501 Old Town Drive, also known as parcel identification number 680101010A011, which is zoned RL – Low Density Residential District.

Documents:

[EX SUMMARY ORDINANCE NO 20-22.PDF](#)  
[ORDINANCE NO 20-22.PDF](#)  
[PCRESO20-9\\_SIGNED.PDF](#)  
[06\\_ONLINE FORM SUBMITTAL\\_ REQUEST FOR SPECIAL USE PERMIT.PDF](#)  
[07\\_APPLICATIONDOCUMENTATION.PDF](#)

B. AN ORDINANCE NO 20-FIN-15

(*Second Reading*) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$3,270 in State Homeland Security Program (SHSP) grant funds for personnel costs; transferring \$5,000 from the regional jail budget to debt service; and transferring \$125,750 from public safety to judicial administration for community corrections and drug court.

Documents:

[EX SUMMARY 20-FIN-15.PDF](#)  
[BUDGET SUMMARY AUGUST 20 \(FY20\).PDF](#)  
[SHSP AWARD LETTER.PDF](#)  
[AN ORDINANCE NO 20-FIN-15.PDF](#)

C. AN ORDINANCE NO 20-FIN-16

(*Second Reading*) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$8,980 in State Homeland Security Program (SHSP) grant funds for the purchase of police equipment.

To amend the Economic Development Authority Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to appropriate \$500,000 received from the City's CARES funds for the Small Business Grant Program.

Documents:

[EX SUMMARY 20-FIN-16.PDF](#)  
[BUDGET SUMMARY AUGUST 20.PDF](#)  
[AN ORDINANCE NO 20-FIN-16.PDF](#)

13. Introduction And Consideration Of Ordinances And Resolutions

A. AN ORDINANCE NO 20-FIN-17

(*First Reading*) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$941,440 in prior year encumbrances.

To amend the Emergency Response Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to appropriate the aggregate amount of \$67,252 which includes: 1) \$13,735 in prior year encumbrances; and 2) \$53,517 in CARES funds from the state Board of Elections for the November election.

To amend the Stormwater Fund Budget for the fiscal year beginning July 1, 2020 and

ending June 30, 2021, by appropriating \$41,634 in prior year encumbrances.  
To amend the Water and Sewer Fund Budget for the fiscal year beginning July 1,  
2020 and ending June 30, 2021, by appropriating \$74,139 in prior year encumbrances.

Documents:

[EX SUMMARY 20-FIN-17.PDF](#)  
[BUDGET SUMMARY SEPT 20.PDF](#)  
[ELECT - CARES ACT INFO.PDF](#)  
[AN ORDINANCE NO 20-FIN-17.PDF](#)

14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From  
The Consent Agenda

15. Reports Of Officers And Documents Related Thereto

A. City Manager

1. Emergency Management Update
2. CARES Funding Update
3. General Activity Report

Documents:

[EX SUM CM ACTIVITY REPORT.PDF](#)  
[DATES OF INTEREST - CM REPORT SEP 2020.PDF](#)

B. City Attorney

C. Director Of Planning And Community Development

1. Planning Boards And Commissions Summary

Documents:

[EX SUMMARY PLANNING AND COMMISSIONS BOARD.PDF](#)  
[202009\\_PC SUMMARY.PDF](#)

16. Adjournment



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** September 8, 2020

**ITEM:** Office on Youth Annual Report

**DEPARTMENT:** Recreation and Parks / Office on Youth & Human Services

**PROPOSED ACTION:** Presentation of the Annual report by the Youth Services Commission

**BACKGROUND:** The Youth Services Commission presents the Annual report yearly to inform City Council of the activities and accomplishments of the Office on Youth. This process is a required standard for the Virginia Department of Juvenile Justice to receive state funding.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** None

**ATTACHMENTS:** Office on Youth Annual Report

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*



# *2019-2020 Annual Report*

## *Youth Matter in Colonial Heights*

# *OFFICE ON YOUTH & HUMAN SERVICES*

*OFFICE ON YOUTH  
&  
HUMAN SERVICES*  
201 James Avenue  
PO Box 3401  
Colonial Heights VA  
(804) 520-9286





## **Office on Youth & Human Services**

September 8, 2020

Honorable T. Gregory Kochuba  
Honorable Members of the City Council  
City of Colonial Heights  
P O Box 3401  
Colonial Heights, VA 23834

Dear Mayor Kochuba & Members of Council:

The 2019-2020 Annual Report for the Office on Youth & Human Services details the programs and initiatives for youth and families in Colonial Heights. I am proud to present this year's report to the City Council.

The Office on Youth and Human Services serves Colonial Heights' citizens by working to develop and improve community assets which assist families in raising healthy children.

The Office on Youth and Human Services Partners, collaborates, and supports the work of City groups and organizations.

In closing, the Office on Youth, the Youth Services Commission, and the Youth Advisory Council appreciate your continued support and we value your commitment and advocacy for the youth and families in our community.

Sincerely submitted,

***Dr. Ann L. Sorensen***  
Chair Youth Services Commission

# OFFICE ON YOUTH

## STAFF

**Becca Lynch**  
HS-BCP  
Administrator

**Dale Waldrop**  
Youth Specialist



## MISSION STATEMENT

The Office on Youth and Human Services serves Colonial Heights' citizens by working to develop and improve community assets which assist families in raising healthy children.

The Office on Youth and Human Services partners, collaborates, and supports the work of City groups and organizations.

## COMMUNITY PARTNERSHIPS

The Office on Youth serves as a community partner with other organizations to meet youth and family needs. In this role, the Office on Youth is active in several local, regional and state efforts.

- ⇒ Children's Services Act Program (FAPT & CPMT)
- ⇒ Colonial Heights Public Schools
- ⇒ Community Criminal Justice Board
- ⇒ Virginia Department of Conservation & Recreation
- ⇒ Twelfth District Court Service Unit
- ⇒ Families First Program
- ⇒ Colonial Heights Fire Department
- ⇒ Juvenile & Domestic Violence Task Force
- ⇒ Partnership for Youth
- ⇒ CARES (Crisis Assistance Response Emergency Shelter) Board
- ⇒ Colonial Heights Food Pantry
- ⇒ Community Coalitions of Virginia and SAFE
- ⇒ Positive Parenting Coalition
- ⇒ Virginia Juvenile Community Crime Control Act
- ⇒ District 19 Community Services Board
- ⇒ Interagency Prevention Team
- ⇒ Colonial Heights CADRE Coalition
- ⇒ Community Multi-Disciplinary Team
- ⇒ CAAN-DUU Coalition
- ⇒ Smart Beginnings/School Readiness Coalition
- ⇒ Literacy Action Network
- ⇒ Children's Advocacy Center
- ⇒ Southside Trauma Informed Care Network
- ⇒ Social Work Advisory Board for Virginia State University

# YOUTH SERVICES COMMISSION

Doug Harris - Chairman

Margie Strum - Vice Chairman

Bland Campbell - Secretary

Shamiya Taylor-Bland - Rec & Parks

Sgt. Jared Brandeberry - CHPD

Maggie Hasselbach

Joe Green - City Council

Krishan Agrawal - School Board

Dorothy Vincent

To-shera Friend-Kimble

Andrea Davenport - YAC President

Bryanna Neece—YSC Representative

Wilson Johnson - YSC Representative



*“YAC is a good group to be part of because we learn about leadership and do projects that help so many people.”*

*YAC Member*

# YOUTH ADVISORY COUNCIL

Andrea Davenport - President

Ashlyn Smith - 1st VP

Anna Moore - 2nd VP

Chase Ackerman - Secretary

Emmanuel Sampson - Historian

Jessica Sprouse -Historian

Bryanna Neece - YSC Rep

Wilson Johnson—YSC Rep

Becca Lynch - Advisor

Chase Ackerman

Kendall Ackerman

Jenna Ackerman

Teagan Best

Sarah Bracewell

Madi Cates

Morgan Erner

Ava Foulkrod

Chandler Hunches

Aubrie Kooiker

Anna Moore

Luca Musso

Gabby Ramos

Ashlyn Smith

Haley Stevens



- From July, 2019 through June, 2020, Youth Advisory Council members provided over 150 hours of volunteer service in and around their Colonial Heights community.  
- The estimated value of their volunteer time is \$4,800!

# SUMMARY OF SERVICES

**Information & Referral** - The Office on Youth & Human Services provides information on youth related issues and services. Information is available in our Resource Directory on the City's web page.

**Planning & Program Development** - The Office on Youth & Human Services works with community organizations, groups, and agencies to develop resources and services for youth and families.

**Public Information** - Staff are available to speak to community groups and civic organizations on a variety of topics related to youth and family functioning.



## PROFESSIONAL DEVELOPMENT

Staff accrued over 120 hours of continuing education and professional development on topics including childhood success, suicide prevention, mental/physical health/wellness, CANS, High in Plain Sight, strengthening connections, money management, family engagement/trauma informed care, ADHD without meds, CPR/AED/First Aid, stress management and self care, ACEs Interface, human trafficking, school refusal, child abuse signs, self healing communities, tobacco control/prevention, empathy, Medicaid, motivational interviewing, mindfulness, emotional/social development of children, ethics, supervision and management, self-injury, conflict resolution, FAPT placements, and advocacy essentials.

## HIGHLIGHTS FROM 2019-2020

### YOUTH ADVISORY COUNCIL

- ⇒ YAC members gave over 150 hours of service to our community
- ⇒ Andrea Davenport was awarded the "Coleman Voice of Youth" scholarship
- ⇒ Filled 30 Salvation Army Christmas Stockings
- ⇒ Participated in the CHHS Volunteer-a-thon - made dog toys, cards for the Richmond Children's Hospital, and earned 4733 grains of rice at freerice.com
- ⇒ Made and delivered 12 fleece blankets to CARES
- ⇒ Participated in the City Wide Clean Up and adopted James Avenue
- ⇒ Partnered with CADRE Coalition on the Project Sticker Shock
- ⇒ Donated funds for Colonial Heights Food Pantry
- ⇒ Planted pinwheels for Child Abuse Prevention Month with Domestic Violence Task Force
- ⇒ Volunteered for Back-to-School Festival
- ⇒ Sent Valentine, Veteran's Day, and Christmas Cards to McGuire Hospital Veterans and Meals on Wheels recipients



Leadership  
Volunteerism  
Activities  
Education  
Community Outreach

## YOUTH SERVICES COMMISSION

- ⇒ Supported and assisted Youth Advisory Council with projects and activities
- ⇒ Advocated for youth and families in Colonial Heights
- ⇒ Participated in Project Sticker Shock

## JUVENILE & DOMESTIC VIOLENCE TASK FORCE

- ⇒ Supported efforts to prevent domestic violence, and to promote and provide trainings for advocates and professionals to better serve victims of domestic abuse
- ⇒ Supported local proclamations in October for “Domestic Violence Awareness and Prevention Month” and in April for “Child Abuse Awareness and Prevention Month”
- ⇒ Planted 250 pinwheels throughout the city with the help of Youth Advisory Council to recognize April as “Child Abuse Awareness and Prevention Month”

## YOUTH ADVISORY COUNCIL SHOE FUND

- ⇒ Received referrals for twenty-six shoe vouchers for the purchase of a new pair of shoes for school aged children
- ⇒ Partnered with JC Penney and local civic organizations (American Legion, Optimists Club, and Swift Creek Woman’s Club) who provided funds for children’s shoes

## COMPREHENSIVE SERVICES ACT

- ⇒ Served 24 youth and their families with a variety of services including community-based services, therapeutic foster care, respite services, day school programs, and residential treatment
- ⇒ Of those 24; 7 (29%) were from the Department of Social Services, 17 (71%) were from Colonial Heights Public Schools, 0 (0%) was from the Juvenile Court Services, and 0 (0%) was from the Community Services Board
- ⇒ CSA expenditures for FY2019 were \$1.12 million.

## INTERAGENCY PREVENTION TEAM

- ⇒ Multi-disciplinary, community based team served 2 students and their families for issues regarding school attendance, behavioral concerns and legal matters
- ⇒ Distributed brochures explaining the purpose and process of the Interagency Prevention Team
- ⇒ Made recommendations for at-risk youth to enhance opportunities for success at home, in school, and in the community



*“You all are kind and caring, and help me without judging me or giving up on me. Thank you!”*

*Colonial Heights Resident*





*“The Shoplifting Diversion Program was presented in a very respectful and informative way. It was a perfect opportunity for my child to learn from his mistake.”*  
Diversion Parent



## VIRGINIA JUVENILE COMMUNITY CRIME CONTROL ACT

Community-based programs funded by state and local government to divert youth from the courts, and provide sanctions, education, and services to prevent repeat offending.

## SHOPLIFTING DIVERSION PROGRAM

- ⇒ Educational program to inform teens and parents of the consequences of shoplifting
- ⇒ Program served 85 youth and their families

## SERVICE LEARNING PROGRAM

- ⇒ Served 30 youth to complete community service hours
- ⇒ Completed 476 hours of community service

## SUPERVISION PLAN SERVICES

- ⇒ Received 3 referrals to provide a substance abuse assessment and treatment recommendations
- ⇒ Program serves teens who do not have MEDICAID and are not eligible for CSA funding.

## TEEN LIFE SKILLS

- ⇒ One youth completed “Tackling the Tough Skills for Teens”
- ⇒ Program covered attitude, problem solving, communication, respect and job skills

## COMMUNITY PARTNERSHIPS

### YOUTH CONSERVATION CORPS DAY PROGRAM

- ⇒ Office on Youth partnered with Virginia Department of Conservation and Recreation and the Chesterfield Adolescent Reporting Program to staff the Youth Conservation Corps (YCC) Day Program at Pocahontas State Park.
- ⇒ The mission is “to engage young people in a structured program of conservation and park projects while providing learning that fosters teamwork, self-esteem, social responsibility and respect for the environment.”
- ⇒ Due to COVID-19 the program was cancelled for 2019-20.

## COMMUNITY PROGRAMMING

- ⇒ Provided 476 hours of supervised community service for 30 teens
- ⇒ Shared resources with 41 parents and teens at 6th Grade “Dream Team” meeting

## KIDS’ AFTERSCHOOL PROGRAM

- ⇒ Kids’ Achieving Progress Afterschool Program is a referral program for youth in Fourth through Eighth Grades based on need for academic support, enhancement of social skills, promotion of positive behavior, and increase in physical activity
- ⇒ Served 47 youth from Tussing, North, and Lakeview Elementary Schools, and Colonial Heights Middle School
- ⇒ Provided 1780 hours of mentoring and tutoring by 50 volunteers from Colonial Heights High School, John Tyler Community College, Virginia State University, and Matoaca High School
- ⇒ Program Coordinator provided 30 hours of Volunteer Training, and 36 hours of Staff Training on Active Attacker, Child Abuse Signs, Ethics in the Workplace, Money Mindset, Effective Communication, Managing Challenging Behaviors, Trauma and Resilience
- ⇒ Service project included Veteran’s Day cards for McGuire Veterans’ Hospital
- ⇒ Enjoyed in-house programs from Bricks4kidz and Science Tellers



## CADRE COALITION

- ⇒ Adult coalition supported CHHS CADRE in Project Sticker Shock
- ⇒ Encouraged participation in the YADAPP (Youth Alcohol and Drug Abuse Prevention Project) leadership conference at Longwood



*“My family really appreciated KAP so much. My son made great friends and learned so much.”*

*KAP Parent*



# PHOTO GALLERY



***OFFICE ON YOUTH & HUMAN SERVICES***

201 James Avenue

P O Box 3401

Colonial Heights VA 23834

804-520-9286

[www.colonialheightsva.gov](http://www.colonialheightsva.gov)



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** September 8, 2020

**ITEM:** ORDINANCE NO. 20-22 (*Second Reading*)

**DEPARTMENT:** Planning & Community Development

**PROPOSED ACTION:** City Council to have second reading on Ordinance No. 20-20

**BACKGROUND:**

(*Second Reading*) Ordinance No. 20-22 will grant a special use permit with conditions to the St. Michaels Church Trustees to allow for a 6.8 square foot internally illuminated sign and a 31 square foot electronic message board on a renovated freestanding sign structure at St. Michael's Episcopal Church, 501 Old Town Drive, also known as parcel identification number 680101010A011, which is zoned RL – Low Density Residential District.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:**

Planning Commission recommended approval (approved 6-0) of Ordinance No. 20-22 to the City Council on July 7, 2020.

**ATTACHMENTS:**

ORDINANCE NO. 20-22; PLANNING COMMISSION RESOLUTION NO. 20-9; Special Use Permit Application; Special Use Permit Documentation Attachments.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

AN ORDINANCE NO. 20-22

To grant a special use permit, with conditions, to the St. Michaels Church Trustees to allow for a 6.8 square foot internally illuminated sign and a 31 square foot electronic message board on a renovated freestanding sign structure at St. Michael's Episcopal Church, 501 Old Town Drive, also known as parcel identification number 680101010A011, which is zoned RL – Low Density Residential District.

WHEREAS, the St. Michaels Church Trustees ("St. Michaels") have filed an application for a special use permit to upgrade existing renovated signage at St. Michael's Episcopal Church, located at 501 Old Town Drive, to allow for an internally illuminated sign consisting of 6.8 square feet and an electronic message board consisting of 31 square feet; and

WHEREAS, 501 Old Town Drive is also known as parcel identification number 680101010A011 and is zoned RL – Low Density Residential District; and

WHEREAS, after due consideration, the Planning Commission approved Planning Commission Resolution No. 20-9, a copy of which is attached hereto and made a part of this ordinance; and

WHEREAS, the Planning Commission recommended that City Council approve this ordinance; and

WHEREAS, City Council has held a public hearing to receive citizen comment on the issuance of the special use permit; and

WHEREAS, upon recommendation of the Planning Commission, the City Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice require that this special use permit be granted; and

WHEREAS, City Council further finds, after investigation by the Colonial Heights' Planning Commission, that issuance of the requested special use permit to St. Michaels for property located at 501 Old Town Drive will not be detrimental to the safety, health, morals, and general welfare of the community involved; will conform to the principles of good planning; will not tend to create congestion in streets, Drives, alleys and other public ways and places in the area involved;

will not create hazards from fire, panic or other dangers; will not tend to overcrowding of land and cause an undue concentration of population; will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; and will not interfere with adequate light and air; NOW, THEREFORE,

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That St. Michaels is granted a special use permit to upgrade existing signage at St. Michael's Episcopal Church, 501 Old Town Drive, to allow for an internally illuminated sign consisting of 6.8 square feet and an electronic message board consisting of approximately 31 square feet on a renovated freestanding sign structure.

2. That the following conditions are part of Council's approval of the special use permit: (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation; (ii) Any movement of the electronic message board, including flashing and scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

3. That this permit shall be subject to review and revocation by Council, at Council's discretion, in the same manner and under the same conditions as required by law for the granting of such permits.

4. That this ordinance shall be in full force and effect upon its approval on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney



## **PLANNING COMMISSION RESOLUTION NO. 20-9**

To grant a special use permit with conditions to the St. Michaels Church Trustees to allow for a 6.8 square foot internally illuminated sign and a 31 square foot electronic message board on a renovated freestanding sign structure at St. Michael's Episcopal Church, 501 Old Town Drive, also known as parcel identification number 680101010A011, which is zoned RL – Low Density Residential District.

WHEREAS, the City of Colonial Heights Planning Commission has investigated and considered Ordinance No. 20-22 and the St. Michael's Episcopal Church's application for a special use permit; and

WHEREAS, the Planning Commission has duly advertised a public hearing on the Ordinance in The Progress Index and held a public hearing on July 7, 2020; and

WHEREAS, the Planning Commission has determined that the public necessity, convenience, general welfare, and good planning and zoning practice support the special use permit application; and

WHEREAS, the Planning Commission finds that granting the requested special use permit will not be detrimental to the safety, health, morals, and general welfare of the community involved; will conform to the principles of good planning; will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved; will not create hazards from fire, panic, or other dangers; will not tend to overcrowding of land and cause an undue concentration of population; will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; and will not interfere with adequate light and air.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF COLONIAL HEIGHTS  
PLANNING COMMISSION:**

1. That the Planning Commission recommends to City Council the approval of Ordinance No. 20-22, which grants a special use permit with conditions to the St. Michaels Church Trustees to allow for a 6.8 square foot internally illuminated sign and a 31 square foot electronic message board on a renovated freestanding sign structure at St. Michael's Episcopal Church, 501 Old Town Drive, also known as parcel identification number 680101010A011, which is zoned RL – Low Density Residential District.
2. That the Planning Commission also recommends that the City Council make the following conditions part of its approval of the special use permit: (i) The electronic

message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation; (ii) Any movement of the electronic message board, including flashing and scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

Approved this 7th day of July, 2020.

APPROVED:

  
\_\_\_\_\_  
Chairman

ATTEST:

  
\_\_\_\_\_  
Secretary

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Brandi Payne](#); [Kelly Hall](#); [Karen Epps](#)  
**Subject:** Online Form Submittal: Request for Special Use Permit  
**Date:** Tuesday, April 28, 2020 4:44:24 PM

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## Request for Special Use Permit

### Step 1

Date of Request	3/23/2020
Name of Project	St. Michaels Episcopal Church EMB
Address of Request	501 Old Town Dr.
Description of Request	Replace existing sign with a new double face Brick Monument with Color EMB & ID cabinet per attached plans

### Applicant Information

Property Owner	ST MICHAELS CHURCH-TRUSTEES
Owner Contact Name	David Warriner
Address of Owner	501 OLD TOWN DR
Telephone No.	804-712-0884
Fax No.	<i>Field not completed.</i>
Email Address	jeff.lee@SuperiorSignsRVA.com

### Applicant Information (continued)

Developer (if applicable)	<i>Field not completed.</i>
Engineer (if applicable)	<i>Field not completed.</i>
Contact Name & Address	Jeff Lee, C/O Superior Signs, 2510 Willis Rd; N. Chesterfield, VA 23237
Telephone No.	8042715685
Fax No.	8047439250
Email Address	jeff.lee@SuperiorSignsRVA.com

Statement	All information is accurate to the best of my ability. By checking this box, you are agreeing to sign and take responsibility for the work on this permit.
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**Site Plan Information**

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Site Acreage 3.3

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Parcel Identification 6801010A011

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Existing/Proposed  
Square Footage of  
Structure(s) (if  
applicable) 42.8

---

Proposed Land Use  
Activity Signage

---

Vehicles per Peak  
Hour (VPH) 1400

---

Traffic Impact Analysis N/A

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**Attachments**

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Attachments Adjacent Property Owners Form, Thirteen Copies of the Plat of the Subject Property, Responses to Questions on following page, Required \$1,500 fee

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Please email attachments to [hallk@colonialheightsva.gov](mailto:hallk@colonialheightsva.gov) to include with your submission.

---

**Adjoining Property Owners**

*All adjacent property owners shall be listed. Adjacent property owners include all property across from roadways, watercourses, railroads, and/or municipal boundaries. The names and addresses below are those of adjacent property owners as listed in the tax records of the City Assessor and County Assessor if applicable.*

---

Parcel ID # 6801010A012  
6801010D30A

6801010B032

6801030B035

6701010B002

6701010A001

---

Name BLAKE BRUCE E  
DISHMAN WADE A,  
SANDRA S  
MEYER KAREN H,  
ROLF

CHURCH OF THE NAZARENE  
CHRISTIAN III SILAS H  
BAIRD III HARRY D,  
KATHY J

---

Street Address      511 OLD TOWN DR  
                             502 OLD TOWN DR

                             602 FAIRLIE RD

                             601 E ELLERSLIE AVE

                             3207 LONGHORN DR

                             3200 LONGHORN DR

---

**Questions**

---

What is the Land Use and Transportation Plan Map designation of the subject property?      United States

---

Describe in Detail the Proposed Use of the Property.      Church

---

Explain how this request is consistent with the Comprehensive Plan.      The sign will not overshadow the landscape. There is no change to the sign location as it will be placed on the existing steel structure

---

List any sensitive environmental or unique features of the property.      None

---

Explain how this request will impact the surrounding neighborhood and/or the City of Colonial Heights.      Improve communication of community service announcements, Amber Alerts, etc.

---

Have you prepared a conceptual plan of the proposed development, including proposed uses, general lot configurations and road

                             Yes

locations?

---

What provisions will be made to provide safe and adequate access to the subject property?

No fences will be constructed & this will ensure safe & adequate access to the property.

---

Please identify any known or suspected historic resources on both the subject property and adjacent properties.

None identified.

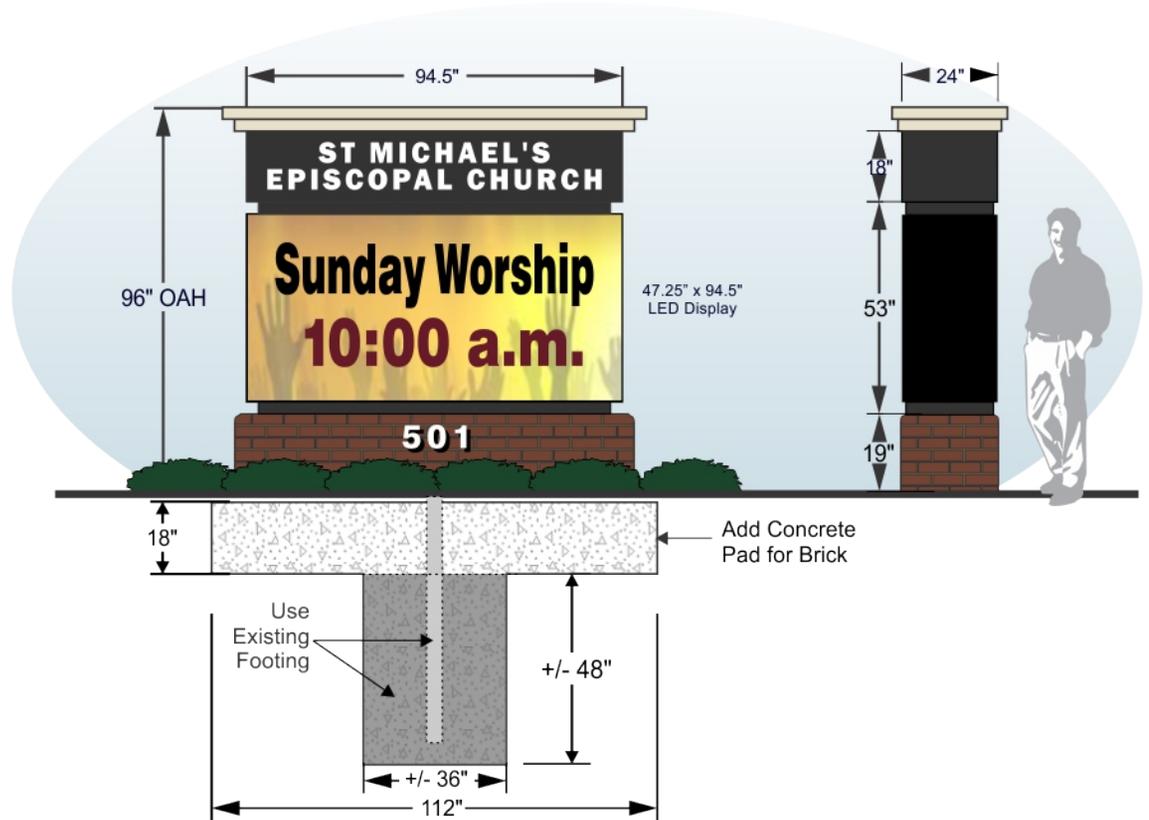
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Email not displaying correctly? [View it in your browser.](#)

**42.8 Total Sq. Ft.**



EXISTING SIGN



2510 willis road, richmond, virginia 23237  
 phone: 804-271-5685 fax: 804-743-9250  
 SuperiorSignsRVA.com

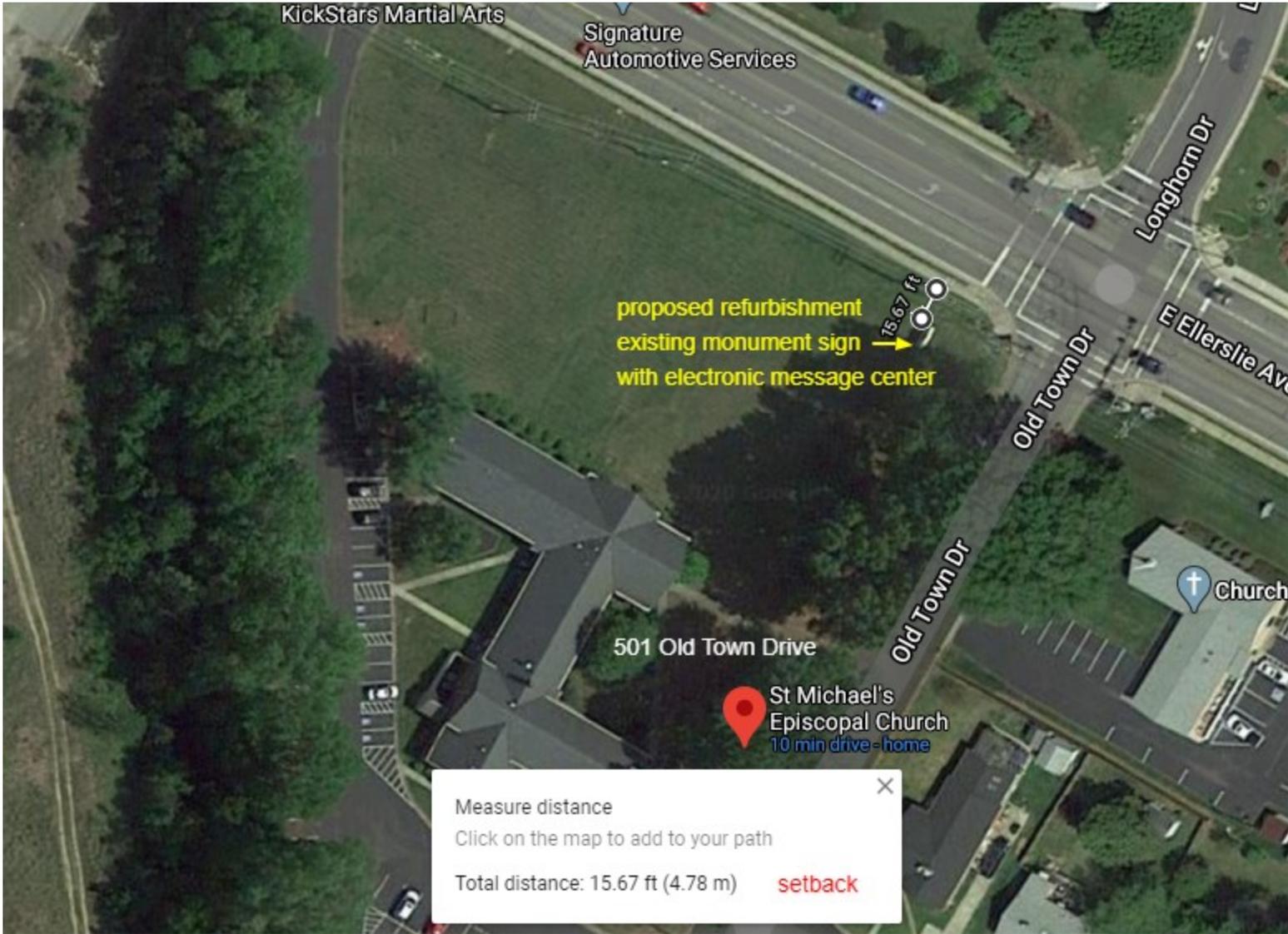
Customer: St Michael's Episcopal Church | Job Location: 501 Old Town Dr.

Date: 4-10-20 | Salesperson: M D | Drawn By: D M | Revisions: | Scale: 1/4" = 1'-0"

Type of Signage: Monument

File Name: Monument | Customer Approval:

This drawing must be approved and signed by the customer before production can begin. Any changes made after the drawing has been approved will be done at the customers expense. This drawing is the property of Superior Signs, LLC and may not be shown to anyone outside of the customers own organization. Duplication or distribution of this drawing without the written permission of Superior Signs, LLC is prohibited by law and will be taken very seriously.



KickStars Martial Arts

Signature Automotive Services

Longhorn Dr

E Ellerslie Ave

proposed refurbishment  
existing monument sign  
with electronic message center

15.67 ft

Old Town Dr

Old Town Dr

Church

501 Old Town Drive

St Michael's Episcopal Church  
10 min drive-home

Measure distance  
Click on the map to add to your path  
Total distance: 15.67 ft (4.78 m) setback





## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** September 8, 2020

**ITEM:** (Second Reading 20-FIN-15) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$3,270, 1) to appropriate \$3,270 in State Homeland Security Program (SHSP) grant funds for personnel costs, 2) to transfer \$5,000 from the regional jail budget to debt service, and 3) to transfer \$125,750 from public safety to judicial administration for community corrections and drug court.

**DEPARTMENT:** Finance

**PROPOSED ACTION:** This item is for second reading of requested budgetary changes.

**BACKGROUND:** The City has been awarded a \$12,250 grant from the Virginia Department of Emergency Management (VDEM). This item will appropriate \$3,270 in personnel costs related to the peaceful protests in May and June 2020. The remainder of the grant will be appropriated in FY21.

Council approved 20-FIN-11 in July for the additional debt service payment on the 2019 computer lease that posted in FY20. Staff discovered a typographical error in the amount, which should have been \$37,500 instead of \$32,500. This item will appropriate the remaining balance needed.

City staff have been in discussions with Chesterfield County regarding the amount the City pays the County for shared services such as Community Corrections and Drug Court. Through these discussions, Chesterfield has provided a methodology to allocate the City's share of the cost and City staff agrees in principle with the approach. For FY20, the County budgeted a higher amount for Community Corrections and Drug Court than the City. While the County has given the City additional time to pay the difference, the cost must be recognized as an expense in FY20, as that was the year in which the obligation was incurred. This item would transfer unused appropriations from public safety departments in FY20 for the payment of these additional costs for Community Corrections and Drug Court.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** The Director of Finance recommends approval.

**ATTACHMENTS:**

BUDGET SUMMARY AUGUST 20 (FY20); SHSP AWARD LETTER, ORDINANCE 20-FIN-15

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

City of Colonial Heights  
 Ordinance/Resolution Recap Worksheet  
 August 2020 (For FY19-20)

	Debt Service	SHSP Grant	Chesterfield Shared Services	Total
<b>GENERAL FUND</b>				
<u>REVENUE:</u>				
Intergovernmental Revenues		\$3,270		3,270
Total	\$0	\$3,270	\$0	\$3,270
<u>EXPENDITURES:</u>				
Judicial Administration	(5,000)		125,750	120,750
Public Safety		3,270	(\$125,750)	(122,480)
Debt Service	5,000			5,000
Total	\$0	\$3,270	\$0	\$3,270

JEFFREY D. STERN, Ph.D.  
State Coordinator

CURTIS C. BROWN  
Chief Deputy State Coordinator/  
Chief Diversity and Inclusion Officer



JOHN NORTON  
Deputy State Coordinator – Disaster Services

ANDRES ALVAREZ  
Deputy State Coordinator – Mission Support

## COMMONWEALTH of VIRGINIA

### Department of Emergency Management

10501 Trade Court  
North Chesterfield, Virginia 23236-3713  
Tel: (804) 897-6500 TDD (804) 674-2417 FAX (804) 897-6506

October 07, 2019

Mr. Douglas E. Smith  
City Manager  
Colonial Heights City  
201 James Avenue  
Colonial Heights, VA 23834

RE: FY 2019 State Homeland Security Program Grant (SHSP)

Dear Mr. Smith:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2019 State Homeland Security Program Grant (SHSP) Assistance Listings No. 97.067** from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is *The Department of Homeland Security Appropriations Act, 2019 (Public Law 116-6)*. Your locality has been allocated funding for:

**EGMS Award Title: FY 19 SHSP CERT**

**Proposal Title: Colonial Heights Community Emergency Response Team (CERT) Support**

**Federal Grant Allocation: \$12,250.00**

**Subrecipient's Required Cost Share/Match Amount: N/A**

**Total Grant Award: \$12,250.00**

**Obligation Period: October 01, 2019 to June 30, 2021**

**\*This letter serves as notification of your allocation and is not an authorization to incur expenditures.** Funds will be formally awarded to your locality through a Grant Agreement issued by VDEM upon its satisfactory review of your application package submission and approval of a budget application in VDEM's electronic Grants Management System (eGMS).\* You must initiate these steps, described under *Accessing Your Allocation*, **within 30 days from the date of this notification.**

*Saving lives through effective emergency management and homeland security.  
"A Ready Virginia is a Resilient Virginia."*

Mr. Douglas E. Smith  
Page 2 of 6  
October 07, 2019

OPT-Out Notice

Complete and return this form via email to: [vdemgrants@vdem.virginia.gov](mailto:vdemgrants@vdem.virginia.gov) with the subject line: "OPT-Out Notice", **before November 07, 2019.**

I **do not** want to be a recipient of the SHSP funds at this time, but reserve the right to enter the program next fiscal year.

Please note that your decision will not be made effective until **November 07, 2019.**

PRINT Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
CITY/TOWN or COUNTY OFFICIAL

Date: MM/DD/YYYY

Program Objectives

The objective of the State Homeland Security Program is to assist state and local preparedness activities that address high-priority preparedness gaps across all core capabilities that support terrorism preparedness. All supported investments are based on capability targets and gaps identified during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and assessed in the State Preparedness Report (SPR).

The FY 2019 Homeland Security Grant Program (HSGP) supports state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. References to these priorities can be found throughout this document. The FY 2019 HSGP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The allowable costs under FY 2019 HSGP support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

Important Award Terms and Conditions

Subrecipients must comply with the following federal requirements:

- FY 2019 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity Homeland Security Grant Program (HSGP) NOFO
- Department of Homeland Security Standard Terms and Conditions for 2019 DHS Standard Terms and Conditions
- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR Part 200 Uniform Administrative Requirements

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*Management and Administration (M&A)*

Your local emergency management agency may retain and use up to five percent of the award for local management and administration purposes. M&A activities are those directly related to managing and administering SHSP Program funds, such as financial management and monitoring. It should be noted that salaries of local emergency managers are not typically categorized as M&A, unless the local emergency management agency chooses to assign personnel to specific M&A activities.

*Indirect (Facilities & Administrative [F&A]) Costs*

Indirect costs are allowable under this program, as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated, indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award.

*Accessing Your Allocation*

To access your allocation, you must complete the following steps **within 30 days from the date of this notification:**

**Step 1:** Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to download your subaward acceptance documents from the home page. Re-upload all required forms to eGMS. Read how to upload required forms by [clicking here](#) to view the home page of your eGMS user account. Below is the list of required items that comprise the VDEM subaward acceptance package:

- Application Checklist [cover sheet]
- SHSP Proposal Form
- Online Budget (to be built and submitted in eGMS)
- Points of Contact (POC) Form
- FEMA Environmental and Historic Preservation (EHP) Screening Form
  - All projects must comply with EHP requirements. Subrecipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. For more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your Grants Administrator.
- Grant Assurances Form
- FEMA 20-16C Form
- SF-LLL – Certification Regarding Lobbying Form
- **\*\*Federally Negotiated Indirect Cost Rate Agreement – [\*\*Only required if you intend to charge indirect costs. Must be valid for the period of performance and federally signed]**

**Step 2:** Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to complete and submit a budget application for your allocation. If you do not have access to eGMS, please contact your Grants Administrator. [Click on Grant Management, Budget Application, from the drop-down menu. Click the link named 2019 State Homeland Security Program Grant (SHSP) to complete your budget application.]

Following review and approval of the budget by the Grants Administrator, notification will be sent through an eGMS automated email message to the subrecipient point of contact entered in the budget application.

### Reporting

Subrecipients are obligated to submit Quarterly Progress Reports as a condition of their subaward. Quarterly progress reports must be uploaded directly into your eGMS account within **15 days** following the end of the quarter. The schedule for reporting is as follows:

### **Timetable and Deadlines for 2019 HSGP Progress Reporting** (includes SHSP, UASI and NSGP subawards):

[Quarter 1 of 7] Time Period: September 1, 2019 to November 30, 2019

**Quarter 1 Report Due: On or Before December 15, 2019**

[Quarter 2 of 7] Time Period: December 1, 2019 to February 28, 2020

**Quarter 2 Report Due: On or Before March 15, 2020**

[Quarter 3 of 7] Time Period: March 1, 2020 to May 31, 2020

**Quarter 3 Report Due: On or Before June 15, 2020**

[Quarter 4 of 7] Time Period: June 1, 2020 to August 31, 2020

**Quarter 4 Report Due: On or Before September 15, 2020**

[Quarter 5 of 7] Time Period: September 1, 2020 to November 30, 2020

**Quarter 5 Report Due: On or Before December 15, 2020**

[Quarter 6 of 7] Time Period: December 1, 2020 to February 28, 2021

**Quarter 6 Report Due: On or Before March 15, 2021**

[Quarter 7 of 7] Time Period: March 1, 2021 to May 31, 2021

**Quarter 7 Report Due: On or Before June 15, 2021**

### **HSGP Final Progress Reports:**

Due: On or Before July 30, 2021

**Within 30 days following the end of the period of performance**, subrecipients must upload a Final Progress Report detailing all accomplishments throughout the period of performance into their eGMS account. After these reports have been submitted, reviewed and approved by the Grants Office and Chief Regional Coordinators, a close-out notice will be issued which will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the record retention requirements for grant records. The subrecipient must return any funds that have been drawn down, but remain unliquidated in its financial records.

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### **Period of Performance Extensions**

Extensions to this program are allowed. Extensions to the initial period of performance identified in the subaward will only be considered through formal, written requests addressed to VDEM, and must contain specific and compelling justifications as to why an extension is required. Subrecipients are advised to coordinate with the Grant Administrator, as needed, when preparing an extension request. All extension requests must address the following:

1. Grant program, fiscal year, and subaward ID number in eGMS
2. Reason for delay that must include details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the applicable deadline
3. Current status of the activity/activities
4. Approved period of performance termination date and new project completion date
5. Amount of funds drawn down to date
6. Remaining available funds, both Federal and non-Federal
7. Budget outlining how remaining Federal and non-Federal funds will be expended
8. Plan for completion, including milestones and timeframes for achieving each milestone, and the position/person responsible for implementing the plan for completion
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work, as described in the approved budget.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the grant recipient with vendors or subrecipients prevent completion of the project within the existing period of performance
- The project must undergo a complex environmental review that cannot be completed within existing period of performance
- Projects are long-term by design and therefore acceleration would compromise core programmatic goals
- Where other special circumstances exist

Recipients must submit all extension requests to VDEM via upload into eGMS **no later than 90 days prior to June 30, 2021.**

Mr. Douglas E. Smith  
Page 6 of 6  
October 07, 2019

Please initiate the steps described under *Accessing Your Allocation* **within 30 days from the date of this notification**. If you have any questions regarding this award, please contact Lisa Foley in the Grants Office at 804-897-9767 or [lisa.foley@vdem.virginia.gov](mailto:lisa.foley@vdem.virginia.gov).

Sincerely,

A handwritten signature in black ink that reads "Jeffrey D. Stern". The signature is written in a cursive style with a large initial "J".

Jeffrey D. Stern, Ph.D.

JDS/laf

cc: Ms. Beverly Brandt, Coordinator, Emergency Management  
Mr. Jack King, Director of Regional Support, East Division  
Ms. Donna Pletch, Chief Regional Coordinator, Region 1

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"A Ready Virginia is a Resilient Virginia."*

AN ORDINANCE NO. 20-FIN-15

To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$3,270 in State Homeland Security Program (SHSP) grant funds for personnel costs; transferring \$5,000 from the regional jail budget to debt service; and transferring \$125,750 from public safety to judicial administration for community corrections and drug court.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-12, the General Fund Budget, is hereby amended and re-ordained as follows:

a. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, is hereby adopted; and that subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	\$ 202,001	
General and Financial Administration	4,500,583	
Judicial Administration	<del>5,847,250</del>	5,968,000
Public Safety	<del>12,432,459</del>	12,309,979
Public Works	5,950,693	
Health and Social Services	1,180,201	
Culture and Recreation	2,679,898	
Community Development	577,980	
Human Services	486,530	
Nondepartmental	600,901	
Debt Service	<del>3,812,840</del>	3,817,840
Operating Transfers Out	<u>22,626,652</u>	
TOTAL	<del>\$60,897,988</del>	60,901,258

b. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2019:

General Property Taxes	\$23,790,977	
Other Local Taxes	19,185,475	
Licenses, Permits & Fees	3,707,262	
Fines and Forfeitures	375,077	
Use of Money & Property	112,037	
Intergovernmental Revenues	<del>7,973,305</del>	7,976,575
Charges for Current Services	2,577,996	
Miscellaneous	2,179,412	
Fund Balance/Reserves	<u>996,447</u>	

TOTAL

~~\$60,897,988~~ 60,901,258

2. That this ordinance shall be effective upon approval on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable, John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable, John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** August 11, 2020

**ITEM:** (First Reading 20-FIN-16) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$8,980 in State Homeland Security Program (SHSP) grant funds for the purchase of police equipment.

To amend the Economic Development Authority Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to appropriate \$500,000 received from the City's CARES funds for the Small Business Grant Program.

**DEPARTMENT:** Finance

**PROPOSED ACTION:** This item is for first reading of requested budgetary changes.

**BACKGROUND:** The City has been awarded a \$12,250 grant from the Virginia Department of Emergency Management (VDEM). A portion of the grant funds related to personnel expenses will be appropriated in FY20; this item appropriates \$8,980 in FY21.

The City appropriated CARES funds for FY20 and FY21 with 20-FIN-13 and 20-FIN-14, a portion of which was intended for the Economic Development Authority to fund Small Business Grants. The EDA is a separate legal entity, but a component unit of the City. Therefore, the funds to be provided to small businesses must be appropriated in the EDA's budget. This item would appropriate the full \$500,000 allocated for this program. To date, approximately \$200,000 has been disbursed to Colonial Heights' businesses.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** The Director of Finance recommends approval.

**ATTACHMENTS:**

BUDGET SUMMARY AUG 20; ORDINANCE 20-FIN-16

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information*

*regarding this item are encouraged to contact the City Manager at their earliest convenience.*

City of Colonial Heights  
 Ordinance/Resolution Recap Worksheet  
 Aug 2020

	SHSP Grant	EDA Grant Program	Total
<b>GENERAL FUND</b>			
<u>REVENUE:</u>			
Intergovernmental Revenues	\$8,980		8,980
Total	\$8,980	\$0	\$8,980

<u>EXPENDITURES:</u>			
Public Safety	8,980		8,980
Total	\$8,980	\$0	\$8,980

**ECONOMIC DEVELOPMENT AUTHORITY**

<u>REVENUE:</u>			
Miscellaneous			
Operating Transfers In		500,000	500,000
Total	\$0	\$500,000	\$500,000

<u>EXPENDITURES:</u>			
Economic Development		500,000	500,000
Total	\$0	500,000	500,000

AN ORDINANCE NO. 20-FIN-16

To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$8,980 in State Homeland Security Program (SHSP) grant funds for the purchase of police equipment.

To amend the Economic Development Authority Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to appropriate \$500,000 received from the City's CARES funds for the Small Business Grant Program.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-3, the General Fund Budget, is hereby amended and re-ordained as follows:

a. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, is hereby adopted; and that subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	225,121	
General and Financial Administration	4,641,639	
Judicial Administration	5,861,192	
Public Safety	<del>12,204,078</del>	12,213,058
Public Works	5,389,750	
Health and Social Services	1,338,833	
Culture and Recreation	2,715,980	
Community Development	599,461	
Human Services	435,472	
Nondepartmental	1,227,203	
Debt & Transfers	<u>27,061,348</u>	
TOTAL	<del>\$61,700,077</del>	61,709,057

b. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2020:

General Property Taxes	25,036,661	
Other Local Taxes	19,720,112	
Licenses, Permits & Fees	4,005,832	
Fines and Forfeitures	361,843	
Use of Money & Property	167,200	
Intergovernmental Revenues	<del>7,855,300</del>	7,864,280
Charges for Current Services	2,533,100	
Miscellaneous	<u>2,020,029</u>	



The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable, John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** September 8, 2020

**ITEM:** (First Reading 20-FIN-17) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$941,440 in prior year encumbrances.

To amend the Emergency Response Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by \$67,252 1) by appropriating \$13,735 in prior year encumbrances, and 2) appropriating \$53,517 in CARES funds from the state Board of Elections for the November election.

To amend the Stormwater Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$41,634 in prior year encumbrances.

To amend the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$74,139 in prior year encumbrances.

**DEPARTMENT:** Finance

**PROPOSED ACTION:** This item is for first reading of requested budgetary changes.

**BACKGROUND:** At the end of Fiscal Year 2019-2020 the City had \$1,070,948 in unpaid purchase orders in four funds (\$941,440 in the general fund, \$13,735 in the emergency response fund, \$41,634 in the Stormwater Fund and \$74,139 in the water & sewer fund). As these are legally binding obligations to purchase goods and services, staff is requesting that these balances be appropriated into FY2021 to meet these obligations in the current fiscal year when they are payable. Encumbrances will be funded from fund balances in each fund.

At the end of July, the Voter Registrar was notified that the City would receive a special CARES Grant allocation from the Virginia Department of Elections. This allocation of \$53,517 is specifically for the costs "to prevent, prepare for, and respond to coronavirus...for the 2020 federal election cycle."

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** The Director of Finance recommends approval.

**ATTACHMENTS:**

BUDGET SUMMARY SEPT 20; ELECT- CARES ACT INFO; ORDINANCE 20-FIN-17

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

City of Colonial Heights  
Ordinance/Resolution Recap Worksheet  
Sept 2020

	Encumbrance Roll Forward	ELECT CARES	Total
<b>GENERAL FUND</b>			
<u>REVENUE:</u>			
Miscellaneous & Fund Balance	\$941,440		941,440
Total	\$941,440	\$0	\$941,440

<u>EXPENDITURES:</u>			
General & Financial	97,159		97,159
Judical Administration	38,370		38,370
Public Safety	453,029		453,029
Public Works	257,997		257,997
Health and Social Services	13,633		13,633
Recreation & Culture	38,891		38,891
Human Services	32,909		32,909
Nondepartmental	9,452		9,452
Total	\$941,440	\$0	\$941,440

**EMERGENCY RESPONSE FUND**

<u>REVENUE:</u>			
Intergovernmental Revenue	13,735	53,517	67,252
Total	13,735	53,517	67,252

<u>EXPENDITURES:</u>			
Emergency Response	13,735	53,517	67,252
Total	13,735	53,517	67,252

**STORMWATER**

<u>REVENUE:</u>			
Use of Fund Balance	\$41,634		41,634
Total	\$41,634	\$0	41,634

<u>EXPENDITURES:</u>			
Stormwater	\$41,634		41,634
Total	\$41,634	\$0	41,634

**WATER & SEWER**

<u>REVENUE:</u>			
Non-Operating Revenue	\$74,139		74,139
Total	\$74,139	\$0	74,139

<u>EXPENDITURES:</u>			
Water Distribution	\$3,261		3,261
Wastewater Treatment	\$68,690		68,690
Utility Billing	\$2,188		2,188
Total	74,139	\$0	74,139



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

July 30, 2020

Re: Additional CARES Act Grant Information

Good day to all,

I wanted to provide an update to some questions that have been asked and provide some additional guidance on allowable charges.

**Question: When will the grant funding be released?**

For localities who have submitted their certification, we are currently planning to release their funding the first week of August. The release date is dependent on our actual receipt of the federal funds. Methods of funding will be transmitted to localities based on how they are set up in the state accounting system. For example, if you receive your annual reimbursement electronically, then the grant funding will be sent the same way.

**Purpose and Use of Funds.** The CARES Act makes clear that grant funds are for additional costs associated with the national emergency related to coronavirus, and are to be spent “*to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.*”

Allowable uses include, but are not limited to:

- Printing of additional ballots and envelopes for anticipated higher levels of absentee by mail voting
- Registration list activities to improve the accuracy of registrant addresses
- Additional mailing and postage costs, including ballot-tracking software
- Acquisition of additional voting equipment, including high speed or central count tabulators
- Installation and security for absentee or mail drop-boxes
- Temporary elections office staffing
- Cleaning supplies and protective masks and equipment for staff and poll workers in early voting, vote center, or Election Day polling places (please note that ELECT will be providing certain PPE)

- Overtime salary and benefit costs for elections staff and poll workers
- Training of poll workers on sanitization procedures for in-person voting
- Public communication of changes in registration, ballot request options, or voting procedures, including information on coronavirus precautions being implemented during the voting process.
- Mailings to inform the public on changes or determination of procedures of coronavirus precautions, options in voting and other voting information.
- Pre- and post-election deep cleaning of polling places
- Leasing of new polling places when existing sites must be closed
- Additional laptops and mobile IT equipment
- Additional automated letter opening equipment

This list is not exhaustive and states/localities may encounter other costs. ELECT will determine allowable costs within the parameters of the CARES Act.

### **Additional Information**

- Costs charged to the grant must be paid by 11/30/2020 so that federal reporting can be completed by December 30, 2020
- Any unexpended funds must be returned to ELECT by a TBD date in December
- You will be asked to put your expenses in one of the categories listed below for reporting:
  - Voting Processes, including additional costs for printing and mailing ballots, ballot tracking software, high speed scanners and letter opening equipment, mail drop boxes, hardware and software associated with signature comparison of returned ballots
  - Staffing: Additional poll workers, election office staff diverted to pandemic response, temporary staff
  - Security and Training: Security for additional absentee or mail drop-boxes, pre- and post election cleaning of polling places, staff and poll worker training on prevention processes
  - Communications: Notifying public of changes in registration, ballot request options, precautions or voting procedures
  - Supplies: Additional laptops, mobile IT equipment, cleaning supplies, masks

- ELECT will also request the amount of interest earned on the funding received. Interest earned can also be spent as part of the award.

I hope this additional information will help as you go through the process of spending the CARES Act funding and prepare for final reporting. If there are additional questions, please contact me at [Kevin.Hill@elections.virginia.gov](mailto:Kevin.Hill@elections.virginia.gov) or call 804-864-8950. Stay safe and cool.

Thank you,

Kevin A. Hill/Business Manager

Virginia Department of Elections

[Kevin.Hill@elections.virginia.gov](mailto:Kevin.Hill@elections.virginia.gov)

Washington Building | 1100 Bank Street, Richmond, VA 23219

AN ORDINANCE NO. 20-FIN-17

To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$941,440 in prior year encumbrances.

To amend the Emergency Response Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to appropriate the aggregate amount of \$67,252 which includes: 1) \$13,735 in prior year encumbrances; and 2) \$53,517 in CARES funds from the state Board of Elections for the November election.

To amend the Stormwater Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$41,634 in prior year encumbrances.

To amend the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$74,139 in prior year encumbrances.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-14, the General Fund Budget, is hereby amended and re-ordained as follows:

a. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, is hereby adopted; and that subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	225,121	
General and Financial Administration	<del>4,641,639</del>	4,738,798
Judicial Administration	<del>5,861,192</del>	5,899,562
Public Safety	<del>12,221,294</del>	12,674,323
Public Works	<del>5,389,750</del>	5,647,747
Health and Social Services	<del>1,338,833</del>	1,352,466
Culture and Recreation	<del>2,715,980</del>	2,754,871
Community Development	599,461	
Human Services	<del>449,269</del>	482,178
Nondepartmental	<del>1,227,203</del>	1,236,655
Debt & Transfers	<u>27,061,348</u>	
TOTAL	<del>\$61,731,090</del>	62,672,530

b. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2020:

General Property Taxes	25,036,661
Other Local Taxes	19,720,112
Licenses, Permits & Fees	4,005,832

Fines and Forfeitures	361,843	
Use of Money & Property	167,200	
Intergovernmental Revenues	7,886,313	
Charges for Current Services	2,533,100	
Miscellaneous	<u>2,020,029</u>	2,961,469
TOTAL	\$61,731,090	62,672,530

2. That the Emergency Response Fund Budget, as previously adopted by Council, is amended as follows by making the foregoing appropriation from revenues available for these projects:

EXPENDITURES

Emergency Response	<del>\$512,237</del>	579,489
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REVENUE

Intergovernmental Revenue	<del>\$512,237</del>	579,489
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3. That the Stormwater Fund Budget, as previously adopted by Council, is amended as follows by making the foregoing appropriation from resources and revenues available for these projects:

EXPENDITURES

Stormwater	<del>\$1,076,555</del>	1,118,189
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REVENUE

Charges for current service	\$719,500	
Miscellaneous	<del>\$357,055</del>	398,698
	<del>\$1,076,555</del>	1,118,189

4. That the Water and Sewer Fund Budget, as previously adopted by Council, is amended as follows by making the foregoing appropriation from resources and revenues available for these projects:

EXPENDITURES

Charges for current service	\$5,192,565	
Non-operating revenue	<u>\$ 78,139</u>	152,278
	<del>\$5,270,704</del>	5,344,843

REVENUE

Water Distribution	\$1,754,922	1,757,922
Wastewater Treatment	\$3,231,619	3,300,309
Utility Billing	<u>\$284,424</u>	286,612
	\$5,270,704	5,344,843

5. That this ordinance shall be effective upon approval on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable, John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable, John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney



## Colonial Heights City Council Meeting Agenda Item Executive Summary

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### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** September 8, 2020

**ITEM:** General Activity Report

**DEPARTMENT:** City Manager

**PROPOSED ACTION:** This item allows for updates for various city projects or issues.

**BACKGROUND:** This item provides opportunities for updates and comments by the staff; and Q&A with the City Council relative to on-going projects and/or issues.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was  included  not included in the current-year budget  N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:** Dates of Interest.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

# SEPTEMBER 2020

<u>September</u>	<u>October</u>	<u>November</u>
<u>September 1<sup>st</sup> (7:00 pm)</u> – Planning Commission Meeting – Council Chambers	<u>October 6<sup>th</sup> (7:00 pm)</u> – Planning Commission Meeting – Council Chambers	<u>November 4<sup>th</sup> (7:00 pm)</u> – Planning Commission Meeting – Council Chambers
<u>September 8<sup>th</sup> (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>October 13<sup>th</sup> (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>November 10<sup>th</sup> (7:00 pm)</u> – City Council Regular Meeting – Council Chambers
<u>September 15<sup>th</sup> (6:00 pm)</u> – City Council Special Meeting – Council Chambers	<u>October 20<sup>th</sup> (6:00 pm)</u> – City Council Special Meeting – Council Chambers	<u>November 17<sup>th</sup> (6:00 pm)</u> – City Council Special Meeting – Council Chambers

## DATES OF INTEREST

### Other Dates & Events

- Tuesday, November 3rd, 2020: General Election

### HOLIDAYS

- Monday, October 12<sup>th</sup>, 2020: City Holiday – Columbus Day (Government Offices Closed)
- Thursday, November 26<sup>th</sup> & Friday, November 27<sup>th</sup>, 2020: City Holiday-Thanksgiving Holiday Weekend (Government Offices Closed)



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** September 8, 2020

**ITEM:** Boards & Commission Planning Summary

**DEPARTMENT:** Planning & Community Development

**PROPOSED ACTION:**

Planning & Community Development

**BACKGROUND:** Planning Commission met on September 1, 2020. The next Planning Commission meeting is scheduled for October 7, 2020.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was:  included  not included in the current-year budget  N/A

**RECOMMENDATION:** N/A

**ATTACHMENTS:** The September 1, 2020 Planning Commission Meeting Summary is an attachment.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*



**CITY OF COLONIAL HEIGHTS, VIRGINIA  
MEETING OF THE PLANNING COMMISSION  
Council Chambers in City Hall, 201 James Avenue  
Tuesday, September 1, 2020  
7:00 p.m.**

**SUMMARY**

**I. Call to Order**

**II. Roll Call**

Present:

Mr. Cherry

Mr. Hartson

Mr. Kohan

Mrs. Schiff

Mrs. Hamilton

Mr. Wade

Absent:

Mrs. Levenson-Melvin

**III. Determination of Quorum**

**IV. Approval of Agenda**

**V. Approval of Minutes**

**A. July 7, 2020 Meeting**

6-0 Approved

**VI. Hearing of Citizens Generally**

**VII. Public Hearings**

**A. AN ORDINANCE NO. 20-24**

To grant a special use permit to KHJ Colonial, LLC to allow for a 99 square foot electronic message board on the existing freestanding sign at Keystone Tractor Museum & Grill, 880 West Roslyn Road, also known as parcel identification number 6805000001A, which is zoned IN - Industrial District. This is the second special use permit request for signage on this property, the first special use permit is Ordinance No. 12-3, approved on April 10, 2012.

Vote: 6-0

Yes:

Mr. Cherry  
Mr. Hartson  
Mr. Kohan  
Mrs. Schiff  
Mrs. Hamilton  
Mr. Wade

No: None

Abstained: None

Motion: PASS

**VIII. Plans of Development/Preliminary Subdivision Plans**

**A. Preliminary Subdivision for Gills Point Section 11**

Property owner Gills Point Development Corp, co-owner Bernard A. Hrouda, proposes subdivision of parcel identification number 65050000041, with a legal description of Lot 41. The subject parcel is 7.114 acres and zoned RL – Residential Low Density. The proposed subdivision will create three new parcels in addition to the parent parcel.

Vote: 6-0

Yes:

Mr. Cherry  
Mr. Hartson  
Mr. Kohan  
Mrs. Schiff  
Mrs. Hamilton  
Mr. Wade

No: None

Abstained: None

Motion: PASS

**IX. Old Business**

**X. New Business**

**A. Appointment of one Planning Commission member to the Board of Architectural Review**

Mrs. Levenson-Melvin was appointed to the Board of Architectural Review.

**B. Reports**

- i. Chairman -**
- ii. Director of Planning and Community Development – Ms. Hall**
- iii. City Engineer or Designee – Mr. Flippen, Acting Director of Public Works**
- iv. Others, as necessary or appropriate**
  - 1. City Manager – Mr. Smith**
  - 2. City Attorney – Mr. Fisher**

**XI. Adjournment**