



**CITY OF COLONIAL HEIGHTS, VIRGINIA  
MEETING OF THE PLANNING COMMISSION  
City Hall - 201 James Avenue  
Tuesday, June 2, 2020  
7:00 p.m.**

**MINUTES**

**I. Call to Order**

Mr. Hartson called the meeting to order at 7:00 pm.

**II. Roll Call**

Present:

Mrs. Levenson-Melvin  
Mrs. Schiff  
Mr. Hartson  
Mr. Kohan  
Mr. Wade  
Mr. Cherry

Absent:

Mrs. Hamilton

**III. Determination of Quorum**

A quorum was determined.

**IV. Approval of Agenda**

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

**V. Hearing of Citizens Generally**

None.

**VI. New Business**

## **A. SUB 20-1 Riverside Park Subdivision**

Property owner Mr. Randall H. Rhyne proposes subdivision of parcel identification number 37000219032, with a legal description of Riverside Park Subdivision, Block 19, Lots 25-32. The subject parcel is 0.62 acres and zoned RL – Residential Low Density. The proposed subdivision will create three new parcels.

Ms. Hall gave a presentation showing the general location of the property and proposed subdivision. Mr. Rhyne will be able to subdivide into three buildable parcels. Each of the parcels meet the square footage and depth requirements. If the parcels were purchased to build a home, it would be required for each parcel to meet Public Works and Engineering's infrastructure requirements. Although the subdivision will result in developable parcels, the property owner's stated intent is to sell the parcels to the property owners that live along Roslyn Avenue that want additional yard space.

The staff recommendation is to approve the subdivision with minor edits. The proposal would need to go through a final subdivision process with the Engineering Department. The plat would need to be updated, changing the name from Old Conjuror's Neck Road to Conduit Road.

Mrs. Schiff asked if the parcels are going to be 75 feet wide for road frontage and Ms. Hall replied yes. Mrs. Schiff asked if the purpose was to extend Roslyn Avenue back and Ms. Hall replied not at this time. Ms. Hall added that there is a 16 feet wide alleyway and the property owners originally requested the City to vacate the alleyway in order to pursue boundary line adjustments, but the City denied the request to vacate the alleyway. The subdivision allows for the subject property to become three developable lots. An adjacent property owner, who owns the southern properties along the Appomattox River, contacted Ms. Hall to inquire about the subdivision and shared that they do not plan to develop their properties at this time.

Mr. Kohan asked Mr. Flippen whose responsibility it is to develop the infrastructure and inquired about the process. Mr. Flippen responded that the developer is responsible for providing the City's right-of-way infrastructure including any stop or through roads, water, and other utilities. The subdivision is solely to divide the land; infrastructure improvements are not required until the land is developed.

Mr. Rhyne, the property owner and applicant for this subdivision spoke and shared that is he subdividing one parcel into three parcels. The owners of 413 and 419 Roslyn Avenue intend to buy the new parcels for use as additional yard space and do not intend to develop the land.

Mr. Cherry remembers the request coming before City Council to vacate the alleyway and why it was denied. It was denied due to the access point for the City to get in and service the other things. Mr. Rhyne said he has lived at his property for 14 years and has never seen a City service vehicle.

Mr. Cherry made a motion to approve SUB 20-1 and Mrs. Schiff seconded the motion with all commissioners in favor.

Vote: 6-0

Yes:

No: None

Abstained: None

Motion: UNANIMOUS PASS

## **VII. Old Business**

Mr. Kohan asked if the City is still in the running to be the site for a new train station. Mr. Smith replied that at this point it is unlikely and the last action was to defer the decision and to obtain grant funding for the current station.

## **VIII. New Business/Reports**

### **A. Regional Fair Housing Analysis of Impediments Report**

#### **Reports**

- 1. Chairman-** Mr. Hartson gave an update that Mrs. Hamilton has been interview for the City's Analysis of Impediments Report and he is currently waiting on his interview. The report is a review of affordable housing trends and if people feel welcome to move into the community.
- 2. Director of Planning and Community Development –** Ms. Hall said there will be a meeting next month for the review of a Special Use Permit. The application is for an electronic message board at St. Michael's Episcopal Church.
- 3. City Engineer or Designee – Asst. Director of Public Works –** Mr. Flippen said the Engineering Department has been busy and the Boulevard Resurfacing Project is coming to completion. The asphalt for the Appomattox river trail Phase IV has been completed and the barricades have not stopped walkers from enjoying the use of the new section. The bridge rehab project is close to completion and the last bridge will be the Sherwood Hills Drive. A diving team will be coming out to place grout bags at the bottom of Swift Creek to shore up the bridge.
- 4. Others, as necessary or appropriate**
  - a. City Manager –** Mr. Smith gave an update from issues raised at previous

Planning Commission meetings. The logos and signs will be replaced at the War Memorial and near the Rent-Equip retail store. The next City Council meeting will consider executing an agreement to purchase the lot next to Violet Bank. The Chili Peppers baseball team start date is still being discussed as they wait on guidance about restrictions.

There will also be discussion about designating a Small Business Grant program to reimburse certain expenses that have been endured during the COVID-19 shutdown. There will be two groups of funding depending on the size of business, 1-15 employees and 16-30 employees. The grants given will be from \$1,000-\$7,000 and the Economic Development Authority (EDA) will be the source for providing the actual funds and reviewing the applications.

The Mission BBQ restaurant plans have been approved by Engineering and additional documentation will need to be submitted for a land disturbance permit.

Mr. Hartson asked if the Planning Commission could have a presentation from the Crater District Planning Commission and Mr. Smith replied yes. Ms. Hall offered to facilitate that presentation as she regularly attends the meetings. She mentioned staff changes at the Crater District PDC and would work directly with them to provide current information to the Planning Commission.

- b. **City Attorney** – Mr. Fisher said there will be an amendment to the donation bin provisions in the Zoning Ordinance to provide an exemption for non-profit 501(c)(3) organizations that operate as a retail store. Mr. Hartson said that makes sense to accommodate Goodwill Retail Store.

Mr. Fisher said there will also be an emergency ordinance coming before City Council to allow for outdoor seating along a restaurant's sidewalk or parking lot. This ordinance is a stop-gap measure to help restaurants recoup some of their financial loss from COVID-19.

The emergency ordinance will be uncodified and start June 9<sup>th</sup>, 2020 and end August 8<sup>th</sup>, 2020.

Mr. Smith added that some businesses have already put up tents so this is an additional measure letting business owners know they are welcome to expand outside as long as they meet the fire code and any other regulations.

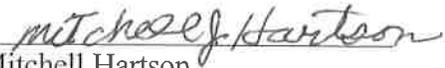
Mr. Fisher said the City's zoning ordinance does not address outdoor dining and Mr. Hartson added that it is something that should be reviewed as it becomes more popular.

Mr. Fisher asked if there are any plans to finalize the updates on the Comprehensive Plan and Ms. Hall replied yes, the Comprehensive Plan will be completed by the end of year.

**IX. Adjournment**

Mrs. Schiff made a motion to adjourn the meeting and Mr. Wade seconded the motion with all commissioners in favor. The meeting was adjourned at 7:27 pm.

  
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Kelly Hall  
Secretary

  
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Mitchell Hartson  
Chairman