



**CITY OF COLONIAL HEIGHTS, VIRGINIA  
MEETING OF THE PLANNING COMMISSION  
City Hall - 201 James Avenue  
Wednesday, March 4, 2020  
7:00 p.m.**

**MINUTES**

- I. Call to Order**  
Mr. Hartson called the meeting to order at 6:58pm.
- II. Roll Call**  
Present:  
Mr. Hartson  
Mrs. Schiff  
Mr. Cherry  
Mrs. Hamilton  
Mr. Wade  
Absent:  
Mr. Kohan
- III. Determination of Quorum**  
A quorum was determined.
- IV. Approval of Agenda**  
Mrs. Schiff made a motion to approve the Agenda and Mr. Wade seconded with all commissioners in favor.
- V. Approval of Minutes for January 7, 2020 meeting**  
Mr. Cherry made a motion to approve the minutes and Mrs. Schiff seconded with all commissioners in favor.
- VI. Hearing of Citizens Generally**  
None.
- VII. Public Hearing – FY2021-2025 Capital Improvements Plan**
  - A. Planning Commission Resolution 20-6**  
To recommend that the City Council approve the proposed FY2021-2025 Capital Improvements Plan.

Mrs. Minor presented a summary of the FY2021-2025 Capital Improvements Plan (CIP). She advised commissioners that priorities change; and that unfunded projects may rise in importance when the CIP is revisited annually. She highlighted the projects that have been included and recommended for funding for the FY2020-2021 Operating Budget:

- City Facilities Security Placeholder
- Health Department Building Renovations
- TMDL (Total Maximum Daily Load) Project Placeholder
- Appomattox River Greenway Trail - Phase V
- Lakeview Avenue Modernization Phase I
- Branders Bridge Right Turn Lane Extension
- Boulevard at Temple Ave. Intersection Improvements
- Ridge Road Improvements & Culvert Replacement
- Conduit Road Sidewalks - Pleasant Dale to Riveroaks
- Hrouda Pump Station
- Water Tower Repairs
- Charles Dimmock Site Development
- Insulation Replacement at Dunlop Fire Station
- Medic-4 Replacement
- Uninterrupted Power Supply (UPS) Replacement

Mrs. Minor wanted to address a new concept in use. This list includes three placeholders while studies are completed to determine debt capacity and match projects accordingly.

Mr. Hartson asked if the City Facility Security project was addressing cyber security or physical security. Mrs. Minor responded that it was focused on physical security, but that cyber security would also be addressed later through the IT department.

Mrs. Hamilton asked where the health department would be relocated to if the building is renovated and repurposed as proposed. Mrs. Minor and Mr. Smith replied that it is still being determined, but that they would remain within city limits.

Mr. Hartson mentioned that the Hrouda pump station previously appropriated \$600,000. He asked Mrs. Minor if the total cost is \$600,000 plus the additional \$735,000 that has been appropriated for this proposed CIP. Mrs. Minor replied that yes, the total cost would be \$1.335M.

Mr. Cherry asked for clarification on the Uninterrupted Power Supply project. He recalled that a generator had recently been replaced. Mrs. Minor explained that the proposed project was for a back-up to prevent an interruption of power. This replacement is like a very large battery, because generators do not instantly turn on. The interruption in power lasts about 10 seconds, but this battery will keep everything running without that disruption. Mr. Smith continued that this project would update the 13-year-old system in place.

Mr. Wade asked if the Hrouda Pump Station was going to be like the water treatment area on Temple Avenue. Mr. Flippen responded that it is a smaller facility, and services approximately 1,400 residential units. He stated that it is not an above

ground facility, just the dry and wet wells. There is an existing building for the generators that will not be touched, as the project is just the replacement of the wells. Mr. Wade asked if it was a large structure. Mr. Flippen replied that it is not. Mr. Smith stated that his understanding was that the confined space was considered to be under hazardous conditions for staff to enter. Mr. Flippen explained that it was vastly undersized, and must be upgraded to meet code. Mr. Cherry asked for clarification as the project was not for upgrades. Mr. Flippen clarified that it would be reconstructed as the facility is 50 years old. The generator itself will remain, but the underground facility and wells will be reconstructed.

Mrs. Schiff asked if there were any updates on the lot near Violet Bank to ensure it remains historic if a house were to be built. Mr. Smith stated that he had nothing to report, but he was aware of the situation.

Mr. Hartson asked for clarification on the unfunded portion, under the TMDL project placeholder for \$800,000. The city will be required to significantly reduce its pollutants by 2023, yet this is in the unfunded program that goes through 2025. Mrs. Minor explained that the original request for the TMDL placeholder was \$2M , and through the funding analysis, staff found that the City's current stormwater fees are generating approximately 200K a year that can be devoted to capital projects or debt service on those capital projects. Staff put a \$400K placeholder every other year for now, but will go back and revisit that and do some more careful analysis. Once those projects have been identified, staff will determine whether that money must be diverted toward issuing debt and funding larger projects or if it is something they can space out a little more appropriately. At this time, the City only has 200K available per year to cash fund those projects; therefore, the plan would begin with using 400K in the first year, waiting and building that up again, using 400K the next year, and just to keep that placeholder in place. Once those specific projects are identified, another analysis may be done to determine whether to issue debt. The project is only partially funded, as part of the CIP and it will be revisited for the future years, when next year's CIP is completed.

Mr. Hartson asked if with the reassessment of the real estate, the City's ability to borrow more has been enhanced.

Mrs. Minor stated that the reassessment of real estate would impact that, because it is one of the ratios measured in the City's ability to issue debt. It is the amount of outstanding debt as a percentage of the City's total assessed value, so a reassessment going up would enhance debt capacity. However, when speaking specifically about the stormwater projects, there is a separate fund because it's treated for counting purposes as its own self-sufficient fund. The only source of revenue to support stormwater activity at this time is the \$4 stormwater fee that is charged bi-monthly, amounting to \$8 on each utility bill for stormwater. That \$8 is what funds these projects as well as the operations for maintenance of those stormwater facilities and drainage systems across the City.

Mr. Hartson asked about what percent of the fire and EMS fleet is 15 years or older. Mrs. Minor replied that she would look into it and get back to him. Mr. Hartson stated that his impression was that all the vehicles were being replaced at once. Mrs. Minor

stated that the cover of the CIP shows the newest pumper added to the fleet. She stated that she would let commissioners know once she looked into the matter. Mr. Cherry stated that a lot of things are getting older, but that City Council is trying to do a more diligent job of replacing them on a lifecycle basis, instead of waiting until they hit the end of their use. Chief Moore started this initiative with the City Manager.

Ms. Minor went over graphs which assess the City's affordability of debt. She also explained that one change had been made since the plan was put forth. Upon discussion with the School Board staff, it was determined that they should have the authority to rank their projects. Once the proposed CIP was sent to the School Board, and they discussed the placeholder idea with staff, School Board staff stated that they knew the priorities of each of their projects and requested that they be listed in that order in the CIP. Adjustments have been made under the unfunded section because those projects have not been specifically identified, and only have placeholders. It won't be able to fund every single one of those projects, but there will be ongoing discussions with the school board regarding what goes into next year's CIP, for that debt issuance in FY2022. The priorities the school board had identified were put in priority order as far as data sheets and numbers identified on the unfunded list to put them in the school board's requested order.

Mr. Fisher addressed Mr. Hartson, and stated that the schools had a feasibility study done for projects at the high school. The superintendent contracted with Moseley Architects to do the feasibility study and determined what needed the most work at the high school. Moseley identified four areas in the high school that needed the most attention, with the total cost of renovations amounting to \$17.5M. The four areas were: security in front of the building, the cafeteria, the fine arts area, and the addition of an auxiliary gym to accommodate team practices. None of these projects are funded for the current FY2021, but it is something the School Board is very interested in, and has been discussing with council.

Mrs. Minor reminded commissioners of the state of the budget calendar in regards to the CIP.

Mr. Smith clarified with Mr. Hartson that the Acting Chief of the Fire Department communicated that 60-70% of the fleet are 15 years or older. As far as medic units, there is only one vehicle that is 15 years old.

Three citizens from Deerwood Drive, Dawn Frappollo and Shawn McCowan of 113 Deerwood Drive, and Darryl Childs of 115 Deerwood Drive, came to the podium to speak regarding the urgency of the Lexington Drive outfall and storm sewer project which is listed for the FY2021-2022. They urged staff and Planning Commissioners to reconsider the priority of this project. Ms. Frappollo expressed concerns regarding run off into the river leading to environmental issues, as well as loss of acreage and property value as the river continues to fill. Mr. Childs stated that in the last 5 years the sand run off has gotten progressively worse.

Mr. Harston stated that as it is in the CIP, it is a recognized need, and that he appreciated their input. He asked if staff could take a second look. Mr. Flippen stated

that it is already highly prioritized in the project list. He stated that he has gone on site with staff consultants. He stated that the channel is highly eroded and looks like a small canyon. Mr. Flippen continued that urbanization has increased the run off. Ms. Frappollo asked if there is any way of checking on the erosion over time. Mr. Flippen replied that they have historic aerial photos and they can see delta forming. He also explained that part of prioritization is mandated by state and federal deadlines on projects as well as funding.

Mr. Smith suggested staff go onsite with citizens.

Mr. Hartson asked if the City and the School Board share the cost of debt service, it was his understanding that the schools have no funds that are not allocated to them by the City.

Mr. Cherry explained that the schools receive federal and state funding as well as the amount allocated by the City, although the City does provide the majority of funds.

Mr. Hartson asked if the state and federal funding was dedicated to specific programs.

Mrs. Minor stated that for the large part they are, but that in regards to the debt service issue, there is a memorandum of understanding (MOU) between the City and the schools, which indicates that the schools will get 50.73% of the City's top 6 revenue sources each year. The MOU also has guidelines in regards to sharing debt service costs. There was an agreement made in the 2015 debt that the City would give the schools \$2.5M worth of projects, then they would share the balance of it.

Mr. Hartson asked if Phase V was the end of the River Trail project. Mr. Smith explained that while it was the end of the current planned phases, City Council was discussing the potential of additional phases to connect to the Ashland-Petersburg trail in the future.

Mr. Hartson asked about the Boulevard at Westover improvements. He inquired about whether the street was wide enough to add a left turn lane without widening the street. Ms. Minor replied that the budget includes right of way and land acquisition in order to widen the street.

Mrs. Schiff asked about lane widths and Mr. Flippen responded that the lane widths would be 11 ft, and there would be no buffer between the sidewalk and curb and gutter in the northern section in order to accommodate the limited space and minimize disturbance.

Mrs. Schiff asked if there would be curb and gutter on the Boulevard and Temple Avenue project. Mr. Flippen stated that yes, stormwater collection would be addressed there.

Mrs. Schiff made a motion to approve Resolution 20-6 to recommend the proposed FY2021-2025 CIP to City Council and Mr. Wade seconded.

Vote: 5-0

Yes:

Mrs. Hamilton  
Mrs. Schiff  
Mr. Hartson  
Mr. Wade  
Mr. Cherry  
No: none  
Abstained: none  
Motion: UNANIMOUS PASS

**VIII. Old Business**

None.

**IX. New Business/Reports**

**A. Planning Commission Resolution 20-7  
Recognizing and commending the service of Mr. William (Bill) L. Kollman, Sr.**

WHEREAS, Mr. William (Bill) L. Kollman, Sr. was appointed to the City of Colonial Heights Planning Commission in 2010 and has regularly participated in Planning Commission meetings, providing sound input and assistance on all Commission matters for a decade; and

WHEREAS, Mr. Bill Kollman was appointed to the City of Colonial Heights Architectural Review Board in 2012 and has served for eight years; and

WHEREAS, Mr. Bill Kollman was appointed to the City of Colonial Heights Board of Zoning Appeals in 1990, provided loyal and dedicated service to the Board of Zoning Appeals for 19 years, and served as chairperson for five of those years;

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

1. That the Planning Commission hereby expresses its gratitude to Mr. Bill Kollman for his thirty years of outstanding public service.
2. That in attestation of the high regard in which Mr. Bill Kollman is held, this resolution is read into the minutes of this meeting and permanent record of the City of Colonial Heights, this 4th day of March, 2020.

An Outstanding Service Plaque was presented in recognition of Mr. Kollman's service to the City.

Mrs. Schiff made a motion to approve Planning Commission Resolution 20-7 and Mr. Wade seconded with all commissioners in favor.

**Reports**

1. **Chairman**-Mr. Hartson had nothing to report.
2. **Director of Planning and Community Development** – Ms. Hall  
Ms. Hall stated that there were no applications for meeting in April at that time. She notified Commissioners that a resident had advertised a meeting at the library March 7, discussing potential development of townhomes on Mount Pleasant Drive. The developers contacted staff that they have stepped away from the project, citing the

high costs of construction due to the topography of the site.

Mrs. Schiff asked if the townhome site was zoned for such a development. Ms. Hall stated that it was zoned RL, and that the townhomes would fall under RM, so they would have to request a rezoning. She also stated that the site was previously zoning industrial.

**3. City Engineer or Designee – Asst. Director of Public Works – Mr. Flippen**  
Mr. Flippen stated that some markings are deteriorating at the roundabout, and that staff would be addressing them in spring. Mr. Cherry asked about aerators for the pond. Mr. Flippen stated that they were installed. Mr. Wade asked about signage in the fountain. Mr. Smith stated that there would be irrigation and planters in the splitter islands and that signage is listed later in the CIP.

**4. Others, as necessary or appropriate**

**a. City Manager – Mr. Smith**

Mr. Smith updated commissioners on improvements at Shepherd Stadium including new and expanded concession windows, a sponsor wall, fencing being moved in to shorten the out of play area, and heightened backstock fencing. During March, projects to be completed included out of play fence netting, new foul poles, locker room improvements, and installation of padding on outfield walls. He reminded commissioners that the first game of the season would be in May. Mr. Smith also stated that Mission BBQ had submitted their first final site plan.

**b. City Attorney – Mr. Fisher**

Mr. Fisher notified commissioners that the schools' special use permit applications to allow electronic message boards would be at City Council for a second reading. He also brought to their attention that the zoning ordinance they previously voted on regarding the allowance of chickens in the City had been voted on by City Council and it was determined that chickens would not be allowed. He stated that whereas the Animals' Chapter in the City Code allows chickens, the Zoning Chapter does not. However, the zoning chapter is in contradiction with animal chapter. This has created confusion for the public and animal control. Mr. Fisher has drafted an ordinance for council to change the Animals Chapter to prohibit chickens, ducks, and peacocks, so that it is congruent with the Zoning Chapter.

**X. Adjournment**

Mrs. Schiff made a motion to adjourn the meeting and Mr. Cherry seconded the motion with all commissioners in favor. The meeting was adjourned at 8:11pm.



Kelly Hall  
Secretary



Mitchell Hartson  
Chairman