



**CITY OF COLONIAL HEIGHTS, VIRGINIA  
MEETING OF THE PLANNING COMMISSION**

**City Hall – 201 James Avenue**

**Tuesday, August 6, 2019**

**7:00 p.m.**

**MINUTES**

**I. Call to Order**

Mr. Hartson called the meeting to order at 7:06 pm.

**II. Roll Call**

Present:

Mrs. Schiff

Mr. Hartson

Mr. Wade

Mr. Kohan

Mr. Smith

Absent:

Mrs. Hamilton

Mr. Kollman

Mr. Cherry

Also Present:

Ms. Hall

Mr. Flippen

Mr. Fisher

**III. Determination of Quorum**

A quorum was determined.

**IV. Approval of Agenda**

Ms. Hall stated she had two amendments to the agenda and recommended adding two topics to New Business. The first amendment was to add the appointment of one Commission member to the Advisory Board of Recreation & Parks, and the second amendment was to discuss the plan for the upcoming Adjacent Localities Coordination and Communication Committee (ALCCC) meeting to be hosted by Colonial Heights. Mrs. Schiff moved to approve the agenda with amendments and Mr. Wade seconded with all commissioners voting in favor.

**V. Approval of Minutes for June 4, 2019 meeting**

Ms. Schiff moved to approve the minutes and Mr. Wade seconded with all commissioners in favor.

**VI. Hearing of Citizens Generally**

No citizens spoke.

**VII. Site Plans / Plans of Development and Subdivision Plans**

**A. SUB 19-2 Subdivision of Lot 1 Old Town Creek Center**

*Property owner "Lundie Holdings LLC" proposes subdivision of parcel ID# 20000101001, property address 2500 Boulevard, which is 0.702 acres and contains a two-story commercial building consisting of 10,152 square feet. This subdivision will create three new parcels; the new parcels will be confined to the interior of the existing building and will serve as commercial condominiums for the existing units.*

Ms. Hall described the subdivision further, explaining that Mr. Lundie's intention is to provide business owners the option to purchase their unit rather than leasing. The conversion to commercial condos was prompted by the Colonial Italian Restaurant's desire to purchase their space. Ms. Hall stated that a precedent had already been set in Colonial Heights for this type of subdivision at the Southpark Medical Center on Charles Dimmock Parkway. The surveyor used the plat for this medical center as a template for 2500 Boulevard in order to remain consistent. Mr. Hartson asked why approval was necessary. Ms. Hall explained that some localities handle this privately, but in order to once again remain consistent with the previous medical center subdivision, she followed the same protocol.

Mr. Todd Petrucciani of 131 Pickwick Ave approached the podium to inquire about a courtesy letter he received regarding these new parcels as a neighbor to the property. It was determined that his request was out of order and Ms. Hall would meet with him separately to answer his questions.

Staff recommended the Commission approve SUB 19-2. Mrs. Schiff moved to approve the subdivision and Mr. Wade seconded with all Commissioners in favor.

**Vote: 4-0**

**Yes:**

Ms. Schiff  
Mr. Hartson  
Mr. Wade  
Mr. Kohan

**No: None**

**Abstained: None**

**Absent:**

Mr. Kollman  
Mr. Cherry  
Ms. Hamilton

**Motion: Unanimous Approval**

## **VIII. Old Business**

Mr. Fisher and Mr. Wade expressed the Economic Development Authority's interest in discussing mixed-use zoning and the possibility of the Commission and the EDA jointly meet to discuss Chapter 6 of the Comprehensive Plan.

Mrs. Schiff stated that she read an article about the Ettrick train station and asked whether the station still had a chance of coming to Colonial Heights. Mr. Smith responded that the Metropolitan Planning Organization policy board voted to table the station location issue. For the foreseeable future, it will remain where it is, as Chesterfield County has obtained substantial funds to make improvements. Mr. Flippen commented that Chesterfield County had been awarded \$8 million in grant funds.

## **IX. New Business/Reports**

### **A. Appointment of one member onto the Advisory Board of Recreation & Parks—**

Due to the number of commissioners not in attendance, the appointment was delayed to the September meeting.

### **B. Review Comprehensive Plan Chapters 4, 5, and 6**

#### **Chapter 4: Neighborhoods and Housing**

Mr. Hartson asked about the accuracy of statistics of rental units in Exhibit 9 (page 21) of the Plan and for clarification on data in Exhibit 11 (page 22). Ms. Hall stated that she would collect the American Community Survey and Census data to compare at a later date.

Mr. Wade suggested expansion of the mixed-use designations currently only listed in two areas (page 23).

Mr. Fisher stated that the Residential Tax Abatement Program information (page 24) must be updated to reflect the current program. He also noted that the Rental Inspection Program listed (page 25) has been repealed, and therefore, reference to it should be removed from the Comprehensive Plan.

Mr. Wade suggested that the City of Colonial Heights could issue city plaques to historic homes outside of the State and National registries in order to generate revenue (page 24-25).

Mrs. Schiff asked whether engineering uses the Comprehensive Plan to dictate the priority of improvement projects. Mr. Flippen stated that the engineering department will utilize the Comprehensive Plan when going forward with the Capital Improvement Plan.

Mr. Hartson asked Mr. Smith if the contract between Shepherd Stadium and the Coastal Plains League will pose any traffic issues to the Shepherd Stadium neighborhood. Mr. Smith stated that he anticipates some parking and traffic issues; however, he does not think it is necessary to include it in the Comprehensive Plan (page 27).

Mr. Kohan asked why the City has neighborhood designations (page 26). Mr. Hartson suggested that Colonial Heights is a city of neighborhoods.

Mr. Hartson referred to Mr. Wade's comments on mixed-use when examining

Map 3. He suggested that the map should have more circles. Perhaps one extending between Ellerslie to Archer Avenues on the Boulevard (page 30).

Mrs. Schiff responded that there may be negative push back regarding mixed-use, and that homeowners near the Boulevard may be opposed.

Mr. Hartson stated that he believes there is an incongruence between the Commission's desire to respect existing neighborhoods while also trying to promote mixed-use neighborhoods that will appeal to young people.

Mr. Fisher responded that the Comprehensive Plan must be strategic about mixed-use while respecting old neighborhoods and find a balance.

Mrs. Schiff raised concerns regarding illegal home-based businesses. Ms. Hall explained the process of building violation cases, and Mr. Fisher added that it is difficult to prosecute someone for running a business out of their home. He went on to say that it is easier to build a case on violations such as materials in the yard, property maintenance, and signage. If evidence is sufficient, the city will go after a person for illegally operating a business, but they must first collect enough evidence .

Mr. Wade inquired about switching to LED streetlights. Mr. Flippen stated that as a part of the Smart communities initiative, a transition to LED is in the works; however, it is a slow process.

Mr. Hartson asked who creates a Housing Pattern Book as referenced in the eighth bullet point. Ms. Hall explained that a landscape architect or urban designer would have to be contracted to create a book for citizens to look at and provide guidelines or ideas for what to do with their own home. The designs are not enforced. Mrs. Schiff asked how much it would cost to have one made. Ms. Hall stated that she would pursue a quote for costs (page 33).

Staff recommended that the Commission refer to the detailed area plans for each of the five revitalization strategy areas. The Comprehensive Plan guides staff work, and focusing mixed-use on specific strategy areas may be more successful towards development (page 33).

Mr. Hartson agreed that the Planning Commission could do an intensive study of each of the five areas to determine what needs to be completed and a prioritization of what to revitalize first.

Mrs. Schiff reiterated the city's history and fears of mixed-use. She stated that it must be framed in a new way. Commissioners agreed that the association of mixed-used with Section 8 housing needs to change.

Mr. Kohan felt that 50 years was still a bit young to be considered a historic home and wondered whether this could be raised (page 34). Ms. Hall replied that the 50-years is the state threshold.

Mrs. Schiff asked whether the quarterly neighborhood cleanups listed are being conducted. Mr. Fisher stated that reference to the cleanups needs to be removed if they are not being conducted (page 34).

Ms. Schiff also asked if the City partners with local real estate agents as suggested

in bullet point eight (page 34). Ms. Hall replied that she works with real estate agents and developers regularly when they reach out to her.

### **Chapter 5: Community Character and Design**

Mr. Hartson asked about regulation of signage on residential properties as he has noticed more signs in neighborhoods. Ms. Hall replied that she would review the City and State codes (page 36).

In reference to primary gateways, Mr. Hartson asked whether Shepherd Stadium was included in signage. Mr. Smith stated that it was (page 38).

Mr. Kohan asked when the lighting on Boulevard would be finished (page 41). Mr. Smith stated as a result of a lack of funding, the City has shifted their focus to trails. Mr. Flippen stated that engineering has created a template for street lights so that moving forward they are all the same throughout the city. Any time there is redevelopment on the boulevard they are required to input lighting if it is not already in place.

Mr. Kohan asked if it was in the master plan to complete the whole Boulevard and Mr. Flippen responded yes.

Mr. Fisher noted that the Boulevard Modernization is complete and should be removed. He also noted that the Boulevard Matching Grant Program was discontinued and that reference to the program also should be deleted (page 41-42).

### **Chapter 6: Economic Development**

Review of Chapter 6 was delayed to the September meeting.

#### **C. Discussion of A.L.C.C.C. meeting—**

The Adjacent Localities Coordination and Communication Committee (ALCCC) will be hosted by Colonial Heights on September 9<sup>th</sup>. These localities include Hanover, Henrico, Richmond, Prince George, Chesterfield, Colonial Heights, Petersburg, and Hopewell. Ms. Hall stated that although this is a Planning Commission driven organization, she requested that staff members of the participating localities provide aid in preparations for meetings. To date, she has procured an email list of members and reserved the library and City Council Chambers for the ALCCC meeting. Ms. Hall asked Mr. Hartson and Mrs. Schiff what they want to discuss for the meeting. She suggested themes for the meeting including regional trends, economic trends, revitalization, code enforcement, and shopping malls. Mr. Hartson stated that shopping malls would make a good header. Ms. Hall and Mr. Hartson decided to discuss preparations further at a later date.

#### **Reports**

##### **1. Chairman**

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

A Special Use Permit Application from the School Board has been submitted for Tussing Elementary School to erect an electronic message board. Ms. Hall will place it on the agenda for the September or October Meeting, provided all information necessary has been submitted.

##### **3. City Engineer or Designee – Asst. Director of Public Works – Mr. Flippen**

Mr. Flippen provided an update on the Dupuy Ave construction, which has been

delayed as a result of conflicts with road construction and sewer lines.

Mr. Flippen stated that he is the city representative on the stakeholder committee of the Ashland-Petersburg regional trail. He described the fast pace of the committee, and their vision for the extent of the trail. He continued that he has expressed to VDOT the city's desire to connect to the trail through the Appomattox River Greenway Trail if it comes to fruition. VDOT was looking to have a public input meeting in September for the preferred corridor. VDOT would like to have things ready for localities to submit funding applications in 2020.

Mr. Flippen announced that a VDOT permit was approved for the stormwater pond, east of exit 54. He explained this permit is to install an aeration system and fountain in order to remove algae overgrowth.

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

**a. City Manager – Mr. Smith**

Mr. Smith shared the status of construction on Mission BBQ. The company is still focused on their Fredericksburg location and it will be 12-18 months before they begin work on the proposed location in Colonial Heights.

Mr. Smith stated that he recently spoke with the Cameron Foundation regarding the grant request for Violet Bank. It was decided that the request would be shifted to the upcoming grant cycle in October.

Mr. Hartson asked for an update on the Coastal Plains League contract with Shepherd Stadium. Mr. Smith replied that there is a lease in the draft phase, and things will move forward once the lease is approved by council.


**b. City Attorney – Mr. Fisher**

No Report.

**X. Adjournment**

Ms. Schiff moved to adjourn the meeting and Mr. Wade seconded. The meeting was adjourned at 9:03pm.

  
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Kelly Hall  
Secretary

  
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Mitchell Hartson  
Chairman