



**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**MEETING OF THE PLANNING COMMISSION**  
**MINUTES OF THE REGULAR MEETING OF THE**  
**PLANNING COMMISSION**  
**Tuesday, April 3, 2018**  
**7:00 p.m.**

**I. Call to Order: 7:00 p.m.**

Mr. Townes called the meeting to order at 7:00 p.m.

**II. Roll Call**

Present:

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mrs. Schiff  
Mr. Townes  
Mr. Kohan  
Mr. Kollman

Absent: None

Also Present:

Ms. Hall  
Mr. Henley  
Mr. Smith  
Mr. Fisher  
Mrs. Epps

**III. Determination of Quorum**

A quorum was determined.

**IV. Approval of Agenda**

Mr. Green made a motion to approve the agenda as presented, Mrs. Schiff seconded the motion with all Commissioners in favor.

All Commissioners were in favor with no additions or deletions.

**VI. Hearing of Citizens Generally**

None

**VII. Public Hearings**

- A. Planning Commission Resolution 18-4 – recommends to City Council the approval of Ordinance No. 18-3 to amend § 286-326.04 and §286-326.08 of Chapter 286, Zoning, of the Colonial Heights City Code, to change several incorrect legal citations; to amend §§ 286-326.30, 286-326.32, 286-326.34, and 286-326.36 of the chapter, which relate to general performance standards, resource protection area standards, nonconformities, and administrative waivers and exceptions within a Chesapeake Bay Preservation Area; and to repeal § 286-326.20 of the chapter, the provisions of which have been incorporated into other sections.**

Mr. Fisher stated that the changes to the City Code were initiated by the Virginia Department of Environmental Quality. An audit is conducted periodically by DEQ for all localities within the Chesapeake Bay Preservation Area. There were items missing in the zoning ordinance that was completed in 2012. The discussed resolution makes the City's zoning ordinance consistent with state regulations. Mr. Fisher detailed that Section 286-526.32 has added provisions in the zoning ordinance dealing with the Resource Protection Area and condensed all provisions into one section, consequently a simplification in organization.

Mr. Townes asked for any discussion and for public comment.

Mr. Green moved for approval of Resolution 18-4, Mr. Hartson seconded the motion.

**Vote: 7-0**

**Yes:**

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mr. Kohan  
Mr. Kollman  
Mrs. Schiff  
Mr. Townes

**No: None**

**Abstained: None**

**Motion: UNANIMOUS PASS**

- B. Planning Commission Resolution 18-5 – recommends to City Council the approval of Ordinance No. 18-4 to amend § 286-626.02 of Chapter 286, Zoning, of the Colonial Heights City Code, by revising the criteria that the Board of Zoning Appeals shall consider in determining whether to grant a variance.**

Mr. Fisher stated that the resolution was prompted due to a code change by the State

legislature. The old standard for issuing a variance consisted of a finding to alleviate a hardship approaching confiscation of property. The new code clarifies to have a variance alleviate a hardship due to a physical condition or improvement thereon.

Mr. Townes asked for any discussion and for public comment.

Mr. Green moved for approval of Resolution 18-5, Mr. Kohan seconded the motion.

**Vote: 7-0**

**Yes:**

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mr. Kohan  
Mr. Kollman  
Mrs. Schiff  
Mr. Townes

**No:** None

**Abstained:** None

**Motion: UNANIMOUS PASS**

- C. Planning Commission Resolution 18-6 – recommends to City Council the approval of Ordinance No. 18-7 to amend the Comprehensive Plan by changing the land use classification of a 19.829 tract of vacant property that the City of Colonial Heights owns and which is known by parcel identification number 69020900001, Lot 1, Dimmock Parkway East, from Mixed Use to Industrial on the Land Use and Transportation Plan Map.**

Ms. Hall gave a brief overview of the staff report. The proposal is part of a nonoperational landfill site. A voluntary remediation certification program that was completed in 2003 reported standards that proposed uses with children is restricted. The intent of a true mixed use cannot exist at this site. The site does have adjacent industrial zones that surround the property.

Mr. Townes asked if a prospect that is not considered industrial was interested in the site, would the City be able to accommodate a different use at the site if it was rezoned.

Ms. Hall stated that the current zoning is General Business; there is a significant amount of this zoning category surrounding the site. The vacant sites for industrial use in the City are limited at this time.

Mr. Townes asked for any discussion and for public comment.

Mrs. Schiff asked if there was a specific prospect interested in the site.

Mrs. Epps approached the Commission. There has been extensive interest in this site; one of

interested parties would require a change in zoning classification. There was discussion of the industry sectors from the Economic Development Strategic Plan. The retail sector far outpaces any industry in the City, in which most of these jobs are filled by those commuting into the City than those outgoing. This rezoning would help diversify our industry sectors to create options for those residing in the City. There is an excessive amount of underutilized parking space available in the Southpark Mall area. There has been a discussion with the neighboring property owner occupied by Walmart for an access agreement that would allow the City to extend a roadway through the site to additional amenities, including the animal shelter and Roslyn Landing Park. The potential for this site could be one large parcel, or subdivided into two parcels dependent on interested parties. The current advanced manufacturing building prototype does not resemble an industrial use, as most incorporate clean facilities, facades, and logistical spaces.

Mr. Green asked about the City receiving an agreement with the property owner for a turn lane in exchange for the proposed roadway.

Mrs. Epps stated that the agreement was never completed.

Mr. Hartson moved for approval of Resolution 18-6, Mr. Green seconded the motion.

**Vote: 7-0**

**Yes:**

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mr. Kohan  
Mr. Kollman  
Mrs. Schiff  
Mr. Townes

**No: None**

**Abstained: None**

**Motion: UNANIMOUS PASS**

- D. Planning Commission Resolution 18-7 – recommends to City Council the approval of Ordinance No. 18-8 to change the zoning of an approximate 19.829 acre tract of vacant property known as Lot 1, Dimmock Parkway East consisting of parcel identification number 6902090001 from General Business to Industrial.**

Mr. Townes asked for any discussion and for public comment.

Mrs. Schiff moved for approval of Resolution 18-7, Mr. Green seconded the motion.

**Vote: 7-0**

**Yes:**

Mr. Green  
Mrs. Hamilton

Mr. Hartson  
Mr. Kohan  
Mr. Kollman  
Mrs. Schiff  
Mr. Townes

**No:** None

**Abstained:** None

**Motion: UNANIMOUS PASS**

**E. Planning Commission Resolution 18-8 – recommends to City Council the approval of Ordinance No. 18-9 to amend and update Chapter 7, Environment, of the City Comprehensive Plan, to comply with the State Chesapeake Bay Preservation Act regulations.**

Ms. Hall gave an overview of the staff report. The updates were previously addressed in the Comprehensive Plan adopted in 1997.

Mr. Hartson asked if the resolution addresses compliance in nature.

Ms. Hall confirmed.

Mr. Townes asked for any discussion and for public comment.

Mr. Hartson moved for approval of Resolution 18-8, Mrs. Schiff seconded the motion.

**Vote:** 7-0

**Yes:**

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mr. Kohan  
Mr. Kollman  
Mrs. Schiff  
Mr. Townes

**No:** None

**Abstained:** None

**Motion: UNANIMOUS PASS**

**F. Planning Commission Resolution 18-9 – discussion of the City’s proposed 2019-2023 Capital Improvements Plan (CIP).**

Mr. Smith provided a brief overview of the Plan, which highlighted construction acquisition

of new assets exceeding \$50,000, upgrades to existing equipment exceeding \$50,000, and remodel/repair costs exceeding \$100,000. The Plan assumes the issuance of \$4 million bank qualified financing.

Mr. Henley reported on the utility and transportation projects recommended by department for the upcoming fiscal year. The first utility priority of the department is the replacement of Hrouda pump station, which has structural and mechanical deficiencies. Its location near a perennial stream takes on the risk of environmental overflows. There is a projected \$500,000 in transportation related capital projects, securing federal and state grants, the City would incur \$70,000. Streetscape projects incorporating Boulevard enhancement would create a more walkable, complete street with sidewalks, landscaping and lighting that would conform to the Boulevard Overlay District. The Appomattox River Greenway Trail Phase V extends the trail from Roslyn Park to Jennick Drive. The City has a number of streets that have reached the end of its service life, which include Holly Avenue and Jamestown Road. The rehabilitation of City bridges 100% funded by federal aid provides for painting, concrete repair and resurfacing.

Mr. Townes asked about \$300,000 sewer replacement on Hill Place being completed already.

Mr. Henley stated that emergency repair has occurred, but this project is full rehabilitation of sewer and wastewater infrastructure.

Mr. Kohan asked about the two phases of the city-wide two inch water line construction.

Mr. Henley stated that two of four phases are planned. The Riverside water line replacement would replace 8000' of substandard water line to help with fire flows.

Mr. Smith continued to discuss further line items. Several public safety projects are represented in the bank financing program.

Mr. Green asked for a differentiation between bank financing and bond financing.

Mr. Smith stated that there is a low cost opportunity in approaching a bank qualified loan versus a bond. He continued to discuss the line item for financial operations software package and rationale for a modern, fully integrated system. There was additional information discussed in regards to the replacement of a generator to service the Public Safety building, as well as software for the City's Communications and dispatch department.

Mr. Smith continued that the replacement of an aging fire vehicle will be kept as a reserve unit. The new vehicle would be ordered with an 18-month lead time.

Mr. Kohan asked if storing the vehicle.

Mr. David Salot approached the Commission. He stated that the new vehicle and reserve unit will be stored at station 2.

He highlighted that the dispatch software handles all record management as the goal is to inter-operate in order to work closely with Chesterfield and other neighboring localities.

Mr. Townes asked for any discussion and for public comment.

Mrs. Schiff asked about tennis courts at the Middle School.

Mr. Smith stated that it is not in funded section as a recommendation as the City has some budget reductions.

Mrs. Schiff asked about the estimated cost to replace that court.

Mr. Smith stated it can cost as much as \$90,000.

Mrs. Schiff stated that a club or organization could take on the project.

Mr. Smith stated that the City would entertain cost sharing for the project.

Mr. Fisher stated that the School Board will be advertising a request for proposals for six to eight new tennis courts at the High School to include new fencing. The middle school tennis courts would only include resurfacing. The tennis courts adjacent to Lake Avenue are also in poor shape, and there is conversation to move the skate park to this location, as well as pickleball.

Mr. Hartson moved for approval of Resolution 18-9, Mrs. Schiff seconded the motion.

**Vote:** 7-0

**Yes:**

Mr. Green  
Mrs. Hamilton  
Mr. Hartson  
Mr. Kohan  
Mr. Kollman  
Mrs. Schiff  
Mr. Townes

**No:** None

**Abstained:** None

**Motion: UNANIMOUS PASS**

**VIII. Old Business**

None

**IX. New Business/Reports**

**1. Chairman – Mr. Townes**

None

**2. Director of Planning and Community Development – Ms. Hall**

Ms. Hall stated that a Commission meeting will be held in May.

Mr. Townes welcomed Ms. Hall as the Director of Planning and Community Development.

**3. City Engineer or Designee – Director of Public Works – Mr. Henley**

Mr. Henley updated the Commission of a project leveraging state and federal funds. The City was awarded funding of a section of the Boulevard between Yew Avenue and Newcastle Drive starting in next two weeks, to be completed within the month.

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

**a. City Manager – Mr. Smith**

Mr. Smith also congratulated Ms. Hall on her new position.

**b. City Attorney – Mr. Fisher**

None

Mr. Green commented that the Boulevard farmers market expects foot traffic to pick up significantly with the approval of food trucks starting May.

Mr. Hartson asked about the status of the previously approved telecommunications tower adjacent to the City garage.

Mr. Henley stated that the monopole is in place and the leasing company is continuing to add equipment to it.

Mr. Fisher stated that part of application is that the owner would sublease the tower to several entities.

**X. Adjournment**

Mr. Hartson moved to adjourn the meeting with all Commissioners in favor. The meeting was adjourned at 8:02 p.m.



Kelly Hall  
Secretary



Charles E. Townes  
Chairman