



CITY OF COLONIAL HEIGHTS, VIRGINIA
MEETING OF THE PLANNING COMMISSION
City Council Chambers, 201 James Avenue, Colonial Heights, VA 23834
Tuesday, January 5, 2021
7:00 p.m.

AGENDA

I. Call to Order

The meeting was called to order at 7:00 PM.

II. Roll Call

Present:

Mr. Hartson

Mrs. Schiff

Mrs. Hamilton

Mr. Kohan

Mrs. Levenson-Melvin

Mr. Wade

Absent: none

III. Determination of Quorum

A quorum was determined.

IV. Approval of Agenda

Mrs. Schiff made a motion to approve the agenda and Mr. Kohan seconded the motion with all commissioners in favor.

V. Organizational Matters

- Election of Chairman and Vice-Chairman
 - Mrs. Schiff nominated Mr. Hartson and Mr. Wade seconded the nomination.
 - All in favor. Mr. Hartson abstained.
 - Mr. Wade nominated Mrs. Schiff, and Mr. Hartson seconded the nomination.
 - All in favor. Mrs. Schiff abstained.
- Appointment of Secretary
 - Mr. Hartson appointed Ms. Hall to the Secretary position and Ms. Hall accepted.
- Adoption of Rules of Procedure
 - Mrs. Schiff made a motion to adopt the rules of procedure and Mrs.

Levenson-Melvin seconded the motion with all commissioners in favor.

- 2020 Annual Report
 - Mr. Kohan made a motion to approve the annual report and Mrs. Schiff seconded the motion with all commissioners in favor.

- Adoption of Planning Commission Meeting Schedule for the Next 12 Months
 - January 5, 2021
 - February 2
 - March 2
 - April 6
 - May 4
 - Jun 1
 - July 6
 - Aug 3
 - September 7
 - October 5
 - Nov 3
 - December 8
 - January 4, 2022

Mrs. Levenson-Melvin made a motion to adopt the Planning Commission Meeting Schedule for the next 12 months, and Mr. Wade seconded the motion, with all Commissioners in favor.

VI. Approval of Minutes for November 3, 2020 meeting

Mr. Wade made a motion to approve the minutes and Mrs. Schiff seconded the motion with all commissioners in favor.

VII. Hearing of Citizens Generally

No Citizens Spoke.

VIII. Old Business

- Review of draft Comprehensive Plan, Chapters 6-10

Ms. Hall led Commissioners through the edits made to the Comprehensive Plan.

Mr. Kohan asked for clarification on Exhibit 12 and asked if the “area” people live and work in could be defined, in order to verify if it was just city limits, or if it included everyone in the 23834 Zip Code (page 51).

Mr. Hartson asked if there was still a plan to widen Hamilton Ave at 401 Temple Avenue. Mr. Flippen replied that they had not submitted the funding application yet, but it is on the schedule for the year. The estimated cost is four million and the City will match the needs by maximizing funds.

Mrs. Schiff asked when new sidewalks would be put in at the high school. Mr. Flippen stated VDOT had just put together the agreement to receive funding.

Mr. Wade asked if the Hamilton Avenue expansion includes any part of what the developer has to do. Mr. Flippen explained those matters are separate as the city's project is beyond the area of development for Hamilton Avenue.

Mr. Kohan asked why the Scout Hut on Temple Ave near Carpet Cleaners was not listed under the Parks and Recreation Division, but owned by the City. He requested that it be added to the list on page 129 and Map 10.

Mrs. Schiff asked if there was a curator employed at Violet Bank, and if Violet Bank was open to the public during the pandemic. Mr. Smith stated that he would provide a summary of their activities for her at a later date.

Mrs. Schiff asked about the intent behind the customer service policy. Ms. Hall stated that she was not working for the City when this Comprehensive Plan was created, and was unsure of the origin and intent. Mrs. Schiff stated that she would like to see it remain in some capacity as there is a good sentiment behind providing good customer service to citizens and Mr. Hartson agreed. Mr. Smith suggested that the policy be reworded as a city-wide customer service training program and all the commissioners agreed. This policy would likely be assigned to the Human Resources Department.

Mr. Hartson asked why the substation in the Southpark Mall area was removed. Mr. Smith said the previously proposed police substation was to be located off of Roslyn Avenue, but the locality is not large enough to warrant an additional substation as officers are already on patrol throughout the City.

Mrs. Schiff made a motion to approve the edits to the Comprehensive Plan and Mr. Wade seconded the motion with all commissioners in favor.

Vote: 6-0

Yes:

**Mr. Hartson
Mrs. Hamilton
Mrs. Schiff
Mr. Kohan
Mr. Wade
Mrs. Levenson-Melvin**

No:

None

Motion: Unanimous Pass

Ms. Hall said the Comprehensive Plan will be reviewed by the State. Public notices will be sent to every property owner and the local newspapers. If the State has a short review time, Ms. Hall would like to see the Public Hearing in March, review by City Council twice, and adoption by May 2021.

IX. New Business/Reports

Reports

1. **Chairman**-Mr. Hartson had nothing to report.
2. **Director of Planning and Community Development** – Ms. Hall has not received applications to date; therefore, there will be no February meeting.
3. **City Engineer or Designee – Director of Public Works** – Mr. Flippen presented a review of the Engineering Department’s accomplishments for the year. Four federal aid projects were administered and completed despite the pandemic and the crews were much safer due to less traffic on the road during the pandemic. Bids are out for the Lakeview Avenue Modernization, North Elementary Sidewalks Phase I, and the annual pavement preservation projects. Operation leaf collection is continuing, but due to the weather, the operation is five to six days behind and will be concluding in early February.
4. **Others, as necessary or appropriate**
 - a. **City Manager** – Mr. Smith provided an update about Violet Bank. The architect and contractor were expected to start work this week and be completed by May 1. The City is currently undergoing a city-wide security assessment by ACI Solutions consultant. The CARES funding associated with federal pandemic relief totaled \$3,000,000; some of those funds were used on a new city ambulance that went into service on December 30th. The Chili Peppers will kick off their season in the spring. Regarding the naming of the Chili Peppers, the team did the event, not the City, and asked if the Comprehensive Plan could reflect the change. Mr. Smith acknowledged that 2020 has been a challenging year and challenges will continue in 2021. The Fire Department has received an allocation of vaccines.


Mr. Hartson asked about Mission BBQ, and Mr. Smith stated that their goal is to open at the end of October 2021.

Mr. Kohan asked about a used car sign in the Rent-E-Quip parking lot and Ms. Hall gave an overview of securing a used car lot business on the Boulevard in the City, including obtaining a temporary sign permit.
 - b. **City Attorney** – Mr. Fisher stated that Kroger has closed with two Rebke Corporation subsidiaries, and Kroger no longer owns 401 Temple Avenue. His understanding is that construction would begin close to February 1st. Mr. Fisher said he could not disclose the identity of a new business at the old courthouse location, but there would be a press conference to disclose that information at a later date. The City has been very involved in how the property could be used and developed. Mr. Hartson asked if the entire property would be developed and Mr. Fisher said at this time there are no plans to develop part of the parcel. Mr. Fisher reminded the Planning Commission of the lawsuit filed by a neighbor in regards to the City’s rezoning of the property, and by the time the litigation was resolved,

Kroger was no longer building new stores and the property has remained vacant.

X. Adjournment

Mr. Schiff made a motion to adjourn the meeting and Mr. Wade seconded the motion, with all commissioners in favor. The meeting was adjourned at 8:35 PM.

X 

Mitchell Hartson
Chairman

X 

Kelly Hall
Secretary