

RECEIVED

# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

Forward to Kim

FBI MA  
3/18

MAR 18 2010

COLONIAL HEIGHTS POLICE DEPARTMENT **RECEIVED**  
City Manager's Office

MAR 19 2010

March 17, 2010

**CITY CLERK'S OFFICE**

## **MEMORANDUM**

TO: Richard A. Anzolut, Jr., City Manager

FROM: Colonel Jeffrey W. Faries, Chief of Police *JWF*

**RE: VOLUNTEER RECOGNITION AT CITY COUNCIL MEETING**

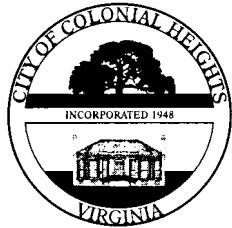
With April being National Volunteer Month, I would like to recognize two outstanding volunteers who serve the Colonial Heights Police Department and the citizens of Colonial Heights with selflessness and boundless energy.

**Police Chaplain Mike Murray** has been our police chaplain for many years now. He never misses an opportunity to reach out to our officers in need. Whenever transients may pass through our City, destitute and forlorn, he makes certain that they are directed on their way with a good meal and travel money in their pockets. He leads devotionals when needed and is highly respected by our staff. For his constancy, we would like to present him with a plaque at the next City Council meeting.

**Police Sentinel Leslie P. Fryar** serves our department in a totally different way. Les heads up our Police Sentinel program and is always "on deck" to handle extra duties in any and all emergencies as assigned. He rallies his troops to handle anything from traffic situations at busy times to preparing sandwiches for police and volunteer staff in emergencies—and always answers the call with speed and diligence. Although he would never seek it, he is most deserving of some recognition.

Therefore, I would appreciate being place on the City Council agenda for the April, 2010, meeting so that I may publicly acknowledge these two outstanding individuals for their commitment to our department and to the community.

JWF:bbh



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**RECEIVED**

Office on Youth & Human Services  
520-9286

MAR 15 2010

**CITY CLERK'S OFFICE**

**MEMORANDUM**

TO: Richard A. Anzolut, Jr., City Manager

FROM: Phyllis J. Cheely, Chair  
Juvenile & Domestic Violence Task Force

SUBJECT: Proclamation for April 2010, "***Child Abuse Prevention Month***"

DATE: March 16, 2010

As chair of the Juvenile & Domestic Violence Task Force, I have been asked to request a proclamation from City Council designating the Month of April 2010 as "***Child Abuse Prevention Month***" in Colonial Heights. I will be present at the April City Council Meeting to receive the proclamation.

I have attached a copy of the Proclamation and will forward it to Kim Rollinson, Clerk of Council. Please contact me at ext. 287 with any questions. Thank you for your assistance with this matter.

/pjc

Enclosure

✓cc: Kim Rollinson, Clerk of Council

# Proclamation



COLONIAL HEIGHTS, VIRGINIA

## DESIGNATING THE MONTH OF APRIL 2010 AS "CHILD ABUSE PREVENTION MONTH" IN THE CITY OF COLONIAL HEIGHTS, VIRGINIA

WHEREAS, child abuse is a tragic problem nation-wide, and finding solutions depends on involvement among people throughout the community; and

WHEREAS, the effects of child abuse have significant negative impacts on our entire community; and

WHEREAS, children raised in safe and nurturing homes strengthen our City, and all citizens should be partners in helping to prevent child abuse and become more aware of its negative effects; and

WHEREAS, effective child abuse prevention programs succeed through partnerships that include social service agencies, schools, religious and civic organizations, law enforcement agencies and the business community; and

WHEREAS, parents have the most critical influence on their children's development and need community support and education in helping negotiate the challenges of parenting.

NOW, THEREFORE, I, C. Scott Davis, Mayor of the City of Colonial Heights, do hereby proclaim the month of April 2010 as "Child Abuse Prevention Month" in the City of Colonial Heights and encourage all citizens to help in this increasing challenge of protecting our community's children.

Signed this 1<sup>st</sup> day of April, 2010.



A handwritten signature of C. Scott Davis in black ink.

C. Scott Davis, Mayor

Attest:

A handwritten signature of Kimberly J. Rollinson in black ink.

Kimberly J. Rollinson, City Clerk

# Proclamation



COLONIAL HEIGHTS, VIRGINIA

## RECOGNIZING THE 100<sup>TH</sup> ANNIVERSARY OF EVB AND DESIGNATING MAY 1, 2010 *EVB DAY* IN THE CITY OF COLONIAL HEIGHTS, VIRGINIA

WHEREAS, EVB was founded in 1910, and has since grown to encompass 25 branches with a current employment of over 300 Eastern Virginians; and

WHEREAS, EVB is a local community bank dedicated to helping its customers achieve their financial dreams and has done so over the decades by working on a personal level with families and local businesses; and

WHEREAS, EVB continues to strive for excellence by continually innovating new products and services, while staying true to its community values and trusted relationships; and

WHEREAS, EVB has made it a priority to perform charitable work in the local Colonial Heights community. EVB and its employees willingly donate their time and money to support the Colonial Heights community in efforts such as the 5<sup>th</sup> Annual Fun Walk for Kids with Childhood Cancer, the American Legion Department of VA Community Golf Day, the Matoaca Christian Fellowship Food Bank Ministry, and the Colonial Heights Food Pantry; and

WHEREAS, EVB is a local business celebrating a century of community banking this year; and will continue to seek to foster a vibrant, prosperous Eastern Virginia for its employees and their families.

NOW, THEREFORE, I, C. Scott Davis, Mayor of the City of Colonial Heights, do hereby recognize EVB for its steadfast dedication to economic growth and community service, and I call upon all citizens of the City to observe Saturday, May 1, 2010, as *EVB Day* in the City of Colonial Heights.

Signed this 13<sup>th</sup> day of April 2010.



C. Scott Davis, Mayor

Attest:

Kimberly J. Rollinson, City Clerk

# MARCH 2010 EMPLOYEE OF THE MONTH



**NAME:** Sophie L. Benkendorf

**POSITION:** Police Officer

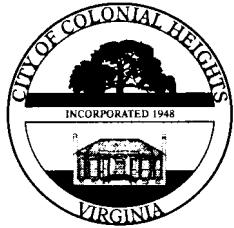
**EMPLOYMENT**

**HISTORY:** Officer Benkendorf was hired in November, 1998 as a Telecommunicator.

**NARRATIVE:**

This past December the Chief of Police was contacted by a Ms. Jacquelyn Tuggle who is retired military. She informed the Chief of her elation regarding the actions of Officer Benkendorf. Ms. Tuggle reported last seeing her wallet at Uno's in Prince George County. A few days later she was contacted via facebook that Officer Benkendorf was in possession of her Georgia driver's license and credit cards but not in possession of her social security card, military id and debit card. Officer Benkendorf then recontacted the person who turned the original items in and discovered the exact location of where they were found (which was near a drainage area). Officer Benkendorf then responded to the scene and, with the help of the Public Works Department, removed a manhole cover and found the remaining lost items. Ms. Tuggle stated the officer's actions saved her a lot of time, trouble and grief. Ms. Tuggle responded to our Police Department and found her items had been dried and neatly separated by the officer. Ms. Tuggle stated she offered a gift card for dinner for the officer's family and it was politely declined. Ms. Tuggle stated she was so touched that she cried and gave Officer Benkendorf a hug and a great big "thank you". Ms. Tuggle left stating she was eternally grateful to our agency.

As many of you know, Officer Benkendorf is our DARE officer in our elementary schools. The Chief has received many favorable comments from school administration and staff that Officer "Sophie" truly cares about the children and she puts her heart into her program. The Chief has participated in many graduations and has found them to be very organized and enjoyable and most of all, her kids are learning the evils of drugs, alcohol and making good decisions. The Chief also has received favorable comments from our Commonwealth's Attorney's Office and our Victim Witness Coordinator regarding her help with victims of domestic violence and the positive impact that she provides in the realm of domestic investigations. Officer Benkendorf has taken the initiative, as she was given the opportunity, to help our citizens' combat domestic violence in our City. As one can see, Officer Benkendorf is well deserving of this nomination because she is truly an asset to the Police Department and the citizens she serves.



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

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## Office of the City Manager

April 8, 2010

The Honorable Mayor and Members of City Council  
Colonial Heights, Virginia

Ladies and Gentlemen:

As presented in the Courthouse Action Plan, City staff has prepared and circulated a RFP for Architectural and Engineering Services for Preliminary Design of an Adaptive Reuse of the former Colonial Heights Baptist Church. Ten responses were received and short listed for your review. The following firms, which represent the top four proposals, will be present at the April 13 Council meeting to give a short presentation for your review and consideration:

1. AECOM
2. BCWH Architects
3. HVC\*Chenault
4. Moseley Architects

If any additional information or assistance is needed prior to the meeting, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "William E. Johnson".

William E. Johnson  
Acting City Manager

WEJ:eg

Attachment

cc: Hugh P. Fisher, III, City Attorney  
William E. Henley, Director of Public Works & Engineering

AN ORDINANCE NO. 10-FIN-4

To amend the Recreation Activity Fund and the General Fund Budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010, to appropriate \$8,054,624, consisting of \$350 in donated funding, and \$2,600 transferred from Recreation Activity Fund to Parks and Recreation, and \$8,051,674 from General Obligation Bond Sales.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 1, 2 and 3 of Ordinance No. 09-FIN-4, the General Fund Budget, be, and are hereby amended and reordained as follows:

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010, is hereby adopted; and that, subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative (City Council)	\$ 148,167
Administrative (City Manager)	310,589
Legal (City Attorney)	207,578
Tax Collections & Assessments	619,076
Finance	5,873,655
Information Technologies	207,867
Board of Elections	130,159
Judicial	4,288,658
Public Safety	7,778,640
Public Works	3,044,162
Health and Social Services	717,750
Parks and Recreation	1,428,380 1,431,330
Cultural Enrichment	92,257
Library	613,213
Community Development	542,204
Grant Programs	528,483
Nondepartmental	433,817
Debt Service	3,217,341 11,269,015
Operating Transfers Out	19,037,766

2. That the sum of \$49,219,762 57,274,386 is appropriated for the fiscal year beginning July 1, 2009.

3. That the foregoing appropriation is based upon the following revenue estimates for the fiscal year beginning July 1, 2009:

General Property Taxes	\$ 21,216,669
Other Local Taxes	14,403,852
Licenses, Permits & Fees	3,409,794
Fines and Forfeitures	556,500
Use of Money & Property	427,000
Intergovernmental Revenues	6,299,993
Charges for Current Services	1,138,401
Miscellaneous	1,262,908 9,317,532

Reserve – Fire/EMS Donations	1,350
Restricted Fund Balance Fire/EMS	5,000
Restricted Fund Balance –	
Civic Organizations	450
Restricted Fund Balance –	
Police Assets	18,929
Restricted Fund Balance – Streets	132,000
Fund Balance	305,505
Restricted Fund CDBG	41,411
TOTAL	\$ 49,219,762 57,274,386

2. That Section 2 of Ordinance No. 10-FIN-2, the Recreation Activity Fund, be and is hereby, amended and reordained as follows:

That the sum of \$253,270 256,870 be, and the same is hereby, appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units to the sums itemized in the Recreation Activity Fund Budget, as follows:

REVENUES

Charges for Current Services	\$240,000
Fund Balance	13,270 15,870
<i>Miscellaneous</i>	<u>1,000</u>
TOTAL	\$253,270 256,870

EXPENDITURES

Operating Expenses	\$240,000 241,000
Capital Outlay	13,270
<i>Transfers to General Fund</i>	<u>2,600</u>
TOTAL	\$253,270 256,870

3. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on March 9, 2010.

Ayes: 5 Nays: 0 Absent: 2 Abstain: 0

The Honorable Milton E. Freeland, Jr., Councilman: Aye

The Honorable Kenneth B. Frenier, Councilman: Absent

The Honorable W. Joe Green, Jr., Councilman: Aye

The Honorable Elizabeth G. Luck, Vice Mayor: Aye

The Honorable John T. Wood, Councilman: Absent

The Honorable Diane H. Yates, Councilwoman: Aye

The Honorable C. Scott Davis, Mayor: Aye

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Estes, III  
City Attorney

## AN ORDINANCE NO. 10-3

To amend and reordain §187-3 of Chapter 187, Licenses, of the Colonial Heights City Code, to provide that a business license shall not be issued to any applicant for such a license if the applicant owes the City certain specified taxes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That §187-3 of Chapter 187, Licenses, of the Colonial Heights City Code, be and is hereby, amended and reordained as follows:

### **§ 187-3. License requirement.**

A. Every person engaging in the City in any business, trade, profession, occupation or calling (collectively hereinafter, "a business") as defined in this article, unless otherwise exempted by law, shall apply for a license for each such business if:

•  
•  
•

G. Interest shall be charged on the late payment of the tax from the due date until the date paid without regard to fault or other reason for the late payment. Whenever an assessment of additional or omitted tax by the assessing official is found to be erroneous, all interest and penalty charged and collected on the amount of the assessment found to be erroneous shall be refunded, together with interest on the refund from the date of payment or the due date, whichever is later. Interest shall be paid on the refund of any tax paid under this article from the date of payment or due date, whichever is later, whether attributable to an amended return or other reason. Interest on any refund shall be paid at the same rate charged under the Code of Virginia, § 58.1-3916. No interest shall accrue on an adjustment of estimated tax liability to actual liability at the conclusion of a base year. No interest shall be paid on a refund or charged on a late payment in the event of such adjustment, provided that the refund or the late payment is made not more than 30 days from the date of the payment that created the refund or the due date of the tax, whichever is later.

***H. No business license under this Chapter shall be issued until the applicant has produced satisfactory evidence that all delinquent business license, personal property, meals, transient occupancy, severance and admissions taxes owed by the business to the City have been paid.***

2. That this Ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on March 9, 2010

Ayes: 5 Nays: 0 Absent: 2 Abstain: 0

The Honorable Milton E. Freeland, Jr., Councilman:

Aye

The Honorable Kenneth B. Frenier, Councilman:

Abst

The Honorable W. Joe Green, Jr., Councilman:

Aye

The Honorable Elizabeth G. Luck, Vice Mayor:

Aye

The Honorable John T. Wood, Councilman:

Abst

The Honorable Diane H. Yates, Councilwoman:

Aye

The Honorable C. Scott Davis, Mayor:

Aye

Adopted on its second reading on \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_

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City Clerk

Approved as to form:

Hugh P. Draper, III  
City Attorney

## AN ORDINANCE NO. 10-4

To amend and reordain §273-2.1 of Chapter 273, Vehicles and Traffic, of the Colonial Heights City Code, to provide that certain expenses related to appropriate emergency responses shall be collectible as restitution at the time of sentencing rather than in a separate civil action.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That §273-2.1 of Chapter 273, Vehicles and Traffic, of the Colonial Heights City Code, be and is hereby, amended and reordained as follows:

### **§ 273-2.1. Reimbursement for expenses incurred in responding to DUI and other traffic accidents or incidents.**

A. A person convicted of violating any of the following provisions shall be liable in a separate civil action **for restitution at the time of sentencing** for reasonable expenses incurred by the City, including by the Sheriff's office of the City or by any volunteer fire or rescue squad, or by any combination of the foregoing, when providing an appropriate emergency response to any accident or incident related to such violation. Personal liability under this section for reasonable expenses of an appropriate emergency response shall not exceed \$1,000 in the aggregate for a particular accident or incident occurring in the City:

(1) The provisions of Code of Virginia §§ **18.2-36.1**, 18.2-51.4, 18.2-266, 18.2-266.1, 29.1-738 or , 29.1-738.02, **or 46.2-341.24**, as amended, or a similar City ordinance, when such operation of a motor vehicle, engine, train or watercraft while so impaired is the proximate cause of the accident or incident;

(2) The provisions of Code of Virginia – Title 46.2, Chapter 8, Article 7 (§§ 46.2-852 et seq.), as amended, relating to reckless driving, when such reckless driving is the proximate cause of the accident or incident;

(3) The provisions of Code of Virginia – Title 46.2, Chapter 3, Article 1 (§§ 46.2-300 et seq.), as amended, relating to driving without a license or driving with a suspended or revoked license; and

(4) The provisions of Code of Virginia – § 46.2-894, as amended, relating to improperly leaving the scene of an accident.

B. In determining "reasonable expenses", the City may bill a flat fee of \$250 or a minute-by-minute accounting of the actual costs incurred. As used in this section "appropriate emergency response" includes all costs of providing law-enforcement, fire-fighting, rescue, and emergency medical services. The court may order as restitution the reasonable expenses incurred by the City for **responding law enforcement**, fire-fighting, rescue and emergency medical services.

C. The Police Department, and Sheriff's office, **and Fire and EMS Department** shall compile a report of the reasonable expenses of the appropriate emergency response for each accident or incident and forward that information to the City Attorney's office for appropriate proceedings. ~~The Fire Department shall have the same reporting~~

requirements except information concerning accidents or incidents for which restitution is sought shall be forwarded to the Commonwealth Attorney's Office **to seek restitution.**

2. That this Ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on March 9, 2010

Ayes: 5 Nays: 0 Absent: 2 Abstain: 0

The Honorable Milton E. Freeland, Jr., Councilman:

Aye

The Honorable Kenneth B. Frenier, Councilman:

Aye

The Honorable W. Joe Green, Jr., Councilman:

Aye

The Honorable Elizabeth G. Luck, Vice Mayor:

Aye

The Honorable John T. Wood, Councilman:

Aye

The Honorable Diane H. Yates, Councilwoman:

Aye

The Honorable C. Scott Davis, Mayor:

Aye

Adopted on its second reading on \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Drake, III  
City Attorney

## AN ORDINANCE NO. 10-6

To amend and reordain §13-11, of Chapter 13, Boards, Commissions and Authorities, of the Colonial Heights City Code, to provide for two additional members of the Senior Citizens Advisory Committee.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That § 13-11, of Chapter 13, Boards, Commissions and Authorities, of the Colonial Heights City Code, be, and is hereby amended and reordained as follows:

**§13-11. Committee established; membership; appointment; terms.**

A. There shall be a Senior Citizens Advisory Committee consisting of ~~nine~~ eleven members, each of whom shall be a qualified voter of the City of Colonial Heights and of whom one shall be a member of the American Association of Retired Persons, one shall be a member of the Senior Citizens Club of Colonial Heights, one shall be a member of City Council (Councilman), one shall be a representative of the City of Colonial Heights to the Board of Directors of the Crater District Area Agency on Aging (Crater Director), and ~~five~~ seven shall be members-at-large. The Director of Recreation and Parks (Recreation Director) shall serve as an ex officio member. The Crater Director and the Councilman shall be appointed by Council for terms concurrent with their terms in those offices, and all other members shall be appointed by Council for terms of two years; provided, however, that the member in office on January 1, 1987, and the member appointed by Resolution No. 87-13 shall remain in office for the remainder of their terms, and provided further that on June 9, 1987, two members shall be appointed for one-year terms, expiring December 31, 1987; three members shall be appointed for two-year terms, expiring December 31, 1988; and one member shall be appointed from the membership of the Senior Citizens Club for a one-year term, expiring December 31, 1987. Thereafter, except as provided for the Crater Director and the Councilman, their successors shall be appointed for full terms of two years.

B. In the event that there shall be no qualified voter of the City in a position or class entitled to representation hereunder, the Council shall appoint an additional at-large member to the Committee to serve until there is a qualified voter of the City in said position or class or until the passage of two years, whichever shall first occur.

C. A majority of the members of the Committee entitled to vote shall constitute a quorum for conducting business.

D. Except as otherwise provided herein, in the case of a vacancy occurring in the membership of the Committee, whether caused by death, resignation or otherwise, the Council shall appoint a successor to serve for the remainder of the unexpired term of the member whose office is so vacated. In the case of a vacancy in a position to which the Crater Director or the Councilman are entitled hereunder, the Council shall appoint a successor whose term shall be concurrent with his term in that office. The Council, in its discretion, shall have the power and authority to remove any member of the Committee for misconduct or neglect of duty. The members of the Committee shall serve without compensation for their service on the Committee.

E. The members of the Committee, immediately after their appointment and in the month of January every second year thereafter, shall meet, elect from their number a Chairman and adopt rules and procedures as they deem necessary. The Committee shall meet at least once each quarter.

2. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on March 9, 2010.

Ayes: 5. Nays: 0. Absent: 2. Abstain: 0.

The Honorable Milton E. Freeland, Jr., Councilman:

Aye

The Honorable Kenneth B. Frenier, Councilman:

Absent

The Honorable W. Joe Green, Jr., Councilman:

Aye

The Honorable Elizabeth G. Luck, Vice Mayor: Aye  
The Honorable John T. Wood, Councilman: Abstain  
The Honorable Diane H. Yates, Councilwoman: Aye  
The Honorable C. Scott Davis, Mayor: Aye

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

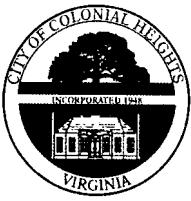
The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Draper, III  
City Attorney



OFFICE OF THE  
CITY ATTORNEY

CITY OF COLONIAL HEIGHTS  
201 JAMES AVENUE  
P. O. BOX 3401  
COLONIAL HEIGHTS, VIRGINIA 23834-9001  
(804) 520-9316 / FAX 520-9398

HUGH P. FISHER, III  
CITY ATTORNEY

TAMARA L. DRAPER  
LEGAL ASSISTANT

March 17, 2010

**RECEIVED**

The Progress-Index  
15 Franklin Street  
Petersburg, VA 23803

MAR 17 2010

**CITY CLERK'S OFFICE**

Attention: Legal Advertisements

Dear Madam or Sir:

I have enclosed for publication in the legal advertisements section of your newspaper a notice of City Council holding a public hearing to accept public comment on and consider the adoption of Ordinance No. 10-5.

You are requested to publish the notice on **March 25, 2010 and April 1, 2010**.

Please send a certificate of publication to the Office of the City Clerk in City Hall so that we may have evidence that legal requirements have been met.

If there is any problem in publishing the notice on the date requested, please notify this Office immediately so that we may make other arrangements for publication.

Thank you for your assistance.

Very truly yours,

Hugh P. Fisher, III  
City Attorney

Enclosure

cc: The Honorable C. Scott Davis, Mayor  
Richard A. Anzolut, Jr., City Manager  
 Kimberly J. Rollinson, City Clerk  
George Schanzenbacher, Director of Planning  
and Community Development

**NOTICE OF PUBLIC HEARING  
CITY OF COLONIAL HEIGHTS, VIRGINIA**

Notice is hereby given to all persons affected or interested that at the Colonial Heights City Council meeting to be held on **Tuesday, April 13, 2010, at 7:00 P.M.**, in Council Chambers of City Hall, 201 James Avenue, Colonial Heights, Virginia, the City Council shall hold a public hearing to accept comments on the following:

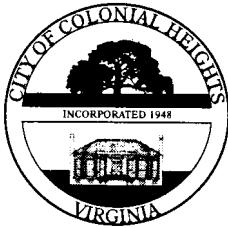
**AN ORDINANCE NO. 10-15**

To grant a special use permit to John and Patsy Crowder for a 3.67 acre parcel of property located west of Sadler Avenue, which property is presently zoned R-4 Apartment and Multiple-Family Dwelling District, is part of lot 24, A.B. Cook Farm, and has parcel identification number 1600010025A, to allow for the property to be used for a single-family home with no direct access to a public street.

A copy of the proposed ordinance is on file for public examination during regular business hours in the City Clerk's Office in City Hall, 201 James Avenue, Colonial Heights, Virginia. All persons affected or interested are invited to be present at the public hearing of the City Council, to be held at the time and place stated above, when an opportunity will be given for them to be heard.

Hugh P. Fisher, III  
City Attorney

Any interested party whose participation in this meeting would require reasonable accommodation of a handicap should contact the City Manager's Office at 520-9265 at least six days in advance.



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

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## Office of the City Manager

April 8, 2010

The Honorable Mayor and Members of City Council  
Colonial Heights, Virginia

Ladies and Gentlemen:

John & Patsy Crowder have requested a special use permit to construct a single-family home on a multi-acre lot with no direct frontage on a public street. The lot is located west of Sadler Avenue and is currently zoned R-4 Apartment and Multiple-Family Zoning District.

The original request for a building permit has been denied since the City zoning ordinance requires frontage on a public street. A special permit application has been filed which requests the construction of a single-family home that would have access via adjacent family property. The Planning Commission recommends the approval of the request, and specific plan details and comments are attached.

If any additional information or assistance is needed prior to the meeting, please do not hesitate to contact me.

Sincerely,

William E. Johnson  
Acting City Manager

WEJ:eg

Attachment

cc: Hugh P. Fisher, III, City Attorney  
George W. Schanzenbacher, Director of Planning & Community Development



**SP-10-1-John & Patsy Crowder – west of Sadler Ave –Special use permit request single-family home on lot with no direct frontage on a public street**

John & Patsy Crowder are requesting approval to construct a single-family home on a 3.67 acre lot that is located west of Sadler Ave. The lot has no direct frontage on a public street. The property is currently zoned R-4 Apartment and Multiple-Family Zoning District.

**Location:**

This property is located west of Sadler Ave. Please see aerial photo below.

**Existing land use:**

The 3.67 acre site is vacant land.

**Surrounding land uses:**

North- mostly vacant  
South-vacant-Old Town Creek  
East- single-family homes on Sadler Ave  
West- mostly vacant and a single family home

**Existing zoning is as follows:**

**The site:** R-4 Apartment and Multiple-Family Zoning District.

**North-** R-4 Apartment and Multiple-Family Zoning District.

**South-** R-4 Apartment and Multiple-Family Zoning District.

**East-** R-2 Single Family Zoning District.

**West-** R-4 Apartment and Multiple-Family Zoning District.

Please see the aerial photo for the surrounding areas existing land use

**Relationship to Comprehensive Plan:**

The Land Use Plan depicts this area as Low Density Residential.

**Analysis of request:**

A special permit application has been filed as the applicant's original request for a building permit was denied. This denial was because the city zoning ordinance requires that each lot front on a public street. After several discussions with City Council representatives, City Manager, City Attorney and City Planner it was determined that either a special permit and or variance were required to allow construction of this home. The applicant has submitted a special use permit request to allow the construction of a single-family home of approximately 3,000 square

feet. It is staffs understanding that access to the home would be via adjacent family property which is located on Sadler Ave or from Chesterfield County via an existing easement off of Branders Bridge Road.

We believe that the applicant desires to have a well and septic for sewer and water. Connection to City services which are available along Sadler Ave is also an option. A definite plan for infrastructure will need to be finalized and submitted before a building permit will be issued.

The enclosed survey shows that the corner of the home would be located on the RPA boundary and the silt fence would be located 4.5 ' into the RPA. Staff have requested that the house be move 10' away from the RPA to avoid any encroachment.

#### **Public Work Comments:**

1. Need to submit a report from VDHR regarding the existing of any known or suspected historic resources on the subject property and any adjacent properties.
2. Need to list all the adjoining property owners, not only city property, that are adjacent to the subject property.
3. Need to show or indicate the owner of the property located to the southwest of Lot 24 is the same owner as Lots 20A & 21. Any different owner needs to be identified and shown on the plat.
4. Need to show the bearings and distances along the northernmost boundary line.

#### **Building Official Comments**

I have no issues with building permit. He will get septic permits from Chesterfield.

#### **Fire Commissioner Comments**

I have reviewed the plan and although this is a single-family resident, I would like to make sure the driveway would support the fire department apparatus

Enclosed please find the applicants application and a draft resolution for your consideration.

3/2/10

**DECISION: The Planning Commission recommends approval of the request by a vote of 6-1. The Commission did not recommend approval of the 10' setback from the RPA. Resolution of Approval is attached.**

## Aerial Photo



## Photos

Looking west from Sadler Ave at Lundy Ave



Looking southwest from Sadler Ave



02/18/2010 12:12

Looking west from Sadler Ave-adjacent driveway



02/18/2010 12:12

RESOLUTION NO. 10-1(PC)

**To recommend to City Council that an ordinance to grant a special use permit to John and Patsy Crowder allowing for a single-family home on a lot with no frontage on a public street. The property is a 3.67 acre part of Lot 24, A.B. Cook Farm, Identification # 1600010025A, and is located west of Sadler Avenue.**

WHEREAS, the Planning Commission has considered the attached ordinance, Exhibit A, relating to a proposed single-family home on a lot with no frontage on a public street, as depicted in Exhibit B; and

WHEREAS, the Planning Commission has received comment on the proposed use by duly advertising a public hearing in The Progress Index on February 14, 2010 and on February 21, 2010 and by holding a public hearing on March 2, 2010; and

WHEREAS, the Planning Commission has determined that the public necessity, convenience, general welfare, and good planning practice support the special use and conditions requested for the area; and

WHEREAS, the Planning Commission finds that granting of the special use permit for a single family home will not be detrimental to the safety, health, morals and general welfare of the community involved; will conform to the principles of good planning; will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved; will not create hazards from fire, panic or other dangers; will not tend to overcrowding of land and cause an undue concentration of population; will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; and will not interfere with adequate light and air.

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

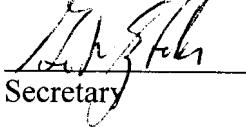
That the Planning Commission recommends to City Council that the attached ordinance, Exhibit A, be approved and that a special use permit be issued to John and Patsy Crowder for a single family home on a 3.67 acre part of Lot 24, A.B. Cook Farm, that has no direct frontage on a public street, as depicted in Exhibit B.

Approved this 2nd day of March, 2010.

APPROVED:

Chairman

ATTEST:

  
Secretary

**CITY OF COLONIAL HEIGHTS, VA.**  
**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

**APPLICATION**

Location of Property Sadler Avenue Date February 4, 2010

**APPLICANT INFORMATION**

Property Owner John & Patsy Crowder  
Developer N/A  
Contact Name John Crowder  
Address P.O. Box 1403 Colonial Heights, Va.  
Telephone NO 804 530-7819 FAX NO 804 530-7819  
E: MAIL Address patsy.crowder@verizon.net

Engineer Timmons Group  
Contact Name Wm. Waller  
Address 4260 Crossings Blvd Prince George, Va. 23875  
Telephone No. 804 541-6600 FAX No. 804 751-0793  
EMAIL Address www.timmons.com

TYPE OF ACTION REQUESTED: (See attachments for additional information required)

- Plan of Development
- Preliminary Subdivision Plat Approval
- Special Use Permit
- Rezoning Application
- Sign Permit
- Fence Permit
- Board of Zoning Appeals
- Other (specify) \_\_\_\_\_

Review Fee \$ 750.00 Date \_\_\_\_\_

Applicant Signature John W. Crowder  
Date 2/4/110

For City Use only  
Case # \_\_\_\_\_ Paid to Treasurer: \$ \_\_\_\_\_

**ACTIONS TAKEN/DATE**

Planning Commission \_\_\_\_\_

City Council \_\_\_\_\_

Other \_\_\_\_\_

City of Colonial Heights Department of Planning and Community Development

**Request for Special Permit (1 of 3)**

Name of Project: New House

Address of Project: Sadler Avenue

Parcel Information:

Site Acreage and lot size(s)

3.07 Acres

Parcel Identification #(s) Part of lot 24 AB Cook Farm #16000100238

Current Zoning

R-4

Requested Use

Single Family House

Existing square footage of Structure(s)

N/A

Proposed square footage of Structures(s)

3000 sq ft

Name of subdivision (if applicable)

AB Cook Farm

Contract purchaser (name, address and approval if applicable)

N/A

Proposed Land Use Activity

New Construction

Vehicles per Peak Hour (VPH)

2

Traffic Impact Analysis (if required)

N/A

Attachments

Adjacent Property Owners Form on page 2

Ten copies of the plat of the subject property

Responses to Questions on page 3

Owners Affidavit, if not applicant

Required \$750.00 fee

Traffic Impact Analysis Fee (\$500-100VPH or less; \$1000-more than 100VPH)

**Approval**

The City Clerk on behalf of the City Council will send a letter to the applicant, with the approved resolution including all proffers approved with the rezoning.

City of Colonial Heights Department of Planning and Community Development

**Request for Special Permit (3 of 3)**

**Questions to be answered**

1. What is the Land Use & Transportation Plan Map designation of the subject property?

New construction

2. Describe in detail the proposed use of the property.

New construction

3. Explain how this request is consistent with the Comprehensive Plan

Single Family house

4. Explain how this request will impact the surrounding neighborhood and/or the City of Colonial Heights

Single Family house. There is no foreseeable impact for the neighborhood or the City of Colonial Hts.

5. List any sensitive environmental or unique features of the property

House does not encroach into wetlands, flood plain or RPA / See attached plat

6. Have you prepared a conceptual plan of the proposed development, including proposed uses, general lot configurations and road locations?

Yes / See attached plat

7. Please identify any known or suspected historic resources on both the subject property and adjacent properties.

None that I am aware of

City of Colonial Heights Department of Planning and Community Development

## **Request for Special Permit (2 of 3)**

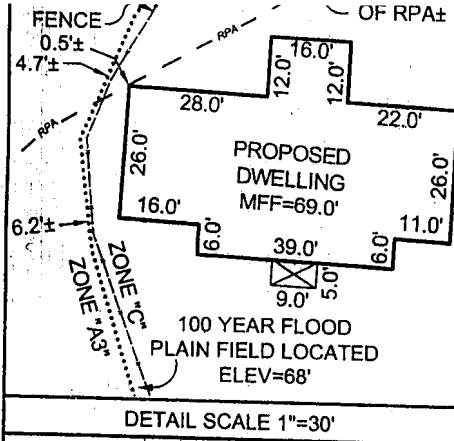
## Adjoining Property Owners

All adjacent property owners shall be listed. Adjacent property owners include all property across from roadways, watercourses, railroads, and/or municipal boundaries. The names and addresses below are those of adjacent property owners as listed in the tax records of the City Assessor.

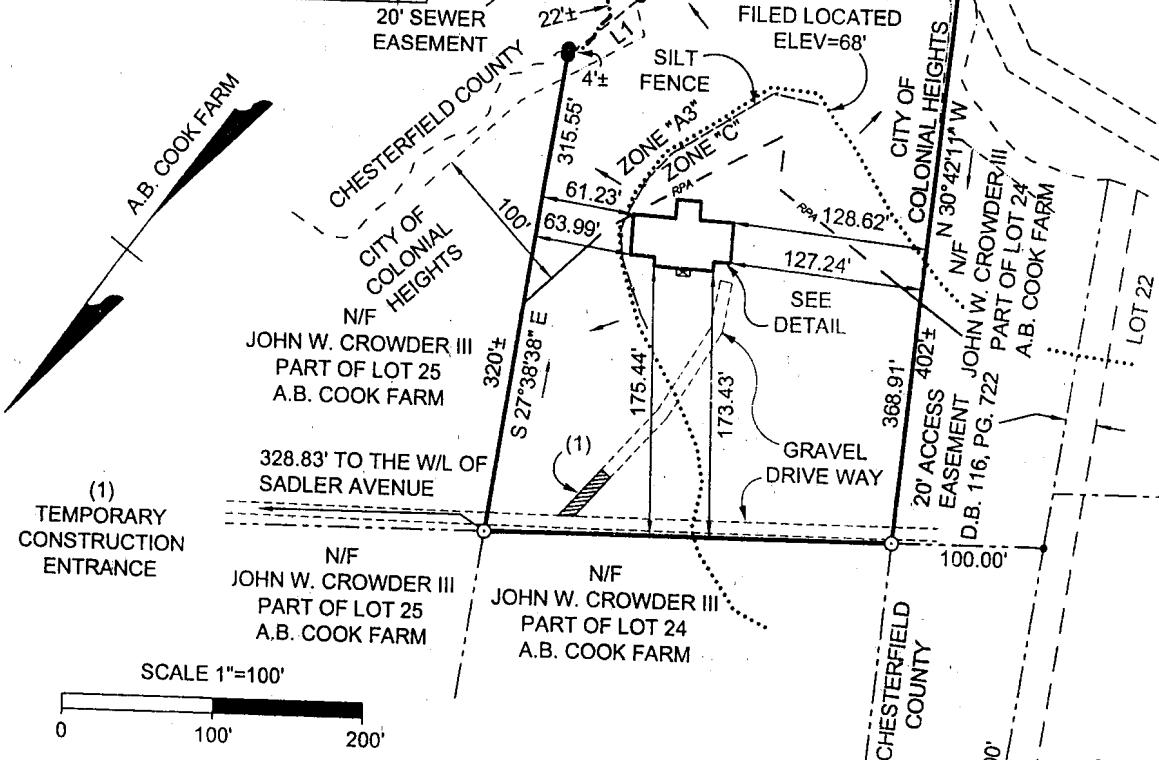
Parcel ID #. Name Street Address

This image shows a sheet of handwriting practice paper. It features three vertical columns of horizontal lines for writing. In the first column, the letters 'Np' are written in cursive. In the second column, there is a very faint, large 'Np' written in cursive. The third column is entirely blank.

Own all surrounding properties in the  
City of Colonial Heights.



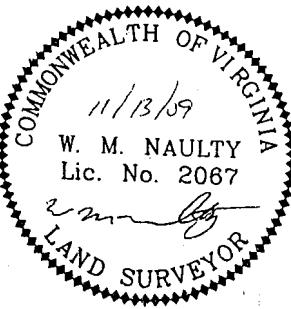
LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 14°12'45" W	62.09'
L2	S 39°31'47" W	196.05'
L3	N 68°56'09" W	27.07'



PLAT SHOWING A  
PROPOSED DWELLING ON  
**PART OF 24**  
**A.B. COOK FARM**  
COLONIAL HEIGHTS, VIRGINIA

Based on graphic determination this property is in zone "A3&C" of the Hud defined flood hazard area as shown on F.E.M.A. Flood Insurance Rate Map, Community Panel #510039 0002 B dated 9/2/81.

This survey was prepared without the benefit of a title binder and may therefore not show all existing easements or other pertinent facts which may affect the property.



1070.42' TO THE  
E/L OF BRANDER'S  
BRIDGE ROAD

300.00'

LOT 23

THIS DRAWING PREPARED AT THE  
TRI-CITIES OFFICE  
4260 Crossings Blvd | Prince George, VA 23875  
TEL 804.541.6600 FAX 804.751.0798 www.timmons.com

YOUR VISION ACHIEVED THROUGH OURS.

DATE: OCTOBER 5, 2009

SCALE: AS SHOWN

REV: NOVEMBER 13, 2009

J.N.: 27540-903

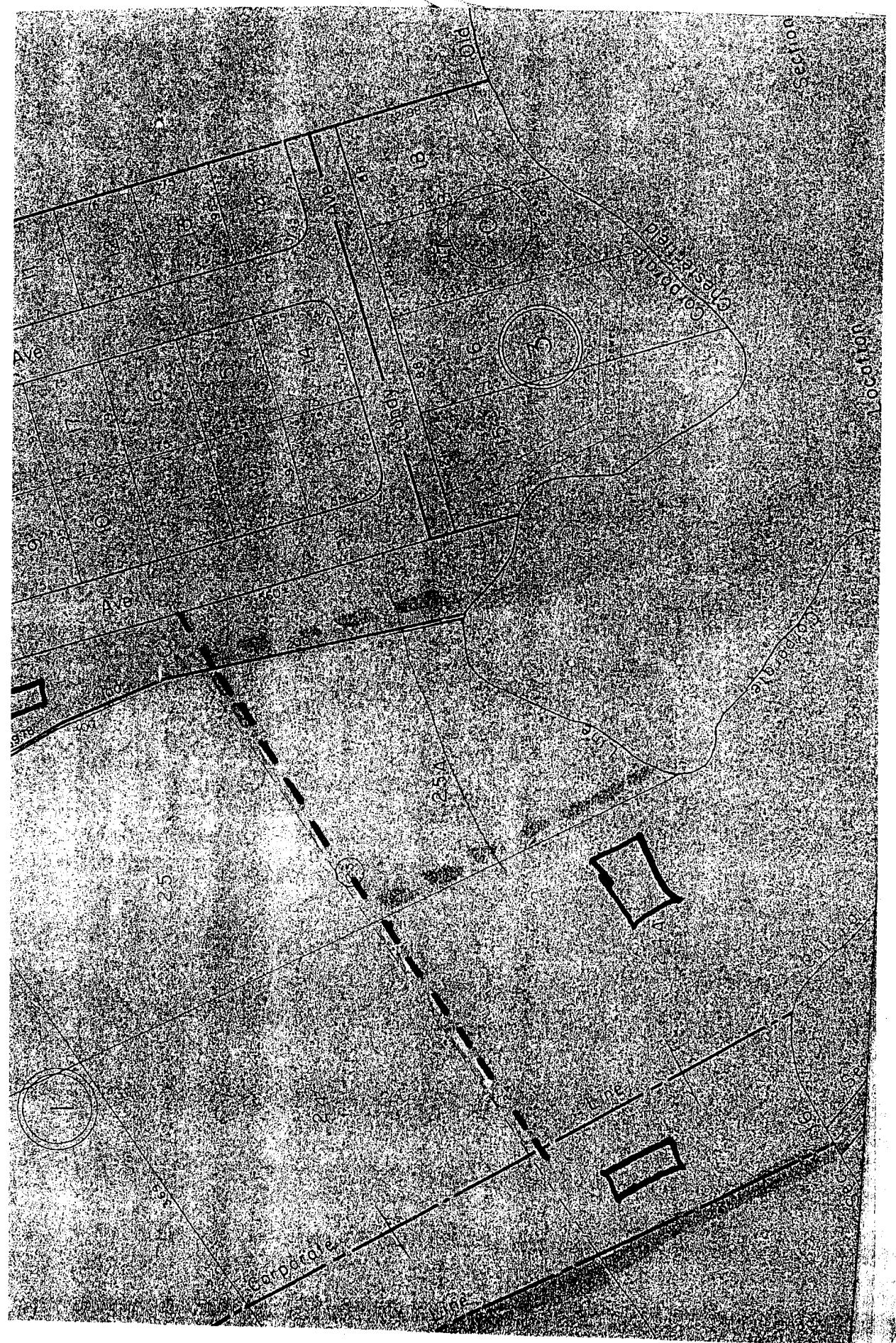
DRAWN BY: JNL

CHECK BY: WMN

Site Development | Residential | Infrastructure | Technology

**TIMMONS GROUP**

cell 334-4895



AN ORDINANCE NO. 10-15

To grant a special use permit to John and Patsy Crowder for a 3.67 acre parcel of property located west of Sadler Avenue, which property is presently zoned R-4 Apartment and Multiple-Family Dwelling District, is part of lot 24, A.B. Cook Farm, and has parcel identification number 1600010025A, to allow for the property to be used for a single-family home with no direct access to a public street.

WHEREAS, the Planning Commission at its meeting on March 2, 2010, held a public hearing on the issuance of a special use permit to John and Patsy Crowder for a 3.67 acre parcel of property presently zoned R-4 Apartment and Multiple-Family Dwelling District, to allow the property to be used for a single-family home with no direct access to a public street, as depicted on the attached plat prepared by Timmons Group and revised on November 13, 2009 (the "Plat"); and

WHEREAS, after due consideration, the Planning Commission recommended that City Council approve this ordinance and the special use permit; and

WHEREAS, pursuant to §17.11-1 of the Colonial Heights City Charter and Va. Code §15.2-2204, City Council advertised a public hearing in *The Progress-Index* and held a public hearing at its Regular Meeting on April 13, 2010, to receive citizen comment on the issuance of a special use permit; and

WHEREAS, upon recommendation of the Planning Commission, the determination of City Council is that the public necessity, convenience, general welfare and good zoning practice require that this special use permit be granted; NOW, THEREFORE,

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Council finds, after investigation by the Colonial Heights' Planning Commission, that issuance of a special use permit to John and Patsy Crowder, for property located west of Sadler Avenue, will not be detrimental to the safety, health, morals and general welfare of the community involved; will conform to the principles of good planning; will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved; will not create hazards from fire, panic or other dangers; will not tend to overcrowding of land and cause an undue concentration of population; will not adversely affect or interfere with public or private schools, parks,

playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; and will not interfere with adequate light and air.

2. That John and Patsy Crowder be and are hereby granted a special use permit for a 3.67 parcel of property located west of Sadler Avenue that is part of lot 24, A.B. Cook Farm, and has parcel identification number 1600010025A, to allow the property to be used for a single-family home with no direct access to a public street, as depicted on the Plat; which Plat is hereby attached to and made a part of this Ordinance.

3. That this permit also shall be subject to review and revocation by Council, at Council's discretion, in the same manner and under the same conditions as required by law for the granting of such permits.

4. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

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Mayor

Attest:

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City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_

Adopted on its second reading on \_\_\_\_\_

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_

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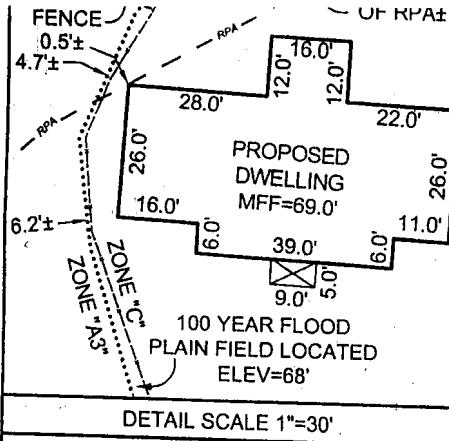
The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_

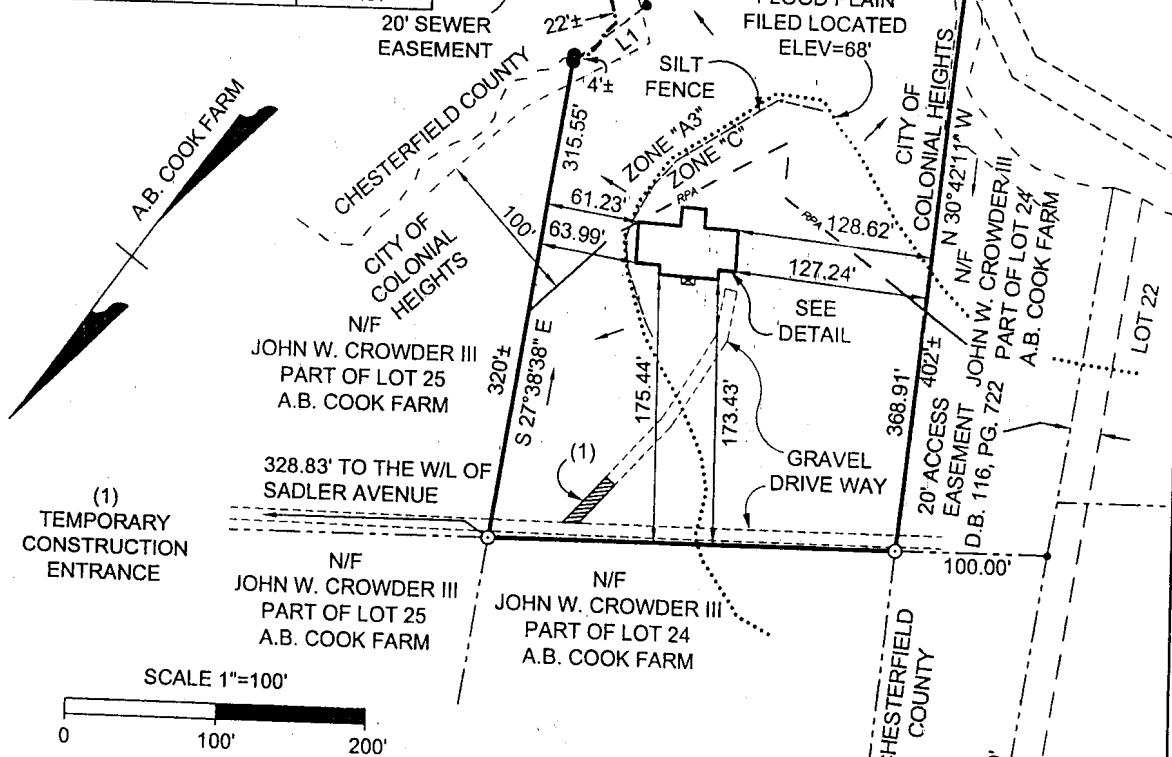
\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Draper, III  
\_\_\_\_\_  
City Attorney



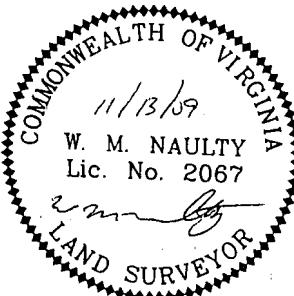
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**PART OF 24**  
**A.B. COOK FARM**  
 COLONIAL HEIGHTS, VIRGINIA

Based on graphic determination this property is in zone "A3&C" of the Hud defined flood hazard area as shown on F.E.M.A. Flood Insurance Rate Map, Community Panel #510039 0002 B dated 9/2/81.

This survey was prepared without the benefit of a title binder and may therefore not show all existing easements or other pertinent facts which may affect the property.



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300.00'

100.00'

368.91'

127.24'

173.43'

175.44'

63.99'

61.23'

315.55'

4'±

SILT FENCE

ZONE 'A3'

ZONE 'C'

RPA

20'±

22'±

100'

328.83'

TO THE W/L OF

SADLER AVENUE

320'±

S 27°38'38" E

100'

63.99'

100'

128.62'

100'

127.24'

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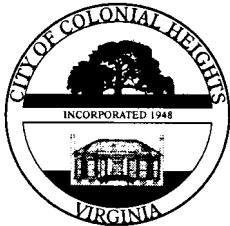
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# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
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[www.colonial-heights.com](http://www.colonial-heights.com)

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## Office of the City Manager

April 8, 2010

The Honorable Mayor and Members of City Council  
Colonial Heights, Virginia

Ladies and Gentlemen:

The City is required by the Department of Housing and Urban Development to prepare and adopt a multiyear Consolidated Plan and Annual Action Plan. This plan outlines proposed activities for the 5 year program along with the specific funding and activities for the upcoming program year.

Part of this requirement is the solicitation of public views and comments on these proposed program activities. Draft plans have been available in City Hall, Senior Citizen Center and the Public Library since March 9, 2010. The public hearing for receiving any citizen comments is scheduled for the April 13, 2010 City Council Meeting.

If any additional information or assistance is needed prior to the meeting, please do not hesitate to contact me.

Sincerely,

William E. Johnson  
Acting City Manager

WEJ:eg

Attachment

cc: Hugh P. Fisher, III, City Attorney  
George W. Schanzenbacher, Director of Planning & Community Development

## **CITIZEN COMMENT PERIOD & PUBLIC HEARING NOTICE**

### **CITY OF COLONIAL HEIGHTS, VIRGINIA**

#### **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

The City of Colonial Heights Virginia as a recipient of block grant funding is required by the U.S. Department of Housing and Urban Development (HUD) to prepare and adopt a multiyear Consolidated Plan and Annual Action Plans that solicit citizen views on proposed Community Development Block Grant (CDBG) program activities contained in these documents. The Citizen Comment period and public hearing have been scheduled for the 2010-2014 Consolidated and 2010-2011 Annual Action Plans.

#### **CITIZEN PARTICIPATION**

Draft copies of the 5 year Consolidated Plan and the 2010-2011 Annual Action Plan will be available for public review March 9<sup>th</sup>, 2010. The plans shall outline proposed activities for CDBG funding and specific activities for program year 6 beginning July 1, 2010. Print copies of the Draft plans will be available in the following locations: City Clerk's Office & Department of Planning and Community Development, City Hall, 201 James Avenue; Senior Citizen Center, Roanoke Ave; and the City of Colonial Heights Public Library. A summary of the Consolidated Plan and Annual Action Plan shall also be made available on the City of Colonial Heights Dept. Planning & Community Development web site. <http://www.colonial-heights.com/>

#### **PUBLIC HEARING**

**SUBJECT:** Citizen Comments and Council approval of CDBG Consolidated Plan & Annual Action Plan

**DATE & TIME:** Tuesday, April 13, 2010 @ 7:00 PM

**LOCATION:** Council Chambers – City Hall, 201 James Ave. (handicapped accessible)

Individuals, groups or agencies unable to attend the public hearings may submit written comments to the Planning and Community Development Office, City Hall – 201 James Avenue, Colonial Heights Virginia 23834, Attention: Steve Thomas , Neighborhood Revitalization Planner; or electronically to [thomass@colonial-heights.com](mailto:thomass@colonial-heights.com)

Any interested party whose participation in this meeting would require reasonable accommodation of a handicap or language services should contact the City Manager's Office 520-9265 at least six days in advance.

#### **Displacement Statement**

No displacement will be required by the activities to be undertaken with CDBG PY2010-2011 assistance.

Posted March 5, 2010

A RESOLUTION NO. 10-11

Adopting the City of Colonial Heights Housing and Community Development 2010-2014 Consolidated Plan and the Annual Action Plan and Budget for 2010-2011.

WHEREAS, the City of Colonial Heights, Virginia, is an entitlement city under the US. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and the jurisdiction is required to prepare a Five-Year Consolidated Plan for Housing and Community Development in order to receive this federal funding, a copy of which is attached hereto as Exhibit A and incorporated herein by reference; and

WHEREAS, the City of Colonial Heights has conducted a public hearing on the Consolidated Plan and the 2010-2011 Annual Action Plan to receive input from citizens on the needs of the community and to explain the City's proposed uses for the CDBG program funds; and in accordance with federal regulations governing the development of consolidated plans, all comments have been included in the final draft of the Consolidated Plan along with responses to these comments.

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

1. That City Council hereby adopts the City of Colonial Heights Housing and Community Development Consolidated Plan for 2010-2014, including the Annual Action Plan and Budget for 2010-2011 listed below prepared by the City Planning Department staff, for submission to HUD as an application for Community Development Block Grant entitlement program funds for FY 2010/11:

<u>Budget Category</u>	<u>Amount</u>
Emergency Home Repair Program	\$ 84,734
Administrative Costs	<u>9,500</u>
Total CDBG funds	\$ 94,234

2. That the City Manager, be, and is hereby, designated the agent on behalf of the City of Colonial Heights to execute said Consolidated Plan and the Clerk is hereby directed to attest to such signature and affix the official seal thereto.

3. That the City Manager, as the designated agent for the City of Colonial Heights be, and is hereby, authorized to approve amendments to such Consolidated Plan as may be required by HUD.

4. That this resolution shall be in full force and effect upon its passage.

Approved:

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above resolution was:

Adopted on \_\_\_\_\_

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Fisher, III  
\_\_\_\_\_  
City Attorney



### 3-5 Year Strategic Plan

This document includes Narrative Responses to specific questions that grantees of the Community Development Block Grant, HOME Investment Partnership, Housing Opportunities for People with AIDS and Emergency Shelter Grants Programs must respond to in order to be compliant with the Consolidated Planning Regulations.

## GENERAL

### Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

#### 3-5 Year Strategic Plan Executive Summary:

The City of Colonial Heights, Virginia is an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program. Entitlement communities include local governments with 50,000 or more residents, other local governments designated as central cities of metropolitan areas, and urban counties with populations of at least 200,000. The City of Colonial Heights, though it has an estimated population of only 17,000, is an entitlement community because it is a designated central city. HUD determines the annual allocation of CDBG entitlement funds according to relative need on the basis of the higher of two formulas. The first considers the presence of overcrowded housing in the locality, its population and poverty rate. The second uses housing age, population growth lag, and poverty rate.

The City is required by HUD to have an approved Consolidated Plan in order to receive the annual CDBG entitlement funds. The Consolidated Plan fulfills the application and reporting requirements for entitlement communities and contains a strategic component called the Action Plan which describes how the jurisdiction will use its CDBG funds. The Consolidated Plan must be updated every five years. The Action Plan must be updated and approved yearly. This is the City of Colonial Heights' second Consolidated Plan. The first plan addressed the time period of 2005-2009/2010. This plan will cover the 2010-2014/2015 time period.

The City of Colonial Heights' five-year Consolidated Plan examines community needs and prioritizes these needs in relationship to the City's Comprehensive Plan. The resulting First Year Action Plan's specific objectives and strategies are directly related to and in accord with the City's commitment to neighborhood revitalization.

For the Program Year 2010-2011, the City will receive \$94,234 in CDBG funds. These funds will be used to address community housing needs city wide. The Colonial Heights Consolidated Plan does not cover the HOME, ESG, and HOPWA programs for which the City is not eligible.

The Colonial Heights Consolidated Plan:

- 1) Describes the City's housing needs and market conditions
- 2) Contains a housing and regional homeless needs assessment
- 3) Presents a five-year strategy that addresses priority needs
- 4) Creates a one-year action plan that outlines the intended use of the CDBG funds
- 5) Identifies anticipated additional resources leveraged by the community

The Consolidated Plan document is organized into six principal sections:

- 1) Consultation and the Citizen Participation Process
- 2) Housing
- 3) Homeless
- 4) Community Development
- 5) Non-Homeless Special Needs
- 6) One-Year Action Plan

Following is a summary of these sections.

**1) CONSULTATION AND CITIZEN PARTICIPATION PROCESS**

In the preparation of this plan, the Colonial Heights Department of Planning and Community Development staff consulted with local and state health and human services agencies, affordable housing providers, non-profits, and homeless shelter operators. Valuable information was also supplied by various City departments.

A public hearing before the City Council presenting the Consolidated Plan Process and CDBG eligibility was held on April 13, 2010. An announcement was placed in the Progress Index on February 28, 2010. Public hearing notifications were also posted throughout City Hall, on the City website, and in the Colonial Heights Public Library and Senior Center.

The Consolidated Plan Draft was made available to the public on March 9, 2010. Citizens were given 30 days to comment on the plan. On April 13, 2010 the Colonial Heights City Council passed the necessary resolution adopting the 2010-2014 Consolidated Plan and the one-year Action Plan (2010-2011.)

**2) HOUSING**

**Housing Needs**

There are a total of 2,780 extremely low to moderate income households in the City of Colonial Heights. These are defined as households whose yearly income is at or below 80% of the City's Median Family Income. Of the total extremely low to moderate income households, 1,115 (40.1%) are elderly, 867 (31.2%) are small related families, 154 (5.5%) are large related families and the remaining 644 (23.2%) are all other households.

**Housing Problems**

An estimated 1,152 (41.4%) of all the low to moderate income households have some type of housing problem such as cost burden (paying more than 30% of monthly household income for housing), lack of complete kitchen or plumbing facilities or overcrowding. Cost burden accounts for over 95% of the housing problems among extremely low income to moderate income households.

### **Housing Conditions**

Over 10% of the City's housing stock predates 1940. Close to 67% of the total housing pre dates 1978. Though general housing conditions in the City are good, some of the older and most affordable housing is in dire need of repairs.

### **Housing Market**

The estimated average home value in 2009 was \$156,500. From 2008 to 2009, 34 new single family housing units were built in the City of Colonial Heights. The City's 7.79 square miles are approaching build out. The estimated average value of a new home in 2009 was \$175,000 down considerably from \$228,000 in 2008. In 2008 there were 19 foreclosures in the city; all but one of the 2008 foreclosures had been resold. In 2009 there have been 27 foreclosures, 12 of these have been sold, and 15 are still bank owned.

### **Affordable Housing**

Census and local 2004 data suggests that both rental and owner-occupied housing in Colonial Heights has remained affordable to median income households since 1990. Nonetheless, Census 2000 data points to considerable housing cost burden and affordability issues for Low Moderate Income (LMI) homeowners.

Census 2000 data also indicates that rental property in Colonial Heights is unaffordable to the City's LMI households. However, since 2000, 176 additional LIHTC apartment units were built. These are not reflected in the Census 2000 data. Unless there has also been an increase in LMI renter households, the addition of these units would significantly increase the ratio of affordable housing opportunities for very low to moderate income households.

### **3) HOMELESS**

On January 24, 2009, a Point-In-Time Count was conducted by the Southside Continuum of Care. Sheltered count information was obtained from CARES and the Salvation Army Men's Shelter of Petersburg, Virginia. Petersburg is the only locality in the Southside Continuum of Care with shelter facilities. Therefore, no sheltered homeless were identified in 2009. The point in time count was unchanged from the previous year and 2010 counts were not conducted due to resource constraints. Given this and other available information, the conclusion is that there is not a significant homelessness population in the City and homeless needs are most efficiently met on a regional basis.

### **4) COMMUNITY DEVELOPMENT**

No priority non-housing community development needs that are eligible for CDBG assistance have been identified based on the 51% low to moderate income requirement.

The City does not directly provide services that reduce the number of poverty level families. However, Colonial Heights participates in or is working on making the following programs available to its citizens:

**DEPARTMENT OF SOCIAL SERVICES ECONOMIC AND EMPLOYMENT**

**IMPROVEMENT PROGRAM FOR DISADVANTAGED PERSONS (EEIPDP)  
VIRGINIA INDIVIDUAL DEVELOPMENT ACCOUNT (VIDA)  
VHDA HOMEOWNERSHIP EDUCATION CLASSES  
WORKSFORCE INVESTMENT AREA XV**

**5) NON-HOMELESS SPECIAL NEEDS**

Non-homeless special needs are addressed both regionally and locally. Based on the information received from various public and private entities, the largest unmet need appears to be accessibility and housing conditions. Though no isolated program allocations have been set aside for non-homeless special needs, the Emergency Home Repair Program will give priority to the qualifying elderly and disabled.

**6) ONE-YEAR ACTION PLAN**

In the belief that the future availability of affordable, safe, and sanitary housing relies on preserving and maintaining the City's housing stock, CDBG funds will be directed towards an emergency home repair grant program for extremely low to moderate income homeowners citywide. The one-time grants will be capped at \$8,000 per household.

**Strategic Plan**

Due every three, four, or five years (length of period is at the grantee's discretion) no less than 45 days prior to the start of the grantee's program year start date. HUD does not accept plans between August 15 and November 15.

**Mission:**

The City of Colonial Heights Virginia will receive a Community Development Block Grant (CDBG) from the Federal Government and use it to support and emergency home repair program designed to help sustain safe and affordable housing conditions for extremely low to moderate income residents.

**General Questions**

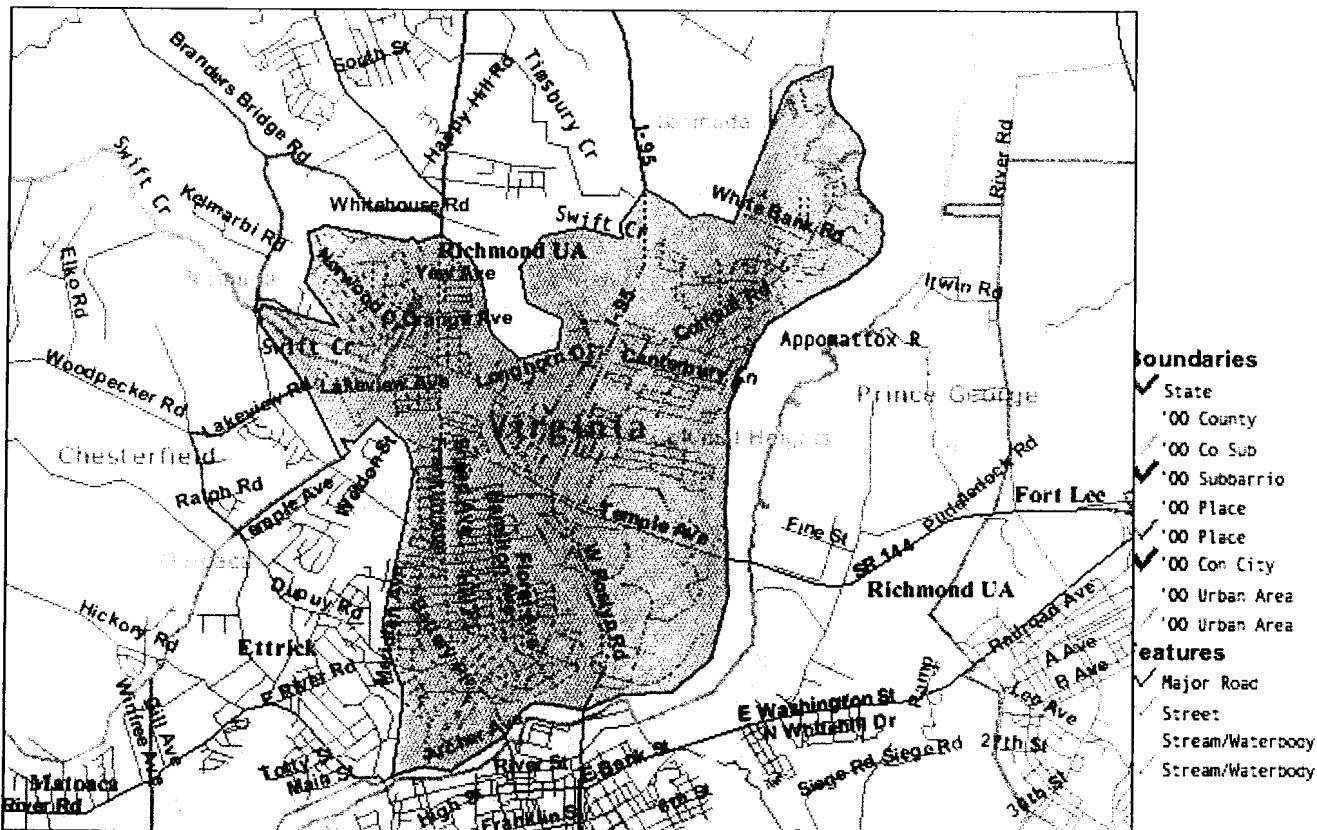
1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) and the basis for assigning the priority (including the relative priority, where required) given to each category of priority needs (91.215(a)(2)). Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
3. Identify any obstacles to meeting underserved needs (91.215(a)(3)).

**3-5 Year Strategic Plan General Questions response:**

1. The City of Colonial Heights is located in South Central Virginia, 20 miles south of Richmond, Virginia's state capital, and 120 miles south of the nation's capital. The City of Petersburg lies directly across the Appomattox River. The City is bordered to the south by

## Colonial Heights

Petersburg, to the east by the Appomattox River, and by Chesterfield County and Swift Creek to the north. Colonial Heights has a land area of 8.15 square miles or 5,216 acres. This area is divided into 10 planning districts.

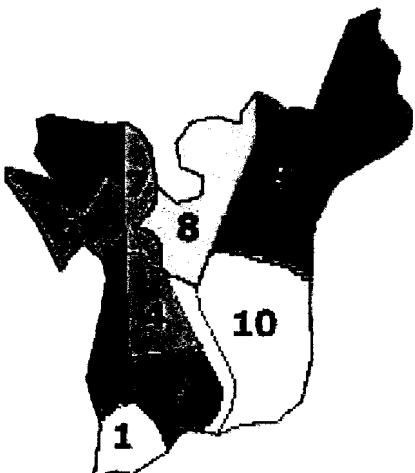


Source: US Census

### PLANNING DISTRICT MAP

The City of Colonial Heights has ten official planning districts:

- 1) Oak Hill
- 2) Violet Bank-Flora Hill
- 3) Shepherd Stadium
- 4) Westover-Snead
- 5) Lakeview
- 6) Sherwood Hills
- 7) Toll House
- 8) Ellerslie
- 9) Fort Clifton
- 10) Mount Pleasant-Southpark



Borders often approximately follow US Census Tracts.

Program Assistance will primarily continue to target extremely low to moderate income homeowners citywide. Approximately 90% or \$84,734 of the total \$ 94,232 Year 6 CDBG allocation will be awarded for emergency repairs will be awarded in home repair grants to assist LMI homeowners with housing problems citywide. The remaining 10% (\$9,500) will be used to cover the increasing costs of program administrative expenses in the City of Colonial Heights. The following excerpts from the neighborhood strategies plan give an overview of the City by planning districts.

#### **Oak Hill District**

The Oak Hill Neighborhood District takes its name from Oak Hill, the most popular name for this area. The area is also widely known as Archer's Hill. Oak Hill is also the name of a private residence (built c. 1825) on Carroll Avenue which is on the National Register of Historic Places. The Oak Hill District is bounded on the north by Dupuy and Bradsher Avenues, on the south by the Appomattox River, on the west by the Chesterfield County Line, and on the east by the Boulevard. The bordering properties with a Bradsher Avenue or Boulevard address are included in this district. Dupuy Avenue addresses in the 100 and 200 blocks are also included.

#### **Violet Bank-Flora Hill District**

The Violet Bank-Flora Hill Neighborhood District takes its name from the Violet Bank Museum (built c. 1800) and the Flora Hill Neighborhood. The Violet Bank Museum is on the National Register of Historic Places. The areas are popularly known by both names. The Violet Bank-Flora Hill District is bounded on the north by Westover Avenue, on the south by the Appomattox River, on the west by the Boulevard, and on the east by the Seaboard Coastline Right of Way. Properties with a Westover Avenue or Boulevard address are not included in this district. City Assessment records show that this area was almost fully developed from 1911 to 1940. Approximately 60% of the City's pre 1940 houses are located here.

#### **Shepherd Stadium District**

The Shepherd Stadium Neighborhood District takes its name from the much beloved nearby Shepherd Stadium. The Shepherd Stadium Neighborhood District is bounded on the north by the CSXT Railroad Right of Way, on the south by Bradsher and Dupuy Avenues, on the west by the Chesterfield County Line, and on the east by the Boulevard. Boulevard addresses are included in this district. Properties on Dupuy Avenue, East of Bradsher Avenue are not included. Bradsher Avenue is also not included in this district. City Assessment records show that most of this area was developed from 1914 to 1960.

#### **Westover-Snead District**

The Westover-Snead Neighborhood District does not have a popularly identifiable name. Residents usually refer to their own individual streets and subdivision names. The name Westover-Snead references Westover Avenue, the district's southern boundary and Snead Avenue which runs north to south, parallel to the Boulevard from James Avenue to Spring Drive. The Westover-Snead Neighborhood District is bounded on the north by Old Town Creek, on the south by East Westover Avenue, on the west by the Boulevard, and on the east by the Seaboard Coastline Right of Way. Properties with East Westover

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## **Colonial Heights**

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Avenue addresses are included in this district, and properties with Boulevard addresses are not included. City Assessment records show that the majority of this area was developed from 1940 to 1970.

### **Lakeview Neighborhood District**

The Lakeview Neighborhood District takes its name from Lakeview Avenue which runs across it from east to west. The neighborhood is popularly known as Lakeview. The Lakeview Neighborhood District is bounded on the north by Swift Creek Lake and Sherwood Drive, on the south by the CSXT Railroad Right of Way, on the west by the Chesterfield County Line, and on the east by the Boulevard. Boulevard addresses are included in this district. Sherwood Drive addresses are not included.

City Assessment records show that most of this area was developed between 1950 and 1960. The southeastern section of this district also experienced new residential single-family development (Cedar Trace Subdivision) from 2000 to 2004.

### **Sherwood Hills Neighborhood District**

The Sherwood Hills Neighborhood District takes its name from the subdivision which makes up most of the area. It is popularly called Sherwood Hills. The Sherwood Hills District is bounded on the north by the Chesterfield County Line, on the south by Swift Creek Lake and Sherwood Drive, on the west by the Chesterfield County Line, and on the east by Swift Creek and the Boulevard. Boulevard addresses are included in this district. Sherwood Drive addresses are also included. City Assessment records show that the majority of this area was developed in the 1960's.

### **Toll House Neighborhood District**

The Toll House Neighborhood District does not have a popularly identifiable name. Residents usually refer to their own individual streets. The name Toll House references a toll gate which once stood on the Boulevard when the road was a turnpike. The Toll House Neighborhood District is bounded on the north by Swift Creek, on the south by Old Town Creek, on the west by the Boulevard, and on the east by Swift Creek and the CSXT Rail Road Right of Way. Properties with a Boulevard address are not included. Various apartment and multi-family dwellings are located between Ellerslie Avenue and the Boulevard. These account for the lower than average homeownership rate. Assessment records show that the majority of the residential properties were built in the 1960's.

### **Ellerslie Neighborhood District**

The Ellerslie Neighborhood District is comprised of the Dunlop Farms area and the neighborhood directly to the south of it. The neighborhoods are divided by Ellerslie Avenue. The Ellerslie mansion (built c. 1856,) which is located within Dunlop Farms, is on the National Register of Historic Places. Dunlop Farms, a PUD, is always called Dunlop Farms. The neighborhood to the south is usually referenced by street names or by its subdivision name, Old Town. The Ellerslie Neighborhood District is bounded on the north by Swift Creek, on the south by Old Town Creek, on the east by Interstate 95, and on the west by the CSXT Rail Road Right of Way.

City Assessment records show that the northern part of this district (Dunlop Farms PUD) was developed from 1982-2003. The southern portion was developed in sections from 1956 to 1983. The northernmost section (the last large undeveloped area in the City) is slated for development.

**Fort Clifton Neighborhood District**

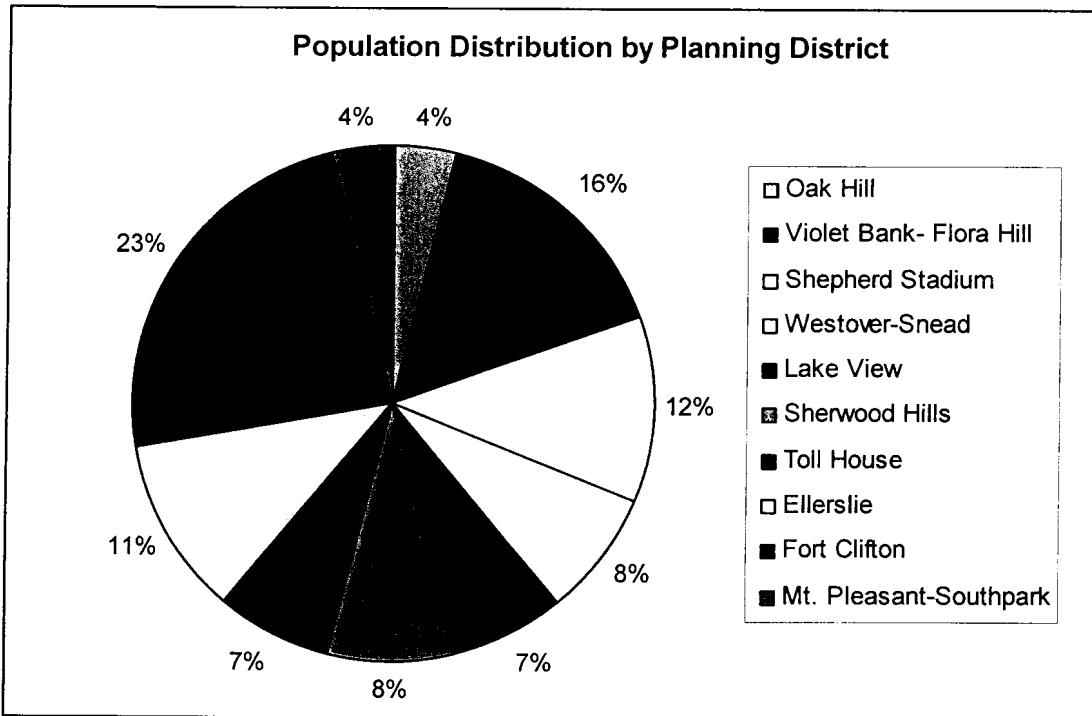
The Fort Clifton Neighborhood District does not have a popularly identifiable name. Residents usually refer to their own individual streets and subdivision names. The name Fort Clifton references the Fort Clifton Archeological Site (c.1850) which is on the National Register of Historic Places. The Fort Clifton Neighborhood District is bounded on the north by Swift Creek, on the south by Ellerslie Avenue and Yacht Basin Drive, on the east by the Appomattox River, and on the west by Interstate 95. Yacht Basin Drive addresses are included in this district.

City Assessment records show that with a couple of exceptions, the oldest homes date from 1960. The area is still being developed.

**Mount Pleasant-Southpark Neighborhood District**

The Mount Pleasant-Southpark Neighborhood District combines the Mount Pleasant and Southpark areas. The areas are popularly referred to by both names. The Mount Pleasant-Southpark District is bounded on the north by Ellerslie Avenue, Yacht Basin Drive, and Old Town Creek, on the south and east by the Appomattox River, and on the west by Interstate 95 and the Seaboard Rail Road Line. Yacht Basin Drive addresses are not included in this district. City Assessment records show that residential development in this area took from 1960 to 2003. TAZ 2000 Census data indicates that this area contains a small zone (TAZ 145) that is 100% owner occupied and has the lowest median income in the City. The same area has a very high percentage (61.8%) of residents over the age of 65.

District	Pop	% Pop	# HH	Owner Occupied	Poverty	Median HH income	65+	25-64	Vacant	Workers(16+)	Disabled Workers
OH	640	3.8%	225	68.60%	1.6%	\$29,375 to \$51,530	13.3%	55.0%	3.8%	300	10.0%
VB	2645	15.7%	1,120	72.30%	10.7%	\$41,980 \$32,410 to	16.6%	51.4%	5.2%	1050	21.0%
SS	1980	11.7%	835	58.10%	9.0%	\$71,250 \$24,165 to	14.0%	50.7%	5.6%	755	20.5%
WS	1320	7.8%	625	68.0%	2.9%	\$49,375 \$32,000 to	23.1%	43.5%	6.7%	525	15.6%
LV	1195	7.1%	555	36.9%	7.9%	\$36,540 \$61,500 to	8.7%	50.5%	4.2%	585	10.9%
SH	1345	8.0%	595	91.6%	7.0%	\$63,375 \$35,700 to	31.6%	50.2%	4.2%	585	21.4%
TH	1220	7.2%	550	41.8%	7.3%	\$36,485 \$32,900 to	14.8%	50.7%	6.0%	620	21.0%
EL	1865	11.0%	720	62.5%	4.2%	\$40,850 \$58,440 to	27.3%	43.4%	4.7%	735	7.5%
FC	4045	23.9%	1,535	93.8%	2.0%	\$98,200 \$23,960 to	15.3%	54.6%	1.9%	1805	9.1%
MP	640	3.8%	250	84.0%	5.6%	\$58,070	28.6%	45.3%	1.8%	185	18.9%



2. As the city ages most of the districts are experiencing significant concentrations of factors of concern such as older housing, deteriorating infrastructure, lower income residents, and maintenance and building code violations. A Rental Inspection Program targeting the Violet Bank- Flora Hill and Shepherd Stadium districts was established on January 2007. In 2009 the Westover-Snead and Toll House Districts were added to the rental inspection program. The previous consolidated plan only targeted these areas, but the unmet demand for services throughout all districts prompted the expansion of CDBG to consider applications city wide for those persons in need, consistent with the guidelines established for the program.
3. As in the past years, in program Year 6, assistance with filling out the applications will be provided to all who request it. House visits will be made when there are mobility constraints or the applicant lacks transportation. All things being equal, when awarding the grants, priority will continue to be given to the elderly and the disabled.

Notice of the availability of funds for this program has been given through the local newspapers, city website, and posted at City Hall, the Senior Citizen Center, and the Colonial Heights Public Library. In addition, citizens who live in the participating neighborhoods and are receiving a real estate tax exemption will be individually notified. The Commissioner of the Revenue's Real Estate Tax Exemption Program is based on age and/or disability status, income and assets. This revised action plan will be posted on the City's web page no later than July 10, 2010

Colonial Heights does not have a significant non-English speaking population. However, interpreters are available within the community and encouraged when needed. Program assistance will be directed towards citywide homeowner occupied housing rehab

A potential obstacle to meeting underserved needs is that some of the people who are in need may be intimidated by the bureaucratic process and uncomfortable with the necessary detailed financial disclosures.

### **Managing the Process (91.200 (b))**

1. Lead Agency. Identify the lead agency or entity for overseeing the development of the plan and the major public and private agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe the jurisdiction's consultations with housing, social service agencies, and other entities, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons.

\*Note: HOPWA grantees must consult broadly to develop a metropolitan-wide strategy and other jurisdictions must assist in the preparation of the HOPWA submission.

#### **3-5 Year Strategic Plan Managing the Process response:**

1. The City of Colonial Heights through the Department of Planning and Community Development is the lead agency responsible for the administration of the CDBG Home Repair Program. This department is in an advantageous position to carry out the CDBG Emergency Home Repair Program as zoning, building code violations and building permits and inspections are all processed through this department. The City of Colonial Heights Department of Planning and Community Development consist of two Planners, three Building Inspectors, one part-time Code Enforcement Officer and an Administrative Assistant.
2. In preparing this report, the Planning Department sought and received information and/or feedback from both public and private agencies, such as the Virginia Employment Commission, the Colonial Heights Chamber of Commerce, the Virginia Department of Health, Colonial Heights/Chesterfield Department of Social Services, Housing Opportunities Made Equal, United Way Services, Southside Contiumum of Care, Crater Regional Planning District Commission, Crater District Agency on Aging, District 19 CSB, Elder Homes Corp., Virginia Housing and Development Authority, Rebuilding together Petersburg, Meals on Wheels, local LITC participant property management staff, CARES of Petersburg, The Salvation Army Men's Shelter in Petersburg, The Petersburg Red Cross Office, Colonial Heights Senior Citizen Center, the Colonial Heights Department on Youth and Human Services, various other City of Colonial Heights Departments, and numerous citizens.

There continues to be widespread community support for the CDBG program. The decision to use the CDBG entitlement funds for this program flows from the priority the City collectively places on revitalizing areas in the City which are experiencing the

greatest economic and physical improvement needs. The plan is similar to the previous consolidated plan program with updated service areas.

3. There is a regional network of housing assistance providers consisting of public and not-for profit agencies already in place. The Crater District Area Agency on Aging, Rebuilding Together of Petersburg, and Elder Homes of Richmond all have significant experience in home rehab. Rebuilding Elder Homes now has a Tri Cities Office and can provide emergency home repair and handicap modifications to low to moderate income Colonial Heights citizens. As of this writing, Elder Homes has served ten (10) Colonial Heights residents since 2006. Collaboration with Elder Homes has resulted in leveraging CDBG dollars to provide more services to households eligible for both programs.

No accessibility needs and emergency home repair referrals were received from local church groups, regional agencies such as the District 19 CSB and the Colonial Heights/Chesterfield Department of Social Services. In Program Years 1 through 5 the City of Colonial Heights Commissioner of the Revenue provided the Planning Department with a list of elderly and/or disabled homeowners who were eligible for tax relief based on age and/or disability status and income, and assets. Grant applications were sent to all of the tax relief participants who have not yet received the grant and live in the target areas. The Planning Department received a very good response from these households. This process will be repeated again in Year 6.

As in the past, we will continue to solicit help from the Health Department and Lead Safe Virginia with blood lead testing and other lead and health information as needed.

#### **Citizen Participation (91.200 (b))**

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

3-5 Year Strategic Plan Citizen Participation response:

##### **1. INTRODUCTION**

In accordance with HUD requirements under federal regulation 24 CFR 91.105, the City of Colonial Heights must adopt a Citizen Participation Plan (CPP) that sets forth the City's policies and procedures for citizen participation under the five-year Consolidated Plan and subsequent Action Plans. The CPP will apply to all City departments involved in the Consolidated Plan development, selection and administrative processes.

Following is the City's CPP for the 2010-2011 - 2013/2014 Five Year Consolidated Plan which will be coordinated by the Department of Planning and Community Development.

#### ENCOURAGEMENT OF CITIZEN PARTICIPATION

Citizen participation is an essential component of community planning. In addition to informally welcoming input in the initial development of the Consolidated Plan and throughout the process, a public meeting was held to solicit citizen comments on April 13, 2010 in City Hall. This meeting presented the citizen's with an overview of the CDBG Entitlement Program, the Consolidate plan process and the City's CDBG project ideas. Colonial Heights does not have a significant non-English speaking population. Interpreters are available within the community and encouraged when needed.

The City will encourage citizen participation in any future ammendments to the Consolidated Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), the CPP and any amendments to it. A neighborhood participation meeting will be convened each year prior to the development of the next year's Annual Action Plan to review and comment on program performance and direction. The City will notify neighborhood residents and invite input by appropriate communication means.

#### 2. In Process

3. Notifications for the public hearing was published in The Progress Index on February 28, 2010. Notification was made at least 15 days prior to the hearings. Public hearing notifications were also posted throughout City Hall, on the City website, and in the Colonial Heights Public Library. Special accommodations for handicapped individuals are made available through the City Manager's Office. The City Hall entrance doors are equipped with automatic doors to improve handicap accessibility.

In order to ensure that interested citizens who were unable to attend the second meeting had an opportunity to comment on the Consolidated Plan Draft, copies were made available from March 10, 2010 to April 10, 2010 at the Colonial Heights Public Library, Colonial Heights Senior Citizen Center, City Clerk's Office, and Department or Planning and Community Development Office. A summary of the Consolidated Plan Draft was posted on the City website on March 10, 2010. Citizens wishing to provide input were asked to contact the CDBG program coordinator with their comments within a 30 day public comment period.

#### 4. None received

#### **Institutional Structure (91.215 (i))**

1. Explain the institutional structure through which the jurisdiction will carry out its consolidated plan, including private industry, non-profit organizations, and public institutions.
2. Assess the strengths and gaps in the delivery system.
3. Assess the strengths and gaps in the delivery system for public housing, including a description of the organizational relationship between the jurisdiction and the public housing agency, including the appointing authority for the commissioners or board of housing agency, relationship regarding hiring, contracting and procurement; provision of services funded by the jurisdiction; review by the jurisdiction of proposed

capital improvements as well as proposed development, demolition or disposition of public housing developments.

**3-5 Year Strategic Plan Institutional Structure response:**

1. The principal features of the institutional structure by which the City of Colonial Heights' Consolidated Plan will be carried out are described below.

**FORM AND ORGANIZATION OF GOVERNMENT**

The City is autonomous and entirely independent of any county or any other political subdivision. It is neither coterminous with, nor subject to taxation by, any county and is not liable for any county indebtedness.

The City is organized under the Council-Manager form of government. The City Council is the governing body that makes all policies for the administration of the City. The seven-member Council is elected at large by the voters. The Council members elect a Mayor from their number for a two-year term. The Mayor presides over meetings of the Council and is recognized as the head of the city government for all ceremonial purposes. Council terms are for four years and a portion of the Council is elected every two years.

The Council appoints a City Manager who serves at the pleasure of the Council, to act as administrative head of the City. The City Manager attends all Council meetings and is charged with the implementation of the Council's policy decisions. The City Manager directs all other business procedures for the City and has the power of appointment and removal of the heads of all departments and employees under his supervision. The City employs 328 general City employees and 586 School employees.

The Planning Commission consists of 7 voting members appointed at large by City Council. The City Manager serves as a non-voting member. One member of City Council serves as a member of the Commission and one member of the Board of Zoning Appeals serves. The Planning Commission annually elects a Chairman and Vice-Chairman. The 3 standing committees are Land Use, Zoning and Subdivision. The Chairman appoints members to these committees on an annual basis.

A five-member School Board governs the operation of the public school system. Members of the School Board are elected at large by the voters for four-year terms. City Council appropriates sums to the school system pursuant to the major classifications set out by state law.

The constitutional officers of the City (Commissioner of the Revenue, Treasurer, Commonwealth's Attorney, Sheriff, and Clerk of Court) are elected at large by the voters. They are responsible to the Council only to the extent of carrying out policies as established by local ordinances.

**KEY CITY HALL STAFF:**

The City Attorney serves as the civil legal advisor to, and manages the legal affairs of, the municipal government and the city school system. Responsibilities include the rendering of opinions, and the drafting, approval and interpretation of all ordinances, resolutions, contracts, leases, and other legal documents.

The City Engineer/Director of Public Works reviews and approves private development projects; serves as advisor and consultant on the Capital Improvement Project Program;

plans and directs the activities of the traffic engineering section; ensures the availability and accessibility of City grounds and buildings; and develops, administers, and monitors contracts with consultants. The City Engineer / Director of Public Works also provides technical assistance to other City Departments as needed. This position plans and directs the construction, operation and maintenance of all streets and roadways the water distribution system, and the wastewater collection system. The Public Works Director ensures compliance with all state, federal, and local regulations; reviews solid waste contracts for compliance; develops and proposes policies and procedures; and inspects completed contractual work.

The Commissioner of Revenue is responsible for the assessment of personal property, public utilities and bank franchise taxes, as well as the processing of business licenses. The Commissioner records land transfers and processes applications for tax relief based on age or disability status. The Commissioner is also responsible for assisting taxpayers in filing and reviewing tax forms for the Commonwealth of Virginia.

The Director of Finance coordinates the annual audit and financial reports; prepares revenue estimates; coordinates budget preparation and review; and coordinates the issuance of bonds, bond agency presentations and official statements concerning the amount of debt capacity. The Finance Director also provides financial oversight for all departments; recommends financial policies and procedures; reviews and approves all City purchases; and invests City funds. The Purchasing Division of the Finance Department is responsible for vendor contracts and Requests for Bids.

The Director of Planning and Community Development interprets and analyzes statistical and technical information in the formation and presentation of long-range and short-range development and compliance plans. The Planning Director also serves as Zoning Administrator and Economic Development Director. The Planning Director reviews and coordinates site plans; reviews building permits and addresses concerns and questions; and develops and presents public education materials.

The Director of Youth and Human Services plans, organizes, and directs the activities of the Office on Youth. The Director of Office on Youth and Human Services develops, solicits, monitors, and executes grants; develops, presents, and initiates policy initiatives; and ensures that all activities are in accordance with applicable law, rules and regulations.

The Treasurer is responsible for the collection of all taxes, licenses, fees and receipt of all other City revenues and collections. She is also responsible for all state fiduciary income and state estimated income taxes.

#### **GOVERNMENT SERVICES AND FACILITIES**

The City provides general governmental services for its citizens including police and fire protection, collection and disposal of refuse (by contract), water and sewer services, parks and recreation, libraries/culture, health and social services, and maintenance of streets and highways. Other services provided by the City, which receive partial funding from the State, include public education in grades kindergarten through twelve and certain technical, vocational and special education, mental health assistance, agricultural services, and judicial activities.

#### **PUBLIC SAFETY:**

**POLICE DEPARTMENT**

The Police Department is responsible for enforcing the law, criminal investigations, traffic regulation and control, and for the provision of emergency and other services. The department has 54 employees of whom 50 are sworn officers.

**FIRE DEPARTMENT**

The Fire Department operates two fire stations and is responsible for fire and emergency medical services. All firefighters are certified in basic life support. Advanced life support units are staffed by certified cardiac technicians or certified paramedics. It has a staff of 51 paid employees, supplemented by 18 volunteer members.

**HEALTH AND WELFARE**

The City, in joint operations with Chesterfield County, provides a wide array of human services designed to protect and promote the health and welfare of our citizens. The health department stresses preventive health care through diagnostic and treatment services and provides geriatric, maternal and family planning. The enforcement of sanitary regulations protects the environmental health of the public by inspection of public and commercial establishments.

The social services department provides information and referral, adult and child protection services, counseling services, and emergency assistance services in addition to foster care and services for aged and disabled adults. Mandated financial assistance such as Temporary Aid to Dependent Children (TANF,) General Relief, Auxiliary Grants to the Aged, Blind and Disabled, and Food Stamps are provided by Federal, State and City funds.

The City owns and maintains a water distribution and storage system. Water is purchased from the Appomattox River Water Authority (the "Authority"). The Authority currently provides water for the Cities of Colonial Heights and Petersburg and the Counties of Chesterfield, Dinwiddie and Prince George. The City maintains storage tanks with a total capacity of 2,750,000 gallons. There are approximately 95 miles of water transmission lines within the City and approximately 636 fire hydrants for fire protection. The cost of bulk water purchased for the fiscal year ended June 30, 2007, was \$501,333, and the total cost of bulk water purchases for the fiscal year ending June 30, 2006 was \$478,581. The City is a voting member of the Authority. The City currently pays a rate of \$.69 per thousand gallons. Water rates to participating localities are set annually based on anticipated usage, and budgeting requirements.

Sewerage is currently pumped via a force main to the South Central Wastewater Authority ("SCWWA"). SCWWA was created in 1996, and it currently provides wastewater treatment to the Cities of Colonial Heights and Petersburg, the Counties of Chesterfield and Prince George, and the Dinwiddie County Water Authority. The City has 4.0 million gallons per day of wastewater treatment capacity reserved at SCWWA's plant pursuant to a long-term service contract, and the City used an average of 2.8 million gallons per day of capacity in fiscal year ended June 30, 2007. The cost of sewerage treatment for the fiscal year ended June 30, 2007 amounted to \$ 1,577,580. The total cost of sewerage treatment for the fiscal year ending June 30, 2004 was \$ 1,374,913. The total cost of sewerage treatment for the fiscal year ending June 30, 2006 was \$ 1,709,039. The City has approximately 7,134 water and/or sewer customers.

**Solid Waste Disposal Service**

The City contracts with Central Virginia Waste Management Authority (CVWMA) for its curbside collection of household waste and landfill disposal. The City also provides curbside recycling in all residential areas in addition to a recycling center located conveniently in the City. The City has closed the former City landfill. Closure was approved by the Virginia Department of Environmental Quality.

**PUBLIC SCHOOLS**

A five-member School Board is elected to serve staggered four-year terms of office. The School Board contracts for a School Superintendent and is responsible for the operations of the school system in accordance with Virginia laws, regulations of the State Board of Education, and the policies and regulations of the School Board. The Superintendent recommends, and the School Board appoints, a staff which directs the school system.

The School Board presents an annual budget request to the Council. The Council can appropriate a different total amount for school operations but has no authority over the specifics of how the actual appropriation is spent. The School Board is not empowered to levy taxes or incur indebtedness. The public school capital facilities are titled in the name of the City of Colonial Heights School Board and are funded by capital appropriations from the General Fund of the City or by obligations issued as general obligations.

The following tables present certain information regarding the staffing, enrollment and facilities of the City of Colonial Heights Public Schools.

	2003-04	2004-05	2005-06	2006-07
Elementary School Enrollment	1,694	1,738	1,747	1,757
Secondary School Enrollment	<u>1,060</u>	<u>1,075</u>	<u>1,101</u>	<u>1,099</u>
Total Enrollment	2,754	2,813	2,848	2,856
Teachers and Administrators	273	271	282	282
Other Employees	<u>282</u>	<u>307</u>	<u>287</u>	<u>304</u>
Total Employees	555	578	569	586
Elementary Schools	3	3	3	3
Secondary Schools	2	2	2	2

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## **Colonial Heights**

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Vocational Buildings	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Buildings	6	6	6	6

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*Source: Comprehensive Annual Financial Report, City of Colonial Heights, Virginia, Fiscal Year Ended June 30, 2006; Superintendent of Schools, City of Colonial Heights, Virginia.*

The City provides cultural, recreational, and historical facilities for its citizens. Violet Bank is a famous Civil War Museum, in a location which Robert E. Lee used as his headquarters during the Civil War. The Museum consists of Civil War artifacts, period furniture, and clothing of the Civil War era.

The City's five parks provide citizens with picnic shelters, playground equipment, fishing, boat ramps, volleyball courts, and horseshoe pits. The Community Building is used by civic groups for meetings and is available for use by the citizens. In 2009 a youth area was created via an addition. The Community Building provides activities for senior citizens and a transportation system for essential purposes. Shepherd Stadium is a 1,300 seat baseball stadium, where high school baseball games, high school softball games, American Legion baseball, Boys' Invitation Baseball Tournament, Virginia State University, and Baseball Camps are held.

A municipal library with approximately 60,000 volumes, 10,000 DVDs and Audio CDs and a computer center with 18 computers is open to the public. The library also has several meeting rooms available for civic purposes.

## **NON-PROFIT ORGANIZATIONS, PUBLIC INSTITUTIONS, AND PRIVATE INDUSTRY**

There are many non-profit and private organizations in the Crater Region that work together collaboratively in the areas of housing, homeless services, non-homeless special services, and community and economic development. Some of these agencies are mentioned in detail under the relevant sections in this document.

Private rehab and construction contractors are utilized to carry out the home repairs funded through the program. Two non-profits have been approached to date, Pathways in Petersburg and Elder Homes, about participating in the Colonial Heights CDBG Program either as subgrantees or as contractors. Consultation with these groups has helped to improve the CDBG process and program in Colonial Heights.

The City works as closely as possible with local non-profits and private service providers to find ways to improve programs, refer clients, and leverage resources to best meet the needs of Colonial Heights residents.

2. The CDBG grant is to be administered by the Department of Planning and Community Development of the City of Colonial Heights. Program development and administration will be facilitated by many of the administrative structures already in place such as Finance Department which is in charge of RFPs and procurement, the City Attorney, the Commissioner of the Revenue, and referrals by the Colonial

Heights/Chesterfield Department of Social Services and Office of Youth and Human Services. No gaps in the delivery system have been identified.

3. There is no public housing in the City of Colonial Heights.

#### **Monitoring (91.230)**

1. Describe the standards and procedures the jurisdiction will use to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

3-5 Year Strategic Plan Monitoring response:

1. One-time home repair grants will continue to be distributed based on need. All recipients must complete a grant application which describes the eligible activities and conditions. The application includes a Fair Housing notice and delineates recipient eligibility based on HUD determined income limits by household size (See Table 1.1) Proof of ownership, IRS documents and/or evidence of other proof of income (using HUD part 5 standards) , banking information, and proof of paid property taxes or exemption, and homeowner's insurance will continue to be required. A copy of the 2010-2011 CDBG Home Repair Grant Program application is attached (Appendix Y4A.)

The types of activities eligible under this program are physical improvements, adaptations or modifications which are not of a cosmetic nature and are required to remove possible health and safety hazards such as: repair or replacement of mechanical, electrical, plumbing and structural systems which show obvious signs of deterioration (or require repair or replacement); lead hazard evaluation and reduction if necessary (See Environmental Compliance Section).

Accessibility improvements or modifications to the residences of elderly or physically handicapped persons such as wheelchair ramps, railings, tub cuts, accessible kitchen cabinets, and grab bars also eligible activities under this program. Funds made available under the CDBG Home Repair Program may not be used to make purely cosmetic repairs or physical improvements. Repairs to storage sheds, outbuildings, garages or any structure not attached to the living unit are also not eligible for assistance.

The need for proposed repairs and the inspection of the completed work will be verified by the CDBG Program Manager and the City of Colonial Heights Building Official or a designated Building Inspector. The Building Official and Building Inspectors adhere to the Uniform Statewide Building Code. Price quotes will be verified and approved by the Department of Planning and Community Development. The verifications and other processes will be documented in each program participant's confidential file which will be kept on site in the Department of Planning & Community Development office at 201 James Ave.

In order to comply with Section 106 of the National Historic Preservation Act and to help preserve the character defining features of the participating properties, the City of Colonial Heights has entered into a Programmatic Agreement with the Department of Historic Resources and the Advisory Council on Historic Preservation that may govern the scope and nature of the permitted rehabilitation work (Appendix Y4B.) As in the

previous years, a reference list of housing by year built in the target areas will be used to assure compliance with the programmatic agreement.

#### **Priority Needs Analysis and Strategies (91.215 (a))**

1. Describe the basis for assigning the priority given to each category of priority needs.
2. Identify any obstacles to meeting underserved needs.

#### **3-5 Year Strategic Plan Priority Needs Analysis and Strategies response:**

1& 2 This is the six year the City will use the CDBG entitlement. In order to maximize the impact and facilitate program administration, the CDBG funds will continue to be used to carry out one activity, a citywide home repair program for LMI homeowner occupied housing.

The program and geographic area choice is based upon the following factors: a need to improve the housing conditions for low income homeowners, the City's capacity to administer the program, and creating an impetus for additional home improvement and community investment. The provision of services to the low income elderly and disabled is the highest priority with other LMI households being next in service priority.

#### **Lead-based Paint (91.215 (g))**

1. Estimate the number of housing units that contain lead-based paint hazards, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, and are occupied by extremely low-income, low-income, and moderate-income families.
2. Outline actions proposed or being taken to evaluate and reduce lead-based paint hazards and describe how lead based paint hazards will be integrated into housing policies and programs, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

#### **3-5 Year Strategic Plan Lead-based Paint response:**

1. An estimated 1,984 housing units occupied by extremely low to moderate income families contain lead-based paint hazards. The total estimated number of extremely low to median income families living in housing units that contain lead-based paint hazards is based on the premise that lower income households are most likely to reside in the City's pre 1978 housing. This premise is supported by the higher poverty rates in most of the older areas.

The numbers were obtained using Census 2000 housing data for the housing counts and year built distribution. The lead-based paint hazard risk probability was tabulated by year built for all the pre 1980 housing units according to a formula used in HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing.

This formula yields a total of 3,925 units citywide with possible risk. Dividing this number by 5,501 (the total pre 1980 housing) produces an average probability of lead-based paint hazard of 71.4%. The amount of at risk housing for the extremely low to moderate income families was then obtained by multiplying the total households in each of the three income levels from the CHAS data in the needs worksheet by 71.4%.

Blood lead levels are the best indicator of potential health risks: the amount of lead in a person's blood is the primary determinant of whether someone will experience lead's adverse health effects. Based on the results of blood lead testing in Virginia, Colonial Heights is not considered a high risk locality for lead paint. The prevalence of elevated blood lead levels in tested children under the age of 36 months in 2003 was 4%. Elevated blood lead levels were found in only 2% of the tested children under the age of 72 months. There have been no significant changes in these figures for the last few years. It should be noted that a very small percentage of the children in those age cohorts were tested. Testing itself is often the result of a perceived risk for lead based paint poisoning.

All children enrolled in Medicaid must receive a blood lead screen at 12 and 24 months of age, regardless of the perceived risk for Aside from the elevated blood lead (EBL) levels. Additionally, all children between the ages of 36 and 72 months of age must receive a blood lead screen if they have not previously had a blood lead screen at the time of Medicaid enrollment. The Commonwealth of Virginia School Entrance Health Form has a mandatory lead screening section which requires previously untested children under the age of 6 to be tested if they meet the any of a series of risk factors or suspected exposure.

2. To date, the local Health Department has no local data on lead contamination by neighborhoods or geographical areas within the City. There is also no listing of properties which have undergone lead paint abatement in the City.

Overall, Colonial Heights is not considered a high risk locality for lead paint. However, given the high number of pre 1978 housing units in the target areas, any home repair involving painted surfaces should take the possibility of lead paint into consideration. Lead-based paint testing will be required for all pre 1978 homes participating in the CDBG Emergency Home Repair Program if paint surfaces will be disturbed and there are children under the age of six years in the household.

Following is the Draft LEAD policy for the Colonial Heights CDBG Program:

**Purpose:**

The Following Policies & Procedures relate to the City of Colonial Heights CDBG Emergency Home Repair Program and other housing projects covered by EPA and HUD lead safe regulations. They establish the citywide process for compliance with the lead-safe housing rule requirements established by HUD for all federally assisted housing programs.

This policy and procedures document was revised in December 2009 as response to CDBG Caper feedback from the Richmond HUD office. This policy impacts grant recipient households, contractors performing regulated renovation work, landlords, tenants, and program management staff administering CDBG funds for all activities not exempted in (LSHR) 24 CFR 35.115(a)

Lead Safe Housing Rule

**Policies:**

Staff, contractors, property owners, and tenants impacted by HUD and EPA Lead regulations, must adhere to the lead safe work practices as established in the lead safe housing rule.

For paint repair and rehabilitation activities in properties receiving less than \$25,000 in Federal Rehabilitation assistance, HUD Regulations require occupant protection, the use of workers trained in lead safe work practices, and clearance testing whenever more than "de minimus" amounts of paint are disturbed. Occupant protection is a required element of all Federally assisted housing projects covered under subpart J of the HUD regulation regardless of the funding level, because occupant protection is a requirement under lead safe work practices (see 24 CFR 35.1350(b) and 24 CFR 35.1345).

Affidavits, Lead clearances, and exemptions must be documented and records retained for a minimum of three years in compliance with federal guidelines. Appropriate distribution of literature must be conducted and documented prior to the start of renovation work.

**Definitions:**

Pre -1978 Housing: Residential properties receiving federally funded renovation and emergency repair assistance work built before 1978 which are not exempt from lead regulations. HUD refers to these amounts as the "de minimis" levels. They are as follows:

- 20 square feet on exterior surfaces
- 2 square feet in any one interior room or space
- 10% of a type of building component with a small surface area (such as painted windowsills) on interior or exterior surfaces

## **PROCEDURE / RESPONSIBILITIES**

*Contractors –*

- Firms bidding on Pre-1978 CDBG jobs affected by lead paint must be lead certified renovators registered with the EPA.
- Work performed under contracts awarded with CDBG funding must adhere to HUD & EPA lead safe work practices.
- Clearance documentation or proof of exemption must be provided for work covered under the emergency repair program prior to release of payment.
- Occupant protection rules - containment areas need to be established within the affected work area. Relocation will be reviewed on a case basis.

- All Lead safe renovation documentation must be retained a minimum of three years as required by federal regulation.
- All pre- 1978 target buildings are assumed to contain lead based paint until cleared by official testing from a certified lead inspector
- Testing for eligible activities and clearance must be conducted by a licensed lead inspection professional

*Homeowners-*

- Must accept relevant materials and sign affidavit receipt for lead safety materials
- Must make accommodation for safe work practices to be conducted in the home during CDBG renovation and construction act ivies.
- Suspected cases of lead poisoning in children should be referred to the City Health department for lead blood level testing.

Relocations are necessary when:

- Can't use kitchen or bath due to rehab work
- Can't close off work area from balance of living area
- Children may be exposed to LBP dust

NOT necessary when:

- Work done in an 8-hour period
- Possible to secure worksite
- Waiver -- for elderly occupants

*Staff-*

- Ensures the compliance of contractors to applicable regulations
- Provide contractors and homeowners LSHR related literature.
- Maintains records of LSHR compliance documentation.
- Ensures that the homeowner has been advised of risks and hazards of lead renovation activities in their home.
- Staff will use HUD monitoring Checklists as a tool to ensure Program compliance with the LSHR [Attachment 24-1 in Chapter 24 of the CDP grantee monitoring handbook (see attached)]

Although the Colonial Heights CDBG Emergency Repair program is restricted to homeowner occupied units, the following policies apply to landlord renter relationships in respect to HUD lead safe housing.

*Landlords-*

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- Landlords wishing to lease to a tenant of an ECDMH S+C/SHP program must comply with the HUD requirements for paint stabilization and maintenance according to 24 CFR Part.
- This includes disclosure of the location of any lead-based paint and/or lead-based paint hazards, the condition of painted surfaces, and records or reports on any corrective action. This notification or declination of any lead-based paint hazard will be documented via the attached certification.
- For identified properties, the landlord must provide a Lead Warning Statement as an attachment to the contract or lease that includes a statement confirming compliance with all notification requirements. (See attached certification to be filed with a copy of the lease in the case record)

*Tenants-*

- All tenants considering leasing of a property constructed prior to 1978 must be supplied with a EPA approved pamphlet ("Protect your family from lead in your home") informing them of their rights, responsibilities and risks associated with lead based paint properties by the landlord of the property. If not provided by the landlord, program staff will be responsible for supplying this notification

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## HOUSING

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### Housing Needs (91.205)

\*Please also refer to the Housing Needs Table in the Needs.xls workbook

1. Describe the estimated housing needs projected for the next five year period for the following categories of persons: extremely low-income, low-income, moderate-income, and middle-income families, renters and owners, elderly persons, persons with disabilities, including persons with HIV/AIDS and their families, single persons, large families, public housing residents, victims of domestic violence, families on the public housing and section 8 tenant-based waiting list, and discuss specific housing problems, including: cost-burden, severe cost- burden, substandard housing, and overcrowding (especially large families).
2. To the extent that any racial or ethnic group has a disproportionately greater need for any income category in comparison to the needs of that category as a whole, the jurisdiction must complete an assessment of that specific need. For this purpose, disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least ten percentage points higher than the percentage of persons in the category as a whole.

3-5 Year Strategic Plan Housing Needs response:

1. Census 2000 data indicates the City of Colonial heights had a median family income (MFI) of \$51,806 in 1999. CHAS Data, a special tabulation of Census 2000 data that includes a variety of housing need variables split by MFI limits and household types was used to create the attached Housing Needs Table (table 1A). This table breaks down housing needs for lower income residents into three income categories. Within these income categories, households are further divided into four categories: elderly, small family, large family, and all other households. Elderly households are one or two person households where the householder or spouse is 62 years old or older. Small related households are family households with two (non-elderly) to four members. Large related households are family households with five or more members. The category all other households includes the non-elderly and not related (those without two or more members related by marriage or birth.) All other households includes single people living alone and unmarried couples.

According to the CHAS data, there are 2,780 extremely low to moderate income households in the City of Colonial Heights. These are defined as households whose yearly income is at or below 80% of the City's MFI. Of the total extremely low to moderate income households, 1,115 (40.1%) are elderly, 867 (31.2%) are small related families, 154 (5.5%) are large related families and the remaining 644 (23.2%) fall under all other households. A relatively small amount of students from Virginia State may be factored into the all other households number. Of the total extremely low to moderate income households, 1,293 (46.5%) are renters and 1,487 (53.5%) are owners.

#### **EXTREMELY LOW INCOME**

An extremely low income household is defined by HUD as one whose yearly income is at or under 30% of the median family income for the City. There are a total of 460 extremely low income households in the City. The extremely low income households are composed of 61.1% renters and 38.9% owners. The elderly number 191 or 41.5% of the total extremely low income households. The elderly also account for 57% of the extremely low income homeowner households. Large families constitute only 3% of the total households in this income group.

#### **LOW INCOME**

The low income households are defined as households whose yearly income is more than 30% but at or under 50% of the MFI for the City. There are 726 low income households of which 53.6% are renter and 46.4% are owners. The elderly number 332 or 45.7% of the total low income households. They make up 77.7% of the low income homeowner households. There were 161 households with disabled members in the low income category. Large families comprise 11.7% of the total low income households.

#### **MODERATE INCOME**

A moderate income household is defined as a household whose yearly income is more than 50% but at or under, 80% of the MFI for the City. There are 1,594 moderate income households: 39.1% are renters and 60.9% are homeowners. The elderly number 592 or 37.1% of the total moderate income households. They constitute 53.1% of the moderate income homeowner households. There were 270 households with disabled members in the moderate income category. Large families account for only 3.5% of the moderate income households.

#### **PERSONS WITH DISABILITIES**

According to the 2000 Census, 3,036 Colonial Heights residents aged 16 and over had some form of disability. Census estimates that 10.9% (1,846) of the population in Colonial Heights between the ages of 16 and 64 has some form of disability while 40.7% (1,190) of the population over 65 have some form of disability.

According to CHAS 2000 data, there are 586 extremely low to moderate income households with mobility and self care limitations in the City of Colonial Heights. Approximately 266 are renters and 320 are homeowners.

Households with mobility and self care limitations are defined as households which include one of more persons that have a long-lasting condition that :

1. substantially limits one or more basic physical activity, such as walking, climbing stairs, reaching, lifting, or carrying and/or
2. a physical, mental, or emotional condition lasting more than 6 months that creates difficulty with dressing, bathing, or getting around inside the home.

CHAS data indicates that there were: 142 extremely low income, 163 low income, and 281 moderate income households with mobility and self care limitations.

#### **HIV/AIDS AND THEIR FAMILIES**

According to the Virginia Department of Health's Analysis, Visualization and Reporting Coordinator, as of 2008, there were an estimated 29 living cases of HIV/AIDS in Colonial Heights. There were 27 cases in 2007. The incidence data in the Annual Reports gives each locality's data for the given calendar year (i.e. reported cases for that year only.) The HIV/AIDS data is not available by income group. No data was available as to housing status either. As well under 10% of the overall population in Colonial Heights is low income, the number 1 has been inserted in the Housing Needs Table in lieu of a true figure for low income HIV persons.

#### **SECTION 8**

There is no public housing in the City of Colonial Heights. Section 8 housing vouchers are administered through VHDA by the Colonial Heights/Chesterfield Department of Social Services, and the Central Virginia Resource Corporation. Section 8 housing is not under the jurisdiction of the City of Colonial Heights. The Colonial Heights/Chesterfield Department of Social Services is under Chesterfield County. There are 48 housing choice vouchers deployed in the City 78% of those are for very low income households (30%) 16.4% are for low income (below 50%) and 4.9% are for households below 80% AMI. The racial distribution of section 8 vouchers is in the table below.

<b>Black</b>	<b>White</b>	<b>Hispanic</b>	<b>Elderliness</b>	<b>Disabled</b>
67.20%	32.80%	1.60%	19.70%	39.30%

#### **HOUSING PROBLEMS & SUBSTANDARD HOUSING**

According to the CHAS Data: 1,152 (41.4%) of all the low to moderate income households have some type of housing problem including cost burden (paying more than 30% of monthly household income for housing), lack of complete kitchen or plumbing facilities or overcrowding. CHAS data further indicates that 56% of the extremely low to moderate income renter households with mobility and self care limitations and 21.9% of the owner households with mobility and self care limitations had some type of housing problem. Housing problems are not broken down by type for the

households with mobility and self care limitations. However, cost burden is experienced by 98.8% of all extremely low income households; 99.1% of all low income households; and 95.8% of all moderate income households. Of course, households sometimes have more than one type of housing problem.

As indicated in the Housing Market Analysis Table (table 1B), the total substandard units number 182. Census defines substandard units as those lacking a complete kitchen, complete plumbing facilities or experiencing overcrowding (defined as 1.01 or more occupants per room.) Census 2000 figures show that all owner occupied properties had complete kitchen facilities and all but 6 owner households had complete plumbing. The same data states that all renter households had complete plumbing and 43 lacked complete kitchen facilities. Overcrowding was a more prevalent housing problem as 12% of all very low to moderate income households experienced overcrowding

However, the CHAS data, which is derived from Census 2000, does not identify deteriorating structural housing conditions such as a roof in need of repair, deficient heating and cooling systems or other inadequate weatherization conditions, which may be found in older un-rehabilitated housing. These substandard and sometimes unsafe housing conditions are often due to a lack of funds for regular maintenance and repairs. Therefore, at least in owner-occupied housing, substandard housing conditions can be linked to a cost burden above 30% of income.

#### **FIVE YEAR HOUSING NEEDS PROJECTION**

The Virginia Employment Commission 2020 demographic population projection for the City of Colonial Heights is 17,300. This represents a less than 1% increase of 100 additional residents over prior projections. Based on this number and an average household size of 2.37, the City would only need to produce 23 additional dwelling units to accommodate the projected population increase over the next 10 years.

From 2008 to 2009 34 new housing units were produced exceeding the number projected for the foreseeable future. Housing supply will not be the most pressing issue for the City. What will be the most important objective is ensuring that resources are available to keep the available and existing housing stock in good repair and allow accessibility modifications for the residents who need them.

At present, the City's approximately 8 square miles of land are almost completely developed. With a handful of exceptions, new construction is limited to the northern parts of the City where developers have targeted higher income groups. The future availability of affordable, safe, and sanitary housing relies on preserving and maintaining the City's older housing stock, most of which is located in the southern sections of the City.

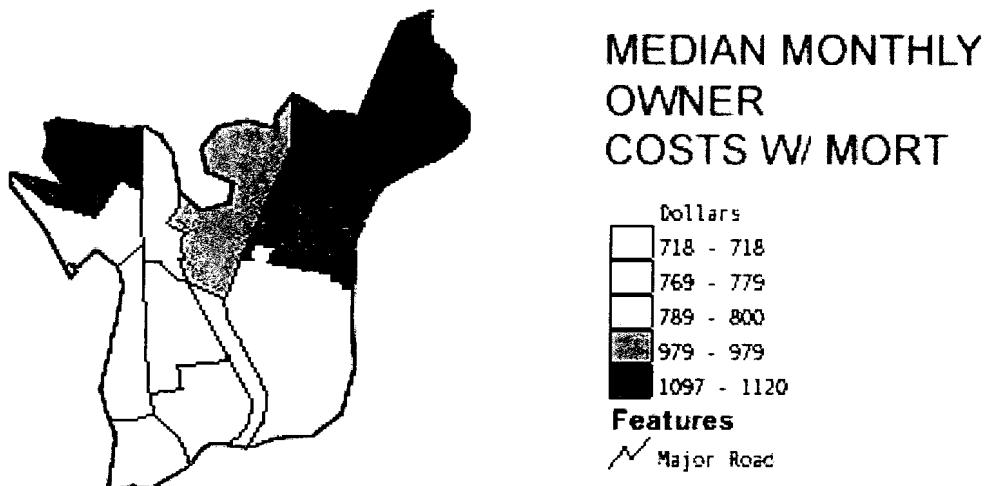
Over 10% of the City's housing stock predates 1940 and close to 67% of the total housing pre dates 1978. Though general housing conditions in the City are good, some of the older and most affordable housing is in dire need of repairs.

There were 7,340 total housing units in 2000; 7,027 were occupied. The vacancy rate was 4.3%. Census 2000 records an average of 2.37 persons per housing unit. The Colonial Heights City Assessor's records show that the average home value in 2004 was \$112,000 and the most current average home value from 2009 is 156,500. Citywide, the percentage of owner-occupied housing units from Census

2000 was 69.3%. The Census 2000 homeownership rate for the State of Virginia was 68.1%. The National homeownership rate was 66.2%.

Housing Affordability

The U.S. Department of Housing and Urban Development (HUD) defines "affordable housing" as housing that costs no more than 30% of a household's monthly income. This means the monthly mortgage payment and housing expenses for a homeowner or the total rent plus utilities for an apartment should be less than 30% of a household's monthly income.



Source: Census 2000 Block Group Level Data

Selected monthly owner costs is the sum of payments incurred by the homeowner and includes were applicable: mortgages or other debts on the property, real estate taxes, fire, hazard, and flood insurance on the property, utilities, and fuels. It may also include monthly condominium fees or homeowner association fees.

The median selected monthly owner cost for a mortgaged house in 2000 was \$910 or 25.3% of the median monthly gross income. The median selected owner cost on homes with mortgages was 23% of the median income in 1990. Also in 1990, the Census indicated that 85% of all owner-occupied households were paying 29% or less of their monthly gross income for selected housing costs. This statistic did not change significantly in 2000 as 82.6% of all owner-occupied households had selected monthly owner costs under 30% of their monthly gross income. Median home value in 2000 was \$94,800 (2.19 times larger than the annual median household income). The 1990 \$71,000 median home value was 2.06 times the annual median income. These figures indicate very little change in housing affordability. This also indicates that a large segment of the owner population is not cost burdened.

However, Census 2000 reports that 35.9% of the households in Colonial Heights who earned less than \$35,000 in 1999 were paying more than 30% of their monthly income for selected monthly owner housing costs. This data indicates considerable housing cost burden and affordability issues for the low and moderate income owner householders. As mentioned in the Housing Needs Section of the City of Colonial Heights Consolidated

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## **Colonial Heights**

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Plan, a lack of affordable housing in any locality often has a disproportionately negative affect on minority households and households with elderly or disabled persons.

<b>City of Colonial Heights, VA Monthly Owner Costs and Monthly Income</b>	<b>1990 Census</b>	<b>2000 Census</b>
% of Median Monthly Income spent on Selected Median Monthly Owner Costs for Mortgaged Home	23%	25.3%
% of Households that pay 29% or Less of Monthly Gross Income for Selected Monthly Owner Costs	85%	82.6%
Ratio of Median Home Values to Median Income	2.06	2.19

*Source: 1990 & 2000 Census*

The 2000 City median gross rent of \$619 is 17.2% of the monthly median income for the same year and thus affordable to a median income household. However, the Census 2000 figures reported that 30.1% of all renters were paying 35% or more of their gross income for selected housing costs. This indicates that rental property in Colonial Heights is unaffordable to the City's Low Median Income (LMI) households.

<b>City of Colonial Heights, VA Comparison of Selected Housing Cost Factors</b>	<b>1990</b>	<b>2000</b>
Median Household Income	\$34,472	\$43,224
Median Home Value	\$71,000	\$94,800
Median Owner Cost (House with mortgage)	\$662	910
Median Gross Rent	\$458	619

*Source: 1990 & 2000 Census*

The data points to an balanced relationship between household income and housing costs in Colonial Heights from 1990 to 2000 with a very slight decrease in affordability for owner-occupied households and a marked affordability problem for more than 36.5% of all renter households in 2000.

Note that two Low Income Housing Tax Credit (LIHTC) apartment complexes were built after 2000 and therefore do not appear on any Census 2000 derived data sets. These two apartments, Dunlop Farms Senior Apartments and the Riverview Apartments contribute a total of 176 additional low income designated housing units to the City's housing stock. Both properties are located in low poverty level districts.

### **Affordability Index**

Another way of measuring a localities relative affordability is the Affordability Index. The Affordability Index is used to measure affordability factors for homebuyers making a 20 percent down payment. An index of 100 denotes the point where a median-income family has the exact amount of income needed to purchase a median-priced existing home. An Affordability Index over 100 indicates that homes are more affordable than the average. A score below 100 means they are less affordable. In 2000 Southside was one of the most affordable areas in Virginia.

The Affordability Index for the City of Colonial Heights in 2000 was 154 compared to a national index of 129.9. The 2008 Affordability Index for Colonial Heights was not readily

available. However, even with the recent decrease in prices due to the current housing crisis, real estate in Virginia has escalated to such a degree in the last few years that prices are still often double what they were in 2000 while incomes have not doubled. Therefore, it is reasonable to assume that there has been a significant decrease in the availability of owner-occupied affordable housing.

## 2. DISPROPORTIONATE RACIAL/ETHNIC NEED

Census data indicate that 9.9% of the City's population is minority. Of this, 6% is Black, 2% is Asian, and 1.2% is of Hispanic origin.

The State of the Cities Data Systems (SOCDS) Comprehensive Housing Affordability Strategy (CHAS) Data was used to examine housing problems within the extremely low to moderate income groups by race.

In Colonial Heights, most of the disproportionate racial ethnic need refers to Blacks or African Americans. Disproportionate racial/ethnic need is present among the extremely low income black elderly homeowner households. All black elderly homeowner households in this income category also have housing problems. In addition, disproportionate racial/ethnic need among extremely low income renters occurs in all but the elderly renter household category. Disproportionate Black or African American need is present in all the low income renter categories, and in the related low income owner categories. It also occurs in the moderate income renter all other households category as well as among the related moderate income homeowner categories. Disproportionate Hispanic need only occurs among the low income family renter households.

### **Priority Housing Needs (91.215 (b))**

1. Identify the priority housing needs and activities in accordance with the categories specified in the Housing Needs Table (formerly Table 2A). These categories correspond with special tabulations of U.S. census data provided by HUD for the preparation of the Consolidated Plan.
2. Provide an analysis of how the characteristics of the housing market and the severity of housing problems and needs of each category of residents provided the basis for determining the relative priority of each priority housing need category.

Note: Family and income types may be grouped in the case of closely related categories of residents where the analysis would apply to more than one family or income type.

3. Describe the basis for assigning the priority given to each category of priority needs.
4. Identify any obstacles to meeting underserved needs.

#### **3-5 Year Strategic Plan Priority Housing Needs response:**

1. Improving property maintenance and home rehabilitation continues to be a City priority. The Housing component of the City's Comprehensive Plan, Objectives 7 & 9 state:  
#7 Promote the rehabilitation of older single family housing units in need of repair.

#9 Promote neighborhood revitalization efforts to stabilize older residential areas prior to their serious decline.

Addressing deteriorating building conditions due to lack of owner funds with the help of CDBG funds is mentioned in Strategy 1.1.6 in the City's Neighborhood Report adopted by City Council in March 2005. Strategy 1.1.6 reads in part "Prepare required five-year HUD Consolidated Plan and yearly Action Plan to receive the yearly Community Development Block Grant entitlement funds the City has been forfeiting. HUD's mission to provide safe housing is in sync with our need to address deteriorating building conditions due to lack of owner funds."

Owner households citywide with housing problems and income at or below 80% MFI will continue to be the targeted groups. All things being equal, priority will continue to be given to qualified elderly and the disabled households. Due to the increasing cost of construction and extent of needed repairs and modifications, the maximum grant amount will remain at \$8,000. It is expected that approximately thirteen (13) new households will be served in Year 6.

Of these 13 new households, it is estimated that 45% will have special needs. All of the housing units that will be repaired are affordable housing. Based on the previous year's program participation, it is estimated that approximately 65% of the grantees will have incomes below 50% of the MFI and approximately 35% of the grantees will have incomes below 80% of the MFI. Note that it is extremely difficult to predict the demographics of program participation with any accuracy as we do not have a lot of data to help us determine this and participation is not only governed by eligibility and need but also by willingness to disclose personal information and request help.

2. The 2010-11 Community Development Block Grant will be used to address the home repair needs identified in the plan. No other federal or State funds are to be directly used in carrying out Year 6 home repairs. However, though not administered by the City of Colonial Heights, there are many federal, state and local resources that aid in the provision of housing to low income households in the City. For the purpose of this Five Year Consolidated Plan, all owner households with housing problems and income below 80% are considered a high priority. Everything else is considered a low priority. Only high priority categories will be eligible for the CDBG Emergency Home Repair Program

## **SECTION 8**

There are no Section 8 or public housing complexes in the City of Colonial Heights. However, as of this writing, there are sixty-one (61) Section 8 vouchers being used in the City. They are distributed as follows: 78.7 % of the voucher holders are households that qualify as extremely low income (under 30% MFI), 16.4% of the voucher holders are very low income (50% MFI), and 4.9% are low income (under 80% MFI). Their use continues to be geographically well-distributed throughout the City and consists of both single family homes and apartments. There is no particular concentration of voucher holders by race, ethnicity, elderliness or disability in any area.

The City does not directly provide rental assistance. This is done through the Chesterfield/Colonial Heights Department of Social Services. The Chesterfield Department of Social Services recently noted that the waiting list for the vouchers has been frozen and that there are currently over 100 people on their list. Vouchers

transferred from other localities and out of state has been an issue which has kept the waiting list stagnant. They foresee no change in the status of the current vouchers.

Chesterfield/Colonial Heights  
Department of Social Services  
9501 Lucy Corr Circle  
The Wagner Building  
Chesterfield, VA 23832  
Phone: (804) 748-1100  
Fax: (804) 717-6294

#### **LOW-INCOME HOUSING TAX CREDITS**

The five newest apartment complexes in the City all participate in the Low Income Housing Tax Credit (LIHTC) Program. Their program agreement stipulates that 40% of the apartments be set aside for residents with an income at or below 60% of the City's median income. To date, most if not all of the 525 LIHTC apartment units have been set aside for tenants at or below 60% of the City's median income. One hundred and seventy six (176) of these 526 LIHTC apartment units are not reflected in the Census 2000 data as they were built after the year 2000. The addition of these units should significantly increase the ratio of affordable housing opportunities for lower income households. All of these complexes are handicap accessible. One is a designated senior apartment complex with 88 dwelling units.

#### **GRANTING FREEDOM PROGRAM**

The Granting Freedom program pays for modifications to make living spaces more accessible for servicemen and women who sustained injury during service in a combat theatre of operations. The funds can be used to widen doorways, add ramps, install grab bars in bathrooms, or to make other modifications that facilitate mobility and safety. The program has over \$1 million available to pay for modifications to houses and apartments. Granting Freedom operates on a first-come, first-served basis.

For additional information and grant applications visit:  
<http://www.vhda.com/Programs/Pages/GrantingFreedom.aspx>

#### **LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LEAP)**

LEAP provides funds to reduce the heating and cooling costs for low-income families and improve homes energy efficiency. This program also provides direct funding to help with heating and cooling utility bills through the Energy Assistance Program at the Department of Social Services.

Virginia Department of Housing & Community Development (VHCD)  
The Jackson Center  
501 North Second Street  
Richmond, Virginia 23219-1321  
Telephone: (804) 371-7000  
<http://www.dhcd.virginia.gov/HousingPreservationRehabilitation/default.htm>

#### **MEALS ON WHEELS**

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The Meals on Wheels program provides meals to seniors, people with disabilities, and disadvantaged populations." They provide low-cost, nutritionally sound meals to homebound adults regardless of their ability to pay. Breakfast, lunch and sandwiches are delivered during the once per day delivery. Lunch is usually a hot meal. Most foods are pre-prepared so that they can just be heated in a microwave for a couple of minutes if necessary. A microwave grant is available to those who do not have one. Meals are delivered in advance for holidays on which they are closed.

On June 1, 2005, Meals on Wheels expanded its service area to the Tri-Cities. They currently serve 14 clients from the City of Colonial Heights. There is no one from Colonial Heights on their waiting list.

#### **NUTRITION AND WEATHERIZATION ASSISTANCE**

Basic weatherization assistance needs for very low income residents will continue to be met by the Crater District Area Agency on Aging Weatherization Program. This program serves the population based on income (below 140% poverty level), not age. The Crater District Area Agency on Aging also provides accessibility grants, a nutrition program and services such as light house keeping help for those in need of assistance. They served a total of five (5) Colonial Heights residents in FY2007.

Crater District Area Agency on Aging  
23 Seyler Drive  
Petersburg, VA 23805-9243  
Phone: 804-732-7020 Fax: 804-732-7232  
E-mail: [gmason@cdaaa.org](mailto:gmason@cdaaa.org)  
Web site: <http://www.cdaaa.org>

#### **VHDA ACCESSIBILITY GRANTS**

The Virginia Housing Development Authority (VHDA), in association with the Virginia Department of Housing and Community Development (DHCD), The Fannie Mae Foundation and the Christopher Reeves Paralysis Foundation has \$50,000 in grant funds available to help pay for accessibility modification work for rental units. Funds can be used for any work needed to make the unit accessible for a disabled individual. The funds are available on a first come/first served basis, up to \$1,500 per dwelling unit. In order to qualify, the resident's income must be at or below 80% of the area median income.

A copy of the application is available at:  
<http://www.vhda.com/Renters/Documents/AccessibilityGrants.pdf>

4. In the 2008 Impediments to fair housing analysis report the following obstacles and solutions recommended address those obstacles were identified.

##### **Impediments Found**

1. Older owner-occupied residential properties in need of costly repairs
2. Unmet accessibility needs
3. Sub-standard residential rental properties
4. Zoning language
5. General Need for More Fair Housing Awareness
6. Need for Increased Awareness in Real Estate and Construction Field

##### **Actions to Address Impediments**

1. Continue CDBG Home Repair Program & Accessibility Improvements
2. Partner with non-profits to address unmet accessibility needs
3. Propose the expansion of the Rental Inspection Districts
4. Review of the City's new zoning ordinance will be mindful of Fair Housing
5. Distribute bi-lingual flyers and other Fair Housing literature to expand Fair Housing awareness
6. Partner with local realtors and housing providers to help increase Fair Housing awareness

### **Housing Market Analysis (91.210)**

\*Please also refer to the Housing Market Analysis Table in the Needs.xls workbook

1. Based on information available to the jurisdiction, describe the significant characteristics of the housing market in terms of supply, demand, condition, and the cost of housing; the housing stock available to serve persons with disabilities; and to serve persons with HIV/AIDS and their families. Data on the housing market should include, to the extent information is available, an estimate of the number of vacant or abandoned buildings and whether units in these buildings are suitable for rehabilitation.
2. Describe the number and targeting (income level and type of household served) of units currently assisted by local, state, or federally funded programs, and an assessment of whether any such units are expected to be lost from the assisted housing inventory for any reason, (i.e. expiration of Section 8 contracts).
3. Indicate how the characteristics of the housing market will influence the use of funds made available for rental assistance, production of new units, rehabilitation of old units, or acquisition of existing units. Please note, the goal of affordable housing is not met by beds in nursing homes.

3-5 Year Strategic Plan Housing Market Analysis responses:

#### **1. HOUSING SUPPLY & DEMAND**

According to Census 2000, the City of Colonial Heights has a population of 16,897 and 7,340 housing units with an average of 2.37 persons per housing unit. About 64% of the housing is single family owner-occupied. In 2000 the City had an overall vacancy rate of 4.3%.

The Virginia Employment Commission 2020 population projection for the City of Colonial Heights is 17,300. Based on this moderate 300 (1.8%) population increase and an average household size of 2.37 persons per housing unit, the City would need to build an additional 128 housing units from 2010 to 2020 to accommodate projected growth. However, approximately 377 new single family housing units and 249 apartment units were built in the City from 2000 to 2010.

The estimated average home value in 2009 was \$156,500. From 2008 to 2009 new 34 single family housing units were built in the City of Colonial Heights. The City's 7.79 square miles are approaching build out. The estimated average value of a new home in 2009 was \$175,000 down considerably from \$228,000 in 2008. In 2008 there were 19

foreclosures in the city; all but one of the 2008 foreclosures had been resold. In 2009 there have been 27 foreclosures. 12 of these have been sold, and 15 are still bank owned.

Census 2000 data also indicates that rental property in Colonial Heights is unaffordable to the City's LMI households. However, since 2000, 176 additional LIHTC apartment units were built. These are not reflected in the Census 2000 data. Unless there has also been an increase in LMI renter households, the addition of these units would significantly increase the ratio of affordable housing opportunities for very low to moderate income households.

#### **HOUSING CONDITIONS**

Though general housing conditions in the City are good, some of the older housing is in dire need of repairs. These topics are addressed in more detail in the Action Plan Section.

#### **AFFORDABILITY**

Census and local data suggest that there was very little change in housing affordability from 1990 to 2000. The 1990 \$71,000 median home value was 2.06 times the annual median income. By 2000, the median home value was \$94,800 (2.19 times larger than the annual median household income). The Colonial Heights City Assessor's records show that the estimated average market value for a residential property in 2009 was \$156,500 (approximately 2.14 times larger than the median household income). In conclusion, despite increases in property values, owner-occupied housing in Colonial Heights is affordable to a median income household.

Nevertheless, as Census 2000 reports, 22.8% of all households, whether renter or owner-occupied, were paying more than 30% of their monthly income for selected housing costs. Moreover, 35.9% of the households in Colonial Heights who earned less than \$35,000 in 1999 were paying more than 30% of their monthly income for selected monthly owner housing costs. This data indicates considerable housing cost burden and affordability issues for the low and moderate income householders.

Census 2000 figures also reported that 30.1% of all renters were paying 35% or more of their gross income for selected housing costs. This indicates that rental property in Colonial Heights is unaffordable to the City's Low Moderate Income (LMI) households.

According to the Housing Market Analysis Table (table 1B) in the Needs.xls workbook, local Fair Market Rents (FMRs) are higher than the rents that are affordable to households making 50% of the median family income for the area. The difference between the two rates is most notable when the number of bedrooms reaches 3 or more. For example, the difference between the FMR for an efficiency apartment and the rent actually affordable to a household whose income equals 50% of the median family income for the area is only \$20; for a two bedroom it is \$44. But the difference between the FMR for a three bedroom and the rent affordable to a household making 50% of the median family income escalates to \$235.

This said, it should be noted that the actual local rental prices in Colonial Heights are much lower than the chart would suggest. There are ten older Non LIHTC apartment complexes (totaling approximately 476 rental units) in the City with rents ranging from \$425 for a one bedroom unit to \$869 for a three bedroom unit. Refurbished single family

houses, are also being rented for approximately \$700 a month. Most of the non-LIHTC apartments are garden style apartments and are handicap accessible.

In addition, 176 of the City's 526 LIHTC apartment units are not reflected in the Census 2000 data as they were built after the year 2000. Precluding an increase in LMI households since 2000, the addition of these units would significantly increase the ratio of affordable housing opportunities for lower and moderate income households.

#### **HOME OWNERSHIP**

Census data indicates that the percentage of owner-occupied housing units in 2000 was 69.3%. This figure is just above the homeownership rate for the State of Virginia (68.1% in 2000). The Colonial Heights City Assessor's records show that the estimated average market value for a residential property in 2009 was \$156,500. The estimated market value for a new house in 2009 was \$175,000. There is concern that a good number of the older, and most affordable, single family houses are being bought by investors as rental properties. The City wishes to promote homeownership for first time buyers and has been holding VHDA's Homeownership Classes in City Hall one Saturday a month since January 2005.

#### **AVAILABLE HOUSING FOR PERSONS WITH DISABILITIES OR HIV/AIDS**

Handicap accessible units are spread out throughout the City. There is no numerical information available. Information on specific housing stock available to persons with disabilities or HIV/AIDS and their families is not available. The Virginia Department of Health estimates the cumulative cases of HIV by locality. According to the Virginia Department of Health's Analysis, Visualization and Reporting Coordinator, as of 2008, there were an estimated 29 living cases of HIV/AIDS in Colonial Heights. There were 27 cases in 2007. The incidence data in the Annual Reports gives each locality's data for the given calendar year (i.e. reported cases for that year only.) The HIV/AIDS data is not available by income group. No data was available as to housing status either. As well under 10% of the overall population in Colonial Heights is low income, the number 1 has been inserted in the Housing Needs Table in lieu of a true figure for low income HIV persons.

#### **2. LIHTC**

The five newest apartment complexes in the City all participate in the Low Income Housing Tax Credit (LIHTC) Program. Their program agreement stipulates that 40% of the apartments be set aside for residents with an income at or below 60% of the City's median income. To date, most if not all of the 525 LIHTC apartment units have been set aside for tenants at or below 60% of the City's median income. One hundred and seventy six (176) of these 526 LIHTC apartment units are not reflected in the Census 2000 data as they were built after the year 2000. The addition of these units should significantly increase the ratio of affordable housing opportunities for lower and moderate income households. All of these complexes are handicap accessible. One is a designated senior apartment complex with 88 dwelling units.

#### **SECTION 8**

There is no public housing in the City of Colonial Heights. Section 8 housing vouchers are administered through VHDA by the Colonial Heights/Chesterfield Department of Social Services, and the Central Virginia Resource Corporation. Section 8 housing is not under the jurisdiction of the City of Colonial Heights. The Colonial Heights/Chesterfield Department of Social Services is under Chesterfield County. There

are 48 housing choice vouchers deployed in the City 78% of those are for very low income households (30%) 16.4% are for low income (below 50%) and 4.9% are for households below 80% AMI. Their use is well-distributed throughout the City and consists of both single family homes and apartments.

Chesterfield/Colonial Heights  
Department of Social Services  
9501 Lucy Corr Circle  
The Wagner Building  
Chesterfield, VA 23832  
Phone: (804) 748-1100  
Fax: (804) 717-6294

3. There are no plans to build additional apartment complexes. In order to respect and preserve the City's historic fiber and ensure that the older housing stock remains a safe and affordable housing option, the City is concentrating on addressing the maintenance and repair of owner-occupied single family housing units in two target areas. The City has no plans to acquire any residential properties at present.

#### **Specific Housing Objectives (91.215 (b))**

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve over a specified time period.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

3-5 Year Strategic Plan Specific Housing Objectives response:

#### **1. PRIORITY HOUSING OBJECTIVES SAFE AFFORDABLE HOUSING**

Ensuring that affordable housing is also safe is a priority concern. As mentioned earlier, older housing remains the most affordable option. Older housing is also naturally the most likely to need significant repairs. The City of Colonial Heights will use its CDBG allocation to provide home repair grants to homeowners who meet HUD's income qualifications and the program guidelines. The home repair application intake process will also serve the dual purpose of identifying lower income elderly and/or disabled homeowners who are eligible for real estate tax relief and are currently not taking an exemption.

#### **LEAD PAINT HAZARD REDUCTION**

EPA's lead hazard reduction pamphlets will be distributed to all participating contractors and to all grantees living in pre 1978 housing. In addition, lead testing will be done prior to repairs that may disturb existing paint in pre 1978 housing. An estimate of lead-based paint hazards, including the estimated number of units occupied by low and moderate income families is included in the Lead Paint Section of this report.

#### **2. OTHER RESOURCES**

Basic weatherization assistance needs will continue to be met by the Crater District Agency on Aging's Weatherization program. This program serves the population based on income (below 140% poverty level), not age. The Crater District Agency on Aging also provides accessibility grants. Although they are available to out residents CDAAA programs did not serve any Colonial Heights residents from 2008-2009. They do not provide emergency home repair.

**CRATER DISTRICT AGENCY ON AGING**  
23 Seyler Drive  
Petersburg, VA 23805-9243  
Phone: (804) 732-7020  
Fax: (804) 732-7232  
E-mail: craterdist@aol.com  
Web site: <http://www.cdaaa.org>

The city has been working with Elder Homes Corp. to help coordinate neighborhood volunteer groups help lower income elderly and disabled householders with simple home repairs. Elder Homes also provides accessibility modifications to homes

**ELDER HOMES CORPORATION**  
88 Carnation St.  
Richmond, VA 23225  
Phone: 804-233-2827  
Fax: (804) 230-0778

### **Needs of Public Housing (91.210 (b))**

In cooperation with the public housing agency or agencies located within its boundaries, describe the needs of public housing, including the number of public housing units in the jurisdiction, the physical condition of such units, the restoration and revitalization needs of public housing projects within the jurisdiction, and other factors, including the number of families on public housing and tenant-based waiting lists and results from the Section 504 needs assessment of public housing projects located within its boundaries (i.e. assessment of needs of tenants and applicants on waiting list for accessible units as required by 24 CFR 8.25). The public housing agency and jurisdiction can use the optional Priority Public Housing Needs Table (formerly Table 4) of the Consolidated Plan to identify priority public housing needs to assist in this process.

3-5 Year Strategic Plan Needs of Public Housing response:

N/A There is no public housing in Colonial Heights.

### **Public Housing Strategy (91.210)**

1. Describe the public housing agency's strategy to serve the needs of extremely low-income, low-income, and moderate-income families residing in the jurisdiction served by the public housing agency (including families on the public housing and section 8 tenant-based waiting list), the public housing agency's strategy for addressing the revitalization and restoration needs of public housing projects within the jurisdiction and improving the management and operation of such public housing, and the public

housing agency's strategy for improving the living environment of extremely low-income, low-income, and moderate families residing in public housing.

2. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake to encourage public housing residents to become more involved in management and participate in homeownership. (NAHA Sec. 105 (b)(11) and (91.215 (k))
3. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation. (NAHA Sec. 105 (g))

3-5 Year Strategic Plan Public Housing Strategy response:

1, 2, & 3. N/A

#### **Barriers to Affordable Housing (91.210 (e) and 91.215 (f))**

1. Explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.
2. Describe the strategy to remove or ameliorate negative effects of public policies that serve as barriers to affordable housing, except that, if a State requires a unit of general local government to submit a regulatory barrier assessment that is substantially equivalent to the information required under this part, as determined by HUD, the unit of general local government may submit that assessment to HUD and it shall be considered to have complied with this requirement.

3-5 Year Strategic Plan Barriers to Affordable Housing response:

1. Colonial Heights is one of the most affordable jurisdictions in Virginia. The following public policies facilitate both limited new development and rehabilitation while protecting the health, safety, and welfare of its citizens.

#### **PUBLIC POLICIES**

##### **TAX POLICY**

The City Assessor's Office has a Rehabilitation Tax Program which allows partial exemption from real estate taxes (tax relief) for qualifying rehabilitated or renovated structures. For those properties which qualify, the initial increases in real estate taxes resulting from rehabilitation or renovation will be excused for ten years.

The Commissioner of the Revenue's Office provides a real estate tax exemption for owner-occupied properties owned by persons 65 years or older or who are permanently and totally disabled. To qualify for the exemption, the household income must not exceed \$40,000 and assets (excluding home value) must not exceed \$80,000. The

income-based tax exemptions range from 10% to 100%. The maximum yearly tax exemption is \$1,600.

#### **BUILDING CODE & MANDATED REGULATION**

The City building inspectors adhere to the Virginia Uniform Statewide Building Code. No specific building code language regarding building rehabilitation is in place.

The State of Virginia has made no changes to the approval process regarding water permits or programs involving housing development in the past five years. The State has not taken any other actions regarding the City's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures.

#### **BUILDING PERMITTING FEES AND CHARGES**

The building permit application process in Colonial Heights is expedited through a single consolidated permit application for all projects. On average a new house permit will take approximately fifteen to thirty days with a maximum of 60 days. Fees and charges are well below that of most local jurisdictions. No time limits for government review have been established in which failure to act, after the application is deemed complete by the government within a designated time period, results in automatic approval.

#### **COMPREHENSIVE PLAN HOUSING ELEMENT**

There is a housing element in the City's Comprehensive plan. Preservation of the housing stock and stabilization of residential areas are listed as a necessary and major priority of the City. An analysis of neighborhood areas exhibiting signs of deterioration was recommended and has been acted upon: Windshield Survey (2004) and Neighborhood Revitalization Plan (2005.) The plan recommends the exploration of funding sources for housing rehabilitation, including federal, state, and locally sponsored programs. Claiming the CDBG entitlement is the first step that is being taken in this direction.

#### **LAND USE & ZONING**

As the City only consists of approximately 8 square miles and most of it is built out, sprawl is not a concern and growth restrictions have not been deemed necessary.

The City of Colonial Heights has a variety of housing styles and subsequent price ranges. Duplexes in R3 districts must have a minimum floor area of 600 square feet each. The jurisdiction's zoning ordinance has also set minimum single house size requirements of 900 square feet for Residential Single Family Dwelling (R-2) and Single and Two-Family Dwelling (R-3) districts. A minimum floor area of 1,100 square feet is required in Residential Single Family (R-1) districts. Density and setbacks are based on the district zoning classifications and pre-existing housing stock. Although much of the City is zoned single family residential, there are 321 duplex units and 18 triplex units in the older sections of the City.

In addition, there are 15 apartment complexes. The City does not require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations. There is no policy in place that waives existing parking requirements for all affordable housing. As has been noted before, the five newest apartment complexes, including a designated senior apartment complex, all participate in the Low Income

Housing Tax Credit Program. The apartment manager for the Senior Apartments has observed that the residents could actually have used more parking spaces than was set aside for the project.

## 2. STRATEGY TO REMOVE BARRIERS TO AFFORDABLE HOUSING

In some cases, the current home-occupation regulation prohibiting home-based businesses may present a barrier to affordable housing. In the belief that compatible home uses will help strengthen home ownership opportunities and economic well-being without compromising neighborhood integrity, Strategy 3.1.3 of the Colonial Heights 2005 Neighborhood Revitalization Plan, proposes that home occupation regulations be brought in line with the current business practice of license issuance. The plan and strategies were approved by Council in March 2005. New home occupation Regulations are included in the Proposed Zoning ordinance. This new ordinance will be in final draft May of 2010.

## **HOMELESS**

### **Homeless Needs (91.205 (b) and 91.215 (c))**

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook

Homeless Needs— The jurisdiction must provide a concise summary of the nature and extent of homelessness in the jurisdiction, (including rural homelessness and chronic homelessness where applicable), addressing separately the need for facilities and services for homeless persons and homeless families with children, both sheltered and unsheltered, and homeless subpopulations, in accordance with Table 1A. The summary must include the characteristics and needs of low-income individuals and children, (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered. In addition, to the extent information is available, the plan must include a description of the nature and extent of homelessness by racial and ethnic group. A quantitative analysis is not required. If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates.

3-5 Year Strategic Plan Homeless Needs response:

#### **SUMMARY OF HOMELESS NEEDS**

A full assessment of homelessness has not yet been completed for the Greater Petersburg area. Point-In-Time Counts were conducted by the Southside/Petersburg Continuum of Care in 2008 and 2009. A Point-In-Time Count in the city was conducted on January 25, 2008 by members of the Southside Continuum of Care including the City's Neighborhood Revitalization Planner. No homeless unsheltered individuals were identified as being from Colonial Heights. However, it should be noted that it was a

particularly cold day (+/- 28 degrees Fahrenheit). The 2009 Count was reported by the COC as having no material changes from the prior year.

Two Colonial Heights Census Tracts were used in the sampling of the unsheltered count. Both tracts are in the southernmost sections of the City divided by route 1 (the Boulevard) and bordering the Appomattox River and the City of Petersburg. The area west of the Boulevard is considered a medium probability area. This is due to the fact that the western sample tract contains a large amount of wooded and undeveloped land on the waterfront. It is an easy place to congregate or set up makeshift shelter with the possibility of being undisturbed. The area east of the Boulevard is considered a low probability area. The eastern waterfront consistently borders private residences and therefore offers fewer opportunities. There are not a lot of vacant buildings or places to loiter in the City of Colonial Heights.

All sheltered count information was obtained at CARES and the Salvation Army Men's Shelter of Petersburg, Virginia. Petersburg is the only locality in the Southside Continuum of Care with shelter facilities. Therefore, all local clients were served at the aforementioned facilities. No data on race was provided for the Point-In-Time Counts.

Consultation with Homeward and Commonwealth Catholic Charities regional homeless services providers revealed that a total of 48 out of approximately 4900 sheltered persons in the Richmond Metro area between December 2008 and March 2010, gave a Colonial Heights address as their last permanent residence. Race was not specified in the data. This is less than 1% of the regional sheltered population that claimed Colonial Heights as a last place of residence.

Estimates of at risk population are not available for this jurisdiction.

### **Priority Homeless Needs**

1. Using the results of the Continuum of Care planning process, identify the jurisdiction's homeless and homeless prevention priorities specified in Table 1A, the Homeless and Special Needs Populations Chart. The description of the jurisdiction's choice of priority needs and allocation priorities must be based on reliable data meeting HUD standards and should reflect the required consultation with homeless assistance providers, homeless persons, and other concerned citizens regarding the needs of homeless families with children and individuals. The jurisdiction must provide an analysis of how the needs of each category of residents provided the basis for determining the relative priority of each priority homeless need category. A separate brief narrative should be directed to addressing gaps in services and housing for the sheltered and unsheltered chronic homeless.
2. A community should give a high priority to chronically homeless persons, where the jurisdiction identifies sheltered and unsheltered chronic homeless persons in its Homeless Needs Table - Homeless Populations and Subpopulations.

3-5 Year Strategic Plan Priority Homeless Needs response:

1. There are no targeted permanent or temporary housing options available to the homeless in Colonial Heights. All homeless services are provided on a regional basis at locations in the neighboring City of Petersburg, City of Hopewell, and Chesterfield County through the Southside Continuum of Care. Various church groups participate in activities to aid the homeless such as hosting homeless shelter dinners, keeping food pantries, providing toiletries and knitting blankets for the homeless.
2. Based on the Point-In-Time Count and consultations with various agencies, it may be concluded that there is not a significant homeless population in the City of Colonial Heights. Homeless needs are therefore most efficiently met on a regional basis. The majority of the City of Colonial Heights CDBG allocation will be employed in home repair grant program for lower income residents in the City.

### **Homeless Inventory (91.210 (c))**

The jurisdiction shall provide a concise summary of the existing facilities and services (including a brief inventory) that assist homeless persons and families with children and subpopulations identified in Table 1A. These include outreach and assessment, emergency shelters and services, transitional housing, permanent supportive housing, access to permanent housing, and activities to prevent low-income individuals and families with children (especially extremely low-income) from becoming homeless. The jurisdiction can use the optional Continuum of Care Housing Activity Chart and Service Activity Chart to meet this requirement.

3-5 Year Strategic Plan Homeless Inventory response:

#### **HOMELESS FACILITIES & SERVICES**

The following local agencies provide assistance to the homeless:

**AMERICAN RED CROSS: SOUTHSIDE AREA CHAPTER**  
3297A S Crater Rd  
Petersburg, VA 23805  
Phone (804) 733-5711

An inquiry on March 9, 2005, revealed that there was nobody from Colonial Heights staying at the Red Cross facility at the time. Staff indicated that although the Red Cross responds to approximately five house fires per year in the City of Colonial Heights, Colonial Heights residents seldom required shelter services.

**CARES, INC. (Crisis Assistance Response Emergency Shelter, Inc.)**  
244 Halifax Street, Petersburg, VA 23803 (804) 861-0849  
Provides meals, child care, clothing, workshops, phone access, travel assistance, referrals to additional resources, 24-hour shelter, and limited financial assistance to qualifying individuals and families. It has 20 beds and serves women and children. At present CARES is not able to provide shelter for men or boys over the age of twelve. Referrals are given to those it cannot assist.

**CARES SERVICE CENTER**  
120 East Washington Street, Petersburg, VA 23803 (804) 861-6191  
Provide non-shelter services, including food (CARES gives out approximately 150 food baskets every month), clothing, travel and limited homelessness prevention assistance is available to individuals and families in the community at this location.

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COLONIAL HEIGHTS/CHESTERFIELD DEPARTMENT OF SOCIAL SERVICES  
9501 Lucy Corr Circle  
The Wagner Building  
Chesterfield, VA 23832  
Phone: (804) 748-1100  
Fax: (804) 717-6294  
<http://www.co.chesterfield.va.us/HumanServices/SocialServices>  
The Colonial Heights/Chesterfield Department of Social Services administers social services for the City of Colonial Heights. The social workers do not recall any homeless clients from Colonial Heights. Adult Services in Chesterfield County were also consulted and found no known homeless clients from Colonial Heights.

DISTRICT 19 COMMUNITY SERVICES BOARD  
Homeless Services  
20 West Bank Street, Petersburg, VA 23803  
(804) 863-1689/ 862-8003  
Crisis Intervention, Hopewell 541-6704  
District 19 serves the City of Colonial Heights and neighboring localities. The District 19 CSB Colonial Heights Office also offers assistance to the non-homeless special needs population such as children and adults who have or who are at risk of mental illness, serious emotional disturbance, mental retardation, or substance use disorders. (See Non-Homeless Special Needs Section)

SALVATION ARMY MEN'S SHELTER  
835 Commerce St  
Petersburg, VA 23803  
Petersburg Phone: (804) 861-0561  
Richmond Office: (804) 732-8449  
The Salvation Army Men's Shelter provides shelter and transitional housing for single men. Emergency assistance for individuals and families, such as help with food, utilities, rent, and disaster relief is provided through the Richmond Salvation Army Office.

SOUTHSIDE/PETERSBURG CONTINUUM OF CARE  
United Way of Greater Richmond & Petersburg  
135 S. Adams Street  
Petersburg, VA 23803  
Phone: (804) 861-9330  
The Continuum of Care coordinates homeless planning and program development with the goal of eliminating homelessness and moving homeless individuals and families into affordable permanent housing.

UNITED WAY OF HOPEWELL-PRINCE GEORGE  
210 N. 2nd Avenue, Hopewell, VA 23860 (804) 541-3969  
United Way provides resources for needed human services including food for the hungry, shelter for homeless and abused, disaster and emergency services, and youth development. [www.unitedwayofhopewell.org](http://www.unitedwayofhopewell.org)

YWCA  
Chesterfield County 796-3066

The YWCA provides shelter for women and children; individual crisis and support group counseling; referrals to medical care, legal assistance, and other community resources.

### **Homeless Strategic Plan (91.215 (c))**

1. Homelessness— Describe the jurisdiction's strategy for developing a system to address homelessness and the priority needs of homeless persons and families (including the subpopulations identified in the needs section). The jurisdiction's strategy must consider the housing and supportive services needed in each stage of the process which includes preventing homelessness, outreach/assessment, emergency shelters and services, transitional housing, and helping homeless persons (especially any persons that are chronically homeless) make the transition to permanent housing and independent living. The jurisdiction must also describe its strategy for helping extremely low- and low-income individuals and families who are at imminent risk of becoming homeless.
2. Chronic homelessness—Describe the jurisdiction's strategy for eliminating chronic homelessness by 2012. This should include the strategy for helping homeless persons make the transition to permanent housing and independent living. This strategy should, to the maximum extent feasible, be coordinated with the strategy presented Exhibit 1 of the Continuum of Care (CoC) application and any other strategy or plan to eliminate chronic homelessness. Also describe, in a narrative, relationships and efforts to coordinate the Conplan, CoC, and any other strategy or plan to address chronic homelessness.
3. Homelessness Prevention—Describe the jurisdiction's strategy to help prevent homelessness for individuals and families with children who are at imminent risk of becoming homeless.
4. Institutional Structure—Briefly describe the institutional structure, including private industry, non-profit organizations, and public institutions, through which the jurisdiction will carry out its homelessness strategy.
5. Discharge Coordination Policy—Every jurisdiction receiving McKinney-Vento Homeless Assistance Act Emergency Shelter Grant (ESG), Supportive Housing, Shelter Plus Care, or Section 8 SRO Program funds must develop and implement a Discharge Coordination Policy, to the maximum extent practicable. Such a policy should include “policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.” The jurisdiction should describe its planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how the community will move toward such a policy.

3-5 Year Homeless Strategic Plan response:

### **Emergency Shelter Grants (ESG)**

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

3-5 Year Strategic Plan ESG response:

## **COMMUNITY DEVELOPMENT**

### **Community Development (91.215 (e))**

\*Please also refer to the Community Development Table in the Needs.xls workbook

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), – i.e., public facilities, public improvements, public services and economic development.
2. Describe the basis for assigning the priority given to each category of priority needs.
3. Identify any obstacles to meeting underserved needs.
4. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

NOTE: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

3-5 Year Strategic Plan Community Development response:

The City is not using CDBG funding for community development needs

### **Antipoverty Strategy (91.215 (h))**

1. Describe the jurisdiction's goals, programs, and policies for reducing the number of poverty level families (as defined by the Office of Management and Budget and revised annually). In consultation with other appropriate public and private agencies, (i.e. TANF agency) state how the jurisdiction's goals, programs, and policies for producing and preserving affordable housing set forth in the housing component of the consolidated plan will be coordinated with other programs and services for which

the jurisdiction is responsible.

2. Identify the extent to which this strategy will reduce (or assist in reducing) the number of poverty level families, taking into consideration factors over which the jurisdiction has control.

**3-5 Year Strategic Plan Antipoverty Strategy response:**

2. No direct reduction of poverty levels will be attempted with the CDBG program in the City.

**Low Income Housing Tax Credit (LIHTC) Coordination (91.315 (k))**

1. (States only) Describe the strategy to coordinate the Low-income Housing Tax Credit (LIHTC) with the development of housing that is affordable to low- and moderate-income families.

**3-5 Year Strategic Plan LIHTC Coordination response:**

Five apartment complexes, including a designated senior apartment complex participate in the Low Income Housing Tax Credit Program. Under the LIHTC program, tenants may not have initial incomes greater than 50% or 60% of the area median income, adjusted for family size. The median income limits are revised on a fiscal year basis by HUD. The maximum rent that may be charged to low-income tenants is 30% of the maximum income for a qualified low-income household.

Currently there are no plans for new multifamily apartment development in the City. Any use of LIHTC will be closely coordinated through the planning office which administers the CDBG program

<b>LIHTC Apartments City of Colonial Heights, VA</b>			
<b>Apartments</b>	<b>Units</b>	<b>Yr. Built</b>	
DUNLOP FARMS SENIOR APTS.	88	2001	
CLEARFIELD	144	1993	
OAKS AT DUNLOP	144	1990	
RIVERVIEW APARTMENTS	88	2003	
TERRACE VIEW	62	1998	
<b>Total Units</b>	<b>526</b>		

**NON-HOMELESS SPECIAL NEEDS**

**Specific Special Needs Objectives (91.215)**

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve over a specified time period.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

3-5 Year Non-homeless Special Needs Analysis response:

**Non-homeless Special Needs (91.205 (d) and 91.210 (d)) Analysis (including HOPWA)**

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Estimate, to the extent practicable, the number of persons in various subpopulations that are not homeless but may require housing or supportive services, including the elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction, victims of domestic violence, and any other categories the jurisdiction may specify and describe their supportive housing needs. The jurisdiction can use the Non-Homeless Special Needs Table (formerly Table 1B) of their Consolidated Plan to help identify these needs.  
\*Note: HOPWA recipients must identify the size and characteristics of the population with HIV/AIDS and their families that will be served in the metropolitan area.
2. Identify the priority housing and supportive service needs of persons who are not homeless but may or may not require supportive housing, i.e., elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction by using the Non-homeless Special Needs Table.
3. Describe the basis for assigning the priority given to each category of priority needs.
4. Identify any obstacles to meeting underserved needs.
5. To the extent information is available, describe the facilities and services that assist persons who are not homeless but require supportive housing, and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.
6. If the jurisdiction plans to use HOME or other tenant based rental assistance to assist one or more of these subpopulations, it must justify the need for such assistance in the plan.

3-5 Year Non-homeless Special Needs Analysis response:

1. Non-homeless special needs housing is provided regionally or locally through private housing providers. All things being equal, the CDBG Home Repair Program will continue to give priority to the elderly and the disabled. Numbers for unmet non-homeless special needs housing are not available.

The Census Bureau estimates that by the year 2020, one in every six Americans will be over the age of 65. That translates to 16.7%. In the year 2000, seniors over the age of 65 made up 18.6% of the total population in the City of Colonial Heights. The Census 2000 figure for the State of Virginia was 11.2%. For the United States it was 12.4%. In

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## **Colonial Heights**

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Colonial Heights, the number of householders over the age of 65 was 1,954 or 27.8% of the City's total householders.

If the protected class definition of elderliness (people aged 55+) is used, almost one third of the population of the City of Colonial Heights was elderly in 2000. As elsewhere in the United States, due to greater longevity and the aging of the Baby Boomers, this group continues to increase.

<b>Age</b>	<b>Census 2000</b>	<b>Percentage of Total City of Colonial Heights Population</b>
<b>55 to 59 years</b>	901	5.3%
<b>60 to 64 years</b>	849	5%
<b>65 to 74 years</b>	1,624	9.6%
<b>75 to 84 years</b>	1,176	7%
<b>85 years and over</b>	344	2%
<b>Population Protected under Elderliness</b>	<b>4,894</b>	<b>29%</b>

Source US Decennial Census, City of Colonial Heights

The City is aware of this demographic trend and provides various programs and activities for the elderly through the Senior Citizen Center. The Senior Citizen Center is adjacent to the Community Building at 157 Roanoke Avenue. It is open Monday through Friday, 8:30 a.m. to 4:30 p.m. The Center is open to adults 55 years of age and older who are City Residents.

2. Accessibility and other non-homeless special housing needs are currently being met primarily by the Crater District Area Agency on Aging in addition to the CDBG funded home repair program. Program participation is based on income level (140% poverty) and not age. Their programs include weatherization and accessibility grants. In addition to weatherization and accessibility services, the Crater District Area Agency on Aging also provides services such as light house keeping help for those in need of assistance. Citizens applying for the 2007-8 emergency home repair grants will also be referred to the Crater District Area Agency on Aging as needed. The number of City of Colonial Heights residents assisted in FY2007 is not known as of this writing.

Elder Homes of Richmond now has a Tri Cities Office located in Petersburg and can provide emergency home repair and handicap modifications low to moderate income Colonial Heights citizens. As of 2008, Elder Homes has assisted six (6) City of Colonial Heights residents.

The Colonial Heights Department of Youth and Human Services, in cooperation with the Planning Department, have used their Community Service youth and youth volunteers to help those who through physical incapacity were unable to do certain small maintenance and household chores. The Youth and Human Services Office has expressed a desire and a willingness to continue with these efforts in the coming fiscal year.

Virginia Tax Credits are available for qualifying accessibility improvements as delineated on the Virginia Department of Taxation webpage as follows:

### **HOME ACCESSIBILITY FEATURES FOR THE DISABLED CREDIT**

You may qualify to claim this credit if you install, or hire someone to install, one or more accessibility features in an existing home to make it accessible to disabled individuals, provided such features are not otherwise required by law.

Accessibility features that qualify for the credit include:

1. a no-step entrance allowing access into the residence
2. interior passage doors providing a thirty-two inch wide clear opening
3. reinforcements in bathroom walls and installations of grab bars around the toilet, tub, shower
4. light switches and outlets placed in accessible locations
5. universal design features or those accessibility or adaptability features prescribed in the Virginia Uniform Statewide Building Code.

The credit is equal to 25% of the total cost of such features, or \$500, whichever is less. The allowable credit may not exceed your tax liability. Unused credits may be carried forward for five years.

You must apply for and receive certification for the credit before claiming it on your tax return. File Form HAC (Home Accessibility Credit) with the Department of Taxation, Tax Credit Unit, P. O. Box 715, Richmond, VA 23218-0715. Applications must be received by March 15 of the year following the year in which the work was completed.

The total amount of tax credits that can be approved by the Department of Taxation for any taxable year is limited to \$1.0 million. If the total credits requested exceed this amount, the Department will prorate the amount of each credit.

Complete Schedule CR, Part XX, to claim the credit.

Reference: Virginia Code 58.1 - 339.7.

Retrieved 2/24/08, from the Virginia Department of Taxation webpage,  
<http://www.tax.virginia.gov/site.cfm?alias=taxcredit2#accessibility>

### **Housing Opportunities for People with AIDS (HOPWA)**

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. The Plan includes a description of the activities to be undertaken with its HOPWA Program funds to address priority unmet housing needs for the eligible population. Activities will assist persons who are not homeless but require supportive housing, such as efforts to prevent low-income individuals and families from becoming homeless and may address the housing needs of persons who are homeless in order to help homeless persons make the transition to permanent housing and independent living. The plan would identify any obstacles to meeting underserved needs and summarize the priorities and specific objectives, describing how funds made available will be used to address identified needs.
2. The Plan must establish annual HOPWA output goals for the planned number of households to be assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. The plan can also describe the special

features or needs being addressed, such as support for persons who are homeless or chronically homeless. These outputs are to be used in connection with an assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.

3. For housing facility projects being developed, a target date for the completion of each development activity must be included and information on the continued use of these units for the eligible population based on their stewardship requirements (e.g. within the ten-year use periods for projects involving acquisition, new construction or substantial rehabilitation).
4. The Plan includes an explanation of how the funds will be allocated including a description of the geographic area in which assistance will be directed and the rationale for these geographic allocations and priorities. Include the name of each project sponsor, the zip code for the primary area(s) of planned activities, amounts committed to that sponsor, and whether the sponsor is a faith-based and/or grassroots organization.
5. The Plan describes the role of the lead jurisdiction in the eligible metropolitan statistical area (EMSA), involving (a) consultation to develop a metropolitan-wide strategy for addressing the needs of persons with HIV/AIDS and their families living throughout the EMSA with the other jurisdictions within the EMSA; (b) the standards and procedures to be used to monitor HOPWA Program activities in order to ensure compliance by project sponsors of the requirements of the program.
6. The Plan includes the certifications relevant to the HOPWA Program.

**3-5 Year Strategic Plan HOPWA response:**

The City does not Receive HOPWA funding

#### **Specific HOPWA Objectives**

1. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

**3-5 Year Specific HOPWA Objectives response:**

N/A

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#### **OTHER NARRATIVE**

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Include any Strategic Plan information that was not covered by a narrative in any other section.

**Colonial Heights****Housing Market Analysis***Complete cells in blue.***Housing Stock Inventory**

Vacancy Rate	0 & 1 Bedroom	2 Bedrooms	3+ Bedroom	Total	Substandard Units
	302	1160	588	2050	125
	30	693	4018	4741	57
8%	22	114	33	169	
2%	4	34	38	76	
Total Units Occupied & Vacant	358	2001	4677	7036	182
<u>Rents: Applicable FMRs (in \$s)</u>	596 & 673	785	1091-1674		
	576 & 617	741	856-1153		
<b>Rent Affordable at 30% of 50% of MFI (in \$s)</b>					
<b>Public Housing Units</b>					
Occupied Units	0	0	0	0	0
Vacant Units	0	0	0	0	0
Total Units Occupied & Vacant	0	0	0	0	0
<b>Rehabilitation Needs (in \$s)</b>	0	0	0	0	

Housing Needs Table		Grantee:																
		Only complete blue sections. Do Not Complete Orange Sections																
Housing Needs - Comprehensive Housing Affordability Strategy (CHAS) Data Housing Problems		Current % of Households	Current Number of Households	3 Year Quantities						Total Households	Households with a Disabled Member	Occupied Residential Units	Occupied Residential Units in lead-Hazard Housing	# of Households in lead-Hazard Housing				
Elderly	All other household			Year 1	Year 2	Year 3	Year 4	Year 5	Multi-Year									
Household Income <=30% MFI	Renter	Elderly	Large Related	100%	89	54	54	54	54	54	54	100%	127	N	328			
				Any housing problems	62.9	54	0	0	0	0	0	0	0	55.1	70			
				Cost Burden > 30%	62.9	54	0	0	0	0	0	0	0	55.1	70			
		Elderly	Small Related	Cost Burden >50%	47.2	42	0	0	0	0	0	0	0	55.1	70			
				NUMBER OF HOUSEHOLDS	100%	84	54	54	54	54	54	54	100%	127	N	328		
				With Any Housing Problems	78.6	65	0	0	0	0	0	0	0	0	0	Y		
		Elderly	All other household	Cost Burden > 30%	78.6	65	0	0	0	0	0	0	0	0	0	Y		
				Cost Burden >50%	52.4	44	0	0	0	0	0	0	0	0	0	Y		
				NUMBER OF HOUSEHOLDS	100%	84	54	54	54	54	54	54	100%	127	N	328		
		Elderly	Large Related	With Any Housing Problems	100	4	0	0	0	0	0	0	0	0	0	0	Y	
				Cost Burden > 30%	100	4	0	0	0	0	0	0	0	0	0	0	Y	
				Cost Burden >50%	0	0	0	0	0	0	0	0	0	0	0	0	Y	
Household Income 30 to < =50% MFI	Renter	Elderly	All other household	NUMBER OF HOUSEHOLDS	100%	102	54	54	54	54	54	54	100%	161	Y	518		
				With Any Housing Problems	49	50	3	0	3	0	3	0	0	0	0	0	Y	
				Cost Burden > 30%	49	50	0	0	0	0	0	0	0	0	0	0	Y	
		Elderly	Small Related	Cost Burden >50%	23.5	24	0	0	0	0	0	0	0	0	0	0	0	Y
				NUMBER OF HOUSEHOLDS	100%	31	54	54	54	54	54	54	100%	161	N	518		
				With Any Housing Problems	78.4	29	2	0	2	0	2	0	0	0	0	0	0	Y
		Elderly	Large Related	Cost Burden > 30%	78.4	29	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden >50%	78.4	29	0	0	0	0	0	0	0	0	0	0	0	Y
				NUMBER OF HOUSEHOLDS	100%	102	54	54	54	54	54	54	100%	161	N	518		
		Elderly	All other household	With Any Housing Problems	100	10	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden > 30%	100	10	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden >50%	100	10	0	0	0	0	0	0	0	0	0	0	0	Y
Household Income >30 to < =50% MFI	Renter	Elderly	All other household	NUMBER OF HOUSEHOLDS	100%	30	54	54	54	54	54	54	100%	161	Y	518		
				With Any Housing Problems	62.9	54	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden > 30%	62.9	54	0	0	0	0	0	0	0	0	0	0	0	Y
		Elderly	Small Related	Cost Burden >50%	37.1	28	0	0	0	0	0	0	0	0	0	0	0	Y
				NUMBER OF HOUSEHOLDS	100%	133	54	54	54	54	54	54	100%	161	Y	518		
				With Any Housing Problems	65.7	114	0	0	0	0	0	0	0	0	0	0	0	Y
		Elderly	Large Related	Cost Burden > 30%	65.7	114	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden >50%	6	8	0	0	0	0	0	0	0	0	0	0	0	Y
				NUMBER OF HOUSEHOLDS	100%	61	54	54	54	54	54	54	100%	161	Y	518		
		Elderly	All other household	With Any Housing Problems	93.4	57	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden > 30%	93.4	57	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden >50%	24.6	15	0	0	0	0	0	0	0	0	0	0	0	Y
Household Income >30 to < =50% MFI	Renter	Elderly	All other household	NUMBER OF HOUSEHOLDS	100%	125	54	54	54	54	54	54	100%	161	Y	518		
				With Any Housing Problems	88.8	111	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden > 30%	85.6	107	0	0	0	0	0	0	0	0	0	0	0	Y
		Elderly	Small Related	Cost Burden >50%	42.4	53	0	0	0	0	0	0	0	0	0	0	0	Y
				NUMBER OF HOUSEHOLDS	100%	262	54	54	54	54	54	54	100%	161	Y	518		
				With Any Housing Problems	13.4	35	3	0	3	0	3	0	0	0	0	0	0	Y
		Elderly	Large Related	Cost Burden > 30%	13.4	35	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden >50%	8.8	23	0	0	0	0	0	0	0	0	0	0	0	Y
				NUMBER OF HOUSEHOLDS	100%	51	54	54	54	54	54	54	100%	161	Y	518		
		Elderly	All other household	With Any Housing Problems	70.6	36	2	0	2	0	2	0	0	0	0	0	0	Y
				Cost Burden > 30%	70.6	36	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden >50%	27.5	14	0	0	0	0	0	0	0	0	0	0	0	Y
Household Income >50 to < =80% MFI	Renter	Elderly	All other household	NUMBER OF HOUSEHOLDS	100%	245	54	54	54	54	54	54	100%	270	N	1138		
				With Any Housing Problems	26.3	20	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden > 30%	21.1	16	0	0	0	0	0	0	0	0	0	0	0	Y
		Elderly	Small Related	Cost Burden >50%	0	0	0	0	0	0	0	0	0	0	0	0	0	Y
				NUMBER OF HOUSEHOLDS	100%	265	54	54	54	54	54	54	100%	270	N	1138		
				With Any Housing Problems	9.8	26	0	0	0	0	0	0	0	0	0	0	0	Y
		Elderly	Large Related	Cost Burden > 30%	6.8	15	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden >50%	0	0	0	0	0	0	0	0	0	0	0	0	0	Y
				NUMBER OF HOUSEHOLDS	100%	25	54	54	54	54	54	54	100%	270	N	1138		
		Elderly	All other household	With Any Housing Problems	34.1	88	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden > 30%	34.1	88	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden >50%	0	1	0	0	0	0	0	0	0	0	0	0	0	Y
Household Income >50 to < =80% MFI	Owner	Elderly	All other household	NUMBER OF HOUSEHOLDS	100%	516	54	54	54	54	54	54	100%	270	N	1138		
				With Any Housing Problems	13.2	68	1	0	1	0	1	0	0	0	0	0	0	Y
				Cost Burden > 30%	13.2	68	0	0	0	0	0	0	0	0	0	0	0	Y
		Elderly	Small Related	Cost Burden >50%	2.9	15	0	0	0	0	0	0	0	0	0	0	0	Y
				NUMBER OF HOUSEHOLDS	100%	296	54	54	54	54	54	54	100%	270	N	1138		
				With Any Housing Problems	35.1	104	3	0	3	0	3	0	0	0	0	0	0	Y
		Elderly	Large Related	Cost Burden > 30%	35.1	104	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden >50%	0	0	0	0	0	0	0	0	0	0	0	0	0	Y
				NUMBER OF HOUSEHOLDS	100%	32	54	54	54	54	54	54	100%	270	N	1138		
		Elderly	All other household	With Any Housing Problems	25	6	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden > 30%	12.5	4	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden >50%	12.5	4	0	0	0	0	0	0	0	0	0	0	0	Y
Household Income >50 to < =80% MFI	Owner	Elderly	Small Related	NUMBER OF HOUSEHOLDS	100%	127	54	54	54	54	54	54	100%	270	N	1138		
				With Any Housing Problems	48.6	62	0	0	0	0	0	0	0	0	0	0	0	Y
				Cost Burden > 30%	48.6	62	0	0	0	0	0	0	0	0	0	0	0	Y
		Elderly	Large Related	Cost Burden >50%	3.1	4	0	0	0	0	0	0	0	0	0	0	0	Y
				NUMBER OF HOUSEHOLDS	100%	14	0	14	0	14	0	14	0	0	0	0	0	Y
				With Any Housing Problem	14	0	14	0	14	0	14	0	0	0	0	0	0	Y
Household Income >50 to < =80% MFI	Owner	Elderly	All other household	Total Households	1	14	0	14	0	14	0	14</td						

Non-Homeless Special Needs Including HOPWA			Needs	Currently Available	GAP	3-5 Year Quantities										Total		
						Year 1		Year 2		Year 3		Year 4*		Year 5*				
Housing Needed	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Actual	% of Goal					
	52. Elderly	88	88	0	0	0	0	0	0	0	0	0	0	0	0	0		
	53. Frail Elderly	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	54. Persons w/ Severe Mental Illness	17	17	0	0	0	0	0	0	0	0	0	0	0	0	0		
	55. Developmentally Disabled	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0		
	56. Physically Disabled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	57. Alcohol/Other Drug Addicted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	58. Persons w/ HIV/AIDS & their families	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	59. Public Housing Residents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Total	108	108	0	0	0	0	0	0	0	0	0	0	0	0	0		
Supportive Services Needed	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Actual	% of Goal					
	60. Elderly	3144	3144	0	0	0	0	0	0	0	0	0	0	0	0	0		
	61. Frail Elderly	344	344	0	0	0	0	0	0	0	0	0	0	0	0	0		
	62. Persons w/ Severe Mental Illness	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	63. Developmentally Disabled	48	48	0	0	0	0	0	0	0	0	0	0	0	0	0		
	64. Physically Disabled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	65. Alcohol/Other Drug Addicted	133	133	0	0	0	0	0	0	0	0	0	0	0	0	0		
	66. Persons w/ HIV/AIDS & their families	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0		
	67. Public Housing Residents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Total	3670	3670	0	0	0	0	0	0	0	0	0	0	0	0	0		

## Continuum of Care Homeless Population and Subpopulations Chart

Part 1: Homeless Population	Sheltered		Un-sheltered	Total	Colonial Heights	
	Emergency	Transitional			Data Quality	
1. Homeless Individuals	0	0	0	0	(N) enumerations	▼
2. Homeless Families with Children	0	0	0	0		
2a. Persons in Homeless with Children Families	0	0	0	0		
Total (lines 1 + 2a)	0	0	0	0		

Part 2: Homeless Subpopulations	Sheltered		Un-sheltered	Total	Colonial Heights	
	Data Quality		(N) enumerations	▼		
1. Chronically Homeless		0	0	0		
2. Severely Mentally Ill		0	0	0		
3. Chronic Substance Abuse		0	0	0		
4. Veterans		0	0	0		
5. Persons with HIV/AIDS		0	0	0		
6. Victims of Domestic Violence		0	0	0		
7. Youth (Under 18 years of age)		0	0	0		

Part 3: Homeless Needs Table: Individuals	Needs	Currently Available	Gap	5-Year Quantities					Total			Priority H. M. L.	Plan to Fund? Y/N	Fund Source: CDBG, HOME, HOPWA, ESG or Other			
				Year 1		Year 2		Year 3		Year 4	Year 5						
				Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Actual	% of Goal			
Beds	Emergency Shelters	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N	C
	Transitional Housing	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N	C
	Permanent Supportive Housing	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N	C
	Total	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N	C
	Chronically Homeless																

Part 4: Homeless Needs Table: Families	Needs	Currently Available	Gap	5-Year Quantities					Total			Priority H. M. L.	Plan to Fund? Y/N	Fund Source: CDBG, HOME, HOPWA, ESG or Other			
				Year 1		Year 2		Year 3		Year 4	Year 5						
				Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Actual	% of Goal			
Beds	Emergency Shelters	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N	C
	Transitional Housing	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N	C
	Permanent Supportive Housing	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N	C
	Total	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N	C

Completing Part 1: Homeless Population. This must be completed using statistically reliable, unduplicated counts or estimates of homeless persons in sheltered and unsheltered locations at a one-day point in time. The counts must be from: (A) administrative records, (N) enumerations, (S) statistically reliable samples, or (E) estimates. The quality of the data presented in each box must be identified as: (A), (N) (S) or (E).

Completing Part 2: Homeless Subpopulations. This must be completed using statistically reliable, unduplicated counts or estimates of homeless persons in sheltered and unsheltered locations at a one-day point in time. The numbers must be from: (A) administrative records, (N) enumerations, (S) statistically reliable samples, or (E) estimates. The quality of the data presented in each box must be identified as: (A), (N), (S) or (E).

**Sheltered Homeless.** Count adults, children and youth residing in shelters for the homeless. "Shelters" include all emergency shelters and transitional shelters for the homeless, including domestic violence shelters, residential programs for runaway/homeless youth, and any hotel/motel/apartment voucher arrangements paid by a public/private agency because the person or family is homeless. Do not count: (1) persons who are living doubled up in conventional housing; (2) formerly homeless persons who are residing in Section 8 SRO, Shelter Plus Care, SHP permanent housing or other permanent housing units; (3) children or youth, who because of their own or a parent's homelessness or abandonment, now reside temporarily and for a short anticipated duration in hospitals, residential treatment facilities, emergency foster care, detention facilities and the like; and (4) adults living in mental health facilities, chemical dependency facilities, or criminal justice facilities.

**Unsheltered Homeless.** Count adults, children and youth sleeping in places not meant for human habitation. Places not meant for human habitation include streets, parks, alleys, parking ramps, parts of the highway system, transportation depots and other parts of transportation systems (e.g. subway tunnels, railroad car), all-night commercial establishments (e.g. movie theaters, laundromats, restaurants), abandoned buildings, building roofs or stairwells, chicken coops and other farm outbuildings, caves, campgrounds, vehicles, and other similar places.

blic Services	Public Facilities and Improvements	5-Year Quantities														
		Needs	Current	Gap	Year 1		Year 2		Year 3		Year 4		Year 5		Cumulative	
					Goal	Actual	Goal	Actual								
	<b>Housing and Community Development Activities</b>															
01	Acquisition of Real Property 570.201(a)	0	0	0										0	0	
02	Disposition 570.201(b)	0	0	0										0	0	
	03 Public Facilities and Improvements (General) 570.201(c)	0	0	0										0	0	
	03A Senior Centers 570.201(c)	0	0	0										0	0	
	03B Handicapped Centers 570.201(c)	0	0	0										0	0	
	03C Homeless Facilities (not operating costs) 570.201(c)	0	0	0										0	0	
	03D Youth Centers 570.201(c)	0	0	0										0	0	
	03E Neighborhood Facilities 570.201(c)	0	0	0										0	0	
	03F Parks, Recreational Facilities 570.201(c)	0	0	0										0	0	
	03G Parking Facilities 570.201(c)	0	0	0										0	0	
	03H Solid Waste Disposal Improvements 570.201(c)	0	0	0										0	0	
	03I Flood Drain Improvements 570.201(c)	0	0	0										0	0	
	03J Water/Sewer Improvements 570.201(c)	0	0	0										0	0	
	03K Street Improvements 570.201(c)	0	0	0										0	0	
	03L Sidewalks 570.201(c)	0	0	0										0	0	
	03M Child Care Centers 570.201(c)	0	0	0										0	0	
	03N Tree Planting 570.201(c)	0	0	0										0	0	
	03O Fire Stations/Equipment 570.201(c)	0	0	0										0	0	
	03P Health Facilities 570.201(c)	0	0	0										0	0	
	03Q Abused and Neglected Children Facilities 570.201(c)	0	0	0										0	0	
	03R Asbestos Removal 570.201(c)	0	0	0										0	0	
	03S Facilities for AIDS Patients (not operating costs) 570.201(c)	0	0	0										0	0	
	03T Operating Costs of Homeless/AIDS Patients Programs	0	0	0										0	0	
04	Clearance and Demolition 570.201(d)	0	0	0										0	0	
04A	Clean-up of Contaminated Sites 570.201(d)	0	0	0										0	0	
	05 Public Services (General) 570.201(e)	0	0	0										0	0	
	05A Senior Services 570.201(e)	0	0	0										0	0	
	05B Handicapped Services 570.201(e)	0	0	0										0	0	
	05C Legal Services 570.201(E)	0	0	0										0	0	
	05D Youth Services 570.201(e)	0	0	0										0	0	
	05E Transportation Services 570.201(e)	0	0	0										0	0	
	05F Substance Abuse Services 570.201(e)	0	0	0										0	0	
	05G Battered and Abused Spouses 570.201(e)	0	0	0										0	0	
	05H Employment Training 570.201(e)	0	0	0										0	0	
	05I Crime Awareness 570.201(e)	0	0	0										0	0	
	05J Fair Housing Activities (if CDBG, then subject to 570.201(e)	0	0	0										0	0	
	05K Tenant/Landlord Counseling 570.201(e)	0	0	0										0	0	
	05L Child Care Services 570.201(e)	0	0	0										0	0	

**Pu**

05M Health Services 570.201(e)	0	0	0															0	0
05N Abused and Neglected Children 570.201(e)	0	0	0															0	0
05O Mental Health Services 570.201(e)	0	0	0															0	0
05P Screening for Lead-Based Paint/Lead Hazards Poison 570.201(e)	0	0	0															0	0
05Q Subsistence Payments 570.204	0	0	0															0	0
05R Homeownership Assistance (not direct) 570.204	0	0	0															0	0
05S Rental Housing Subsidies (if HOME, not part of 5% 570.204	0	0	0															0	0
05T Security Deposits (if HOME, not part of 5% Admin c	0	0	0															0	0
06 Interim Assistance 570.201(f)	0	0	0															0	0
07 Urban Renewal Completion 570.201(h)	0	0	0															0	0
08 Relocation 570.201(i)	0	0	0															0	0
09 Loss of Rental Income 570.201(j)	0	0	0															0	0
10 Removal of Architectural Barriers 570.201(k)	0	0	0															0	0
11 Privately Owned Utilities 570.201(l)	0	0	0															0	0
12 Construction of Housing 570.201(m)	0	0	0															0	0
13 Direct Homeownership Assistance 570.201(n)	0	0	0															0	0
14A Rehab; Single-Unit Residential 570.202	0	0	0															0	0
14B Rehab; Multi-Unit Residential 570.202	0	0	0															0	0
14C Public Housing Modernization 570.202	0	0	0															0	0
14D Rehab; Other Publicly-Owned Residential Buildings 570.202	0	0	0															0	0
14E Rehab; Publicly or Privately-Owned Commercial/Indu 570.202	0	0	0															0	0
14F Energy Efficiency Improvements 570.202	0	0	0															0	0
14G Acquisition - for Rehabilitation 570.202	0	0	0															0	0
14H Rehabilitation Administration 570.202	0	0	0															0	0
14I Lead-Based/Lead Hazard Test/Abate 570.202	0	0	0															0	0
15 Code Enforcement 570.202(c)	0	0	0															0	0
16A Residential Historic Preservation 570.202(d)	0	0	0															0	0
16B Non-Residential Historic Preservation 570.202(d)	0	0	0															0	0
17A CI Land Acquisition/Disposition 570.203(a)	0	0	0															0	0
17B CI Infrastructure Development 570.203(a)	0	0	0															0	0
17C CI Building Acquisition, Construction, Rehabilitat 570.203(a)	0	0	0															0	0
17D Other Commercial/Industrial Improvements 570.203(a)	0	0	0															0	0
18A ED Direct Financial Assistance to For-Profits 570.203(b)	0	0	0															0	0
18B ED Technical Assistance 570.203(b)	0	0	0															0	0
18C Micro-Enterprise Assistance	0	0	0															0	0
19A HOME Admin/Planning Costs of PJ (not part of 5% Ad	0	0	0															0	0
19B HOME CHDO Operating Costs (not part of 5% Admin ca	0	0	0															0	0
19C CDBG Non-profit Organization Capacity Building	0	0	0															0	0
19D CDBG Assistance to Institutes of Higher Education	0	0	0															0	0
19E CDBG Operation and Repair of Foreclosed Property	0	0	0															0	0
19F Planned Repayment of Section 108 Loan Principal	0	0	0															0	0
19G Unplanned Repayment of Section 108 Loan Principal	0	0	0															0	0
19H State CDBG Technical Assistance to Grantees	0	0	0															0	0

	20 Planning 570.205	0	0	0										0	0	
	21A General Program Administration 570.206	1	0	1	1		1	1		1	1			5	0	
	21B Indirect Costs 570.206	0	0	0										0	0	
	21D Fair Housing Activities (subject to 20% Admin cap) 570.206	0	0	0										0	0	
	21E Submissions or Applications for Federal Programs 570.206	0	0	0										0	0	
	21F HOME Rental Subsidy Payments (subject to 5% cap)	0	0	0										0	0	
	21G HOME Security Deposits (subject to 5% cap)	0	0	0										0	0	
	21H HOME Admin/Planning Costs of PJ (subject to 5% cap)	0	0	0										0	0	
	21I HOME CHDO Operating Expenses (subject to 5% cap)	0	0	0										0	0	
	22 Unprogrammed Funds	0	0	0										0	0	
HOPWA	31J Facility based housing – development	0	0	0										0	0	
	31K Facility based housing - operations	0	0	0										0	0	
	31G Short term rent mortgage utility payments	0	0	0										0	0	
	31F Tenant based rental assistance	0	0	0										0	0	
	31E Supportive service	0	0	0										0	0	
	31I Housing information services	0	0	0										0	0	
	31H Resource identification	0	0	0										0	0	
	31B Administration - grantee	0	0	0										0	0	
	31D Administration - project sponsor	0	0	0										0	0	
CDBG	Acquisition of existing rental units	0	0	0										0	0	
	Production of new rental units	0	0	0										0	0	
	Rehabilitation of existing rental units	0	0	0										0	0	
	Rental assistance	0	0	0										0	0	
	Acquisition of existing owner units	0	0	0										0	0	
	Production of new owner units	0	0	0										0	0	
	Rehabilitation of existing owner units	0	0	0										0	0	
	Homeownership assistance	0	0	0										0	0	
	Acquisition of existing rental units	0	0	0										0	0	
HOME	Production of new rental units	0	0	0										0	0	
	Rehabilitation of existing rental units	0	0	0										0	0	
	Rental assistance	0	0	0										0	0	
	Acquisition of existing owner units	0	0	0										0	0	
	Production of new owner units	0	0	0										0	0	
	Rehabilitation of existing owner units	0	0	0										0	0	
	Homeownership assistance	0	0	0										0	0	
	<b>Totals</b>	1	0	1	1	0	1	0	1	0	1	0	1	0	5	0



# City of Colonial Heights, Virginia CDBG 6th Program Year Action Plan-2010-2011

Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

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## Executive Summary

### OVERVIEW

In the continuing belief that the future availability of affordable, safe, and sanitary housing relies on preserving and maintaining the City's older housing stock, CDBG funds for Program Year 5 will be directed primarily towards an emergency home repair program for LMI homeowners in the Violet Bank-Flora Hill, Shepherd Stadium, Westover-Snead and Toll House Planning Districts.

In Program Year 4, a total of Thirteen (13) households with housing problems were served. Program year 5 is still underway. All participating households qualify as low-mod based on the HUD FY 2008 published income limits for the area. Of the thirteen households served, 36% have incomes that fall below 30% of the median family income (MFI) for the area; 36% fall below 50% of the MFI; and 18% fall under 80% of the MFI. The majority of the households (73%) are senior or disabled. In addition, 85% of the households, including non-senior or disabled are female-headed. Year 6 activities very closely mirror Years 1 to 5 activities with changes only in the service area. Throughout the grant cycle, there has generally been a very positive citizen response to the Emergency Home Repair Program.

The 2009-2010 CDBG entitlement for the City of Colonial Heights is \$94,232. Approximately 90% or \$84,732-of the total funds will be awarded in home repair grants to assist LMI homeowners with housing problems citywide. The remaining 10% or \$9,500 will be set aside to partially cover program administration expenses.

### PROGRAM PARTICIPATION PROCESS

The program is administered by the Department of Planning and Community Development. In 2009-2010, it will serve approximately 13 households with housing problems whose incomes are at or below 80% of the MFI and who own and reside in single family homes within the city limits. One time program grants will be distributed based on income eligibility (See FY 2008 HUD Income Limits table below) and need. All things being equal, priority will be given to the elderly and the disabled. Withstanding extraordinary circumstances, grants will be capped at \$8,000.

TABLE 1.1

Number of Persons in Household	Maximum Income*
1	\$41,000
2	\$46,850
3	\$52,700
4	\$58,550
5	\$63,250
6	\$67,900
7	\$72,600
8	\$77,300

\* FY 2009 HUD Income Limits (Richmond MSA)

Recipients must complete a home repair grant application. Assistance with the application is provided as needed. A copy of the 2010-2011 CDBG Home Repair Grant Program application is attached (Appendix Y4B.) The need for the home repair and the completed work will be verified by the City of Colonial Heights Building Inspectors and/or by the CDBG Program Manager.

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## **ELIGIBLE & INELIGIBLE ACTIVITIES**

Eligible activities under this program are physical improvements, adaptations or modifications which are not of a cosmetic nature and are required to remove possible health and safety hazards, including barriers to habitability. Qualifying activities include repairs or replacement of mechanical, electrical, plumbing and structural systems which show obvious signs of deterioration (or require emergency repair or replacement); lead hazard evaluation and reduction (See Environmental Compliance below); and modifications made to increase safety and independence to the residences of elderly or physically handicapped persons such as wheelchair ramps, railings, tub cuts, accessible kitchen cabinets, and grab bars needed by physically disabled or elderly persons.

### **Emergency Repairs Which May Qualify For a Grant:**

- Structural repairs to the roof, ceiling, walls, floors, stairs, railing, banisters, etc., where hazards exist
- Roof repair or replacement
- Plumbing repairs
- Repair/replacement of heating and/or cooling systems
- Electrical repairs where hazards exist or are necessary to install heating system
- Accessibility improvements needed by physically disabled or elderly persons such as wheelchair ramps, hand railings, grab bars, kitchen and bathroom adaptations, or doorway widening
- Lead hazard evaluation and reduction

Funds made available under the CDBG Home Repair Program may not be used to make purely cosmetic repairs or physical improvements. Repairs to storage sheds, outbuildings, garages or any structure not attached to the living unit and costs associated with any necessary pre-work clearing or clean-up activities are also not eligible for CDBG assistance.

## **ENVIRONMENTAL COMPLIANCE**

In order to comply with Section 106 of the National Historic Preservation Act, a programmatic agreement to help preserve the character defining features of the participating properties has been made with the Department of Historic Resources (Appendix Y3B). A new five year Programmatic Agreement is under development after the 2005- 010 agreement expires.

Lead-based paint testing will be required for all pre 1978 homes participating in the CDBG Home Repair Program if paint surfaces will be disturbed and there are children under the age of six years in the household. If not previously tested, children under the age of six years will also be tested for elevated lead blood levels. The Environmental Protection Agency handbook "The Lead-Based Paint Pre-Renovation Education Rule" (EPA-747-B99-004) and the "Protect Your Family from Lead in Your Home" (EPA-747-K-99-01) handbook will continue to be distributed to all participating contractors and grant recipients. Staff will develop a new lead based paint program based on the "Renovate Right" brochure developed by EPA and effective Dec 22, 2008. Attached please find a copy of the new brochure "Protect Your Family from Lead in Your Home." (Appendix Y4B)

## Narrative Responses

### General Questions

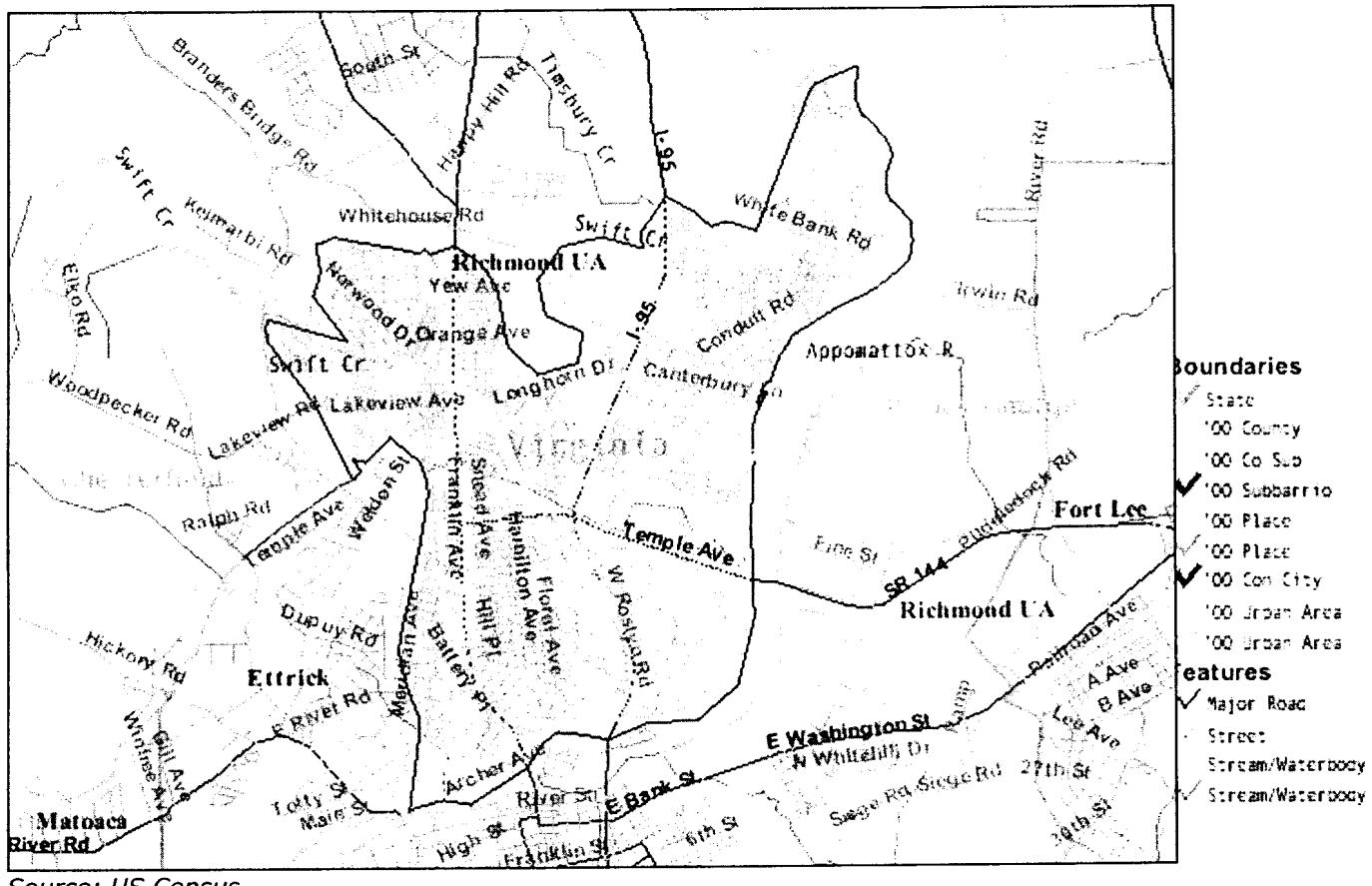
1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a) (1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

#### **Action Plan General Questions response:**

1. The City of Colonial Heights is located in southeastern Virginia, 20 miles south of Richmond, Virginia's state capital, and 120 miles south of the nation's capital. The City of Petersburg lies directly across the Appomattox River. The City is bordered to the south by Petersburg, to the east by the Appomattox River, and by Chesterfield County to the north. Colonial Heights has a land area of 8.15 square miles or 5,216 acres. This area is divided into 10 planning districts.

Year 5 Program Assistance will primarily continue to target extremely low to moderate income homeowners in four planning districts: Violet Bank-Flora Hill, Shepherd Stadium, Westover-Snead and Toll House. Over 90% of the 2009-2010 funds will be used to serve these target areas and to assist extremely low-moderate income emergency needs.

Approximately 90% or \$84,732 of the total \$ 94,232 Year 6 CDBG directly allocated for emergency repairs will be awarded in home repair grants to assist LMI homeowners with housing problems citywide. In addition up to 10% of all funding will be used to cover the increasing costs of administrative expenses elsewhere in the City of Colonial Heights.

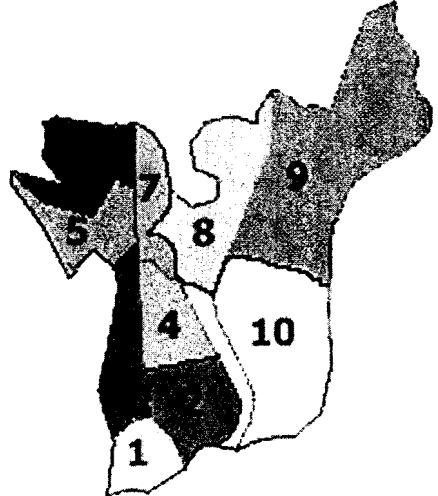


Source: US Census

#### PLANNING DISTRICT MAP

The City of Colonial Heights has ten official planning districts:

- 1) Oak Hill
- 2) Violet Bank-Flora Hill
- 3) Shepherd Stadium
- 4) Westover-Snead
- 5) Lakeview
- 6) Sherwood Hills
- 7) Toll House
- 8) Ellerslie
- 9) Fort Clifton
- 10) Mount Pleasant-Southpark



Borders often approximately follow US Census Tracts.

Program Assistance will primarily continue to target extremely low to moderate income homeowners citywide. Approximately 90% or \$84,734 of the total \$ 94,232 Year 6 CDBG allocation will be awarded for emergency repairs will be awarded in home repair grants to assist LMI homeowners with housing problems citywide. The remaining 10% (\$9,500) will be used to cover the increasing costs of program administrative expenses in the City of Colonial Heights. The following excerpts from the neighborhood strategies plan give an overview of the City by planning districts.

### **Oak Hill District**

The Oak Hill Neighborhood District takes its name from Oak Hill, the most popular name for this area. The area is also widely known as Archer's Hill. Oak Hill is also the name of a private residence (built c. 1825) on Carroll Avenue which is on the National Register of Historic Places. The Oak Hill District is bounded on the north by Dupuy and Bradsher Avenues, on the south by the Appomattox River, on the west by the Chesterfield County Line, and on the east by the Boulevard. The bordering properties with a Bradsher Avenue or Boulevard address are included in this district. Dupuy Avenue addresses in the 100 and 200 blocks are also included.

### **Violet Bank-Flora Hill District**

The Violet Bank-Flora Hill Neighborhood District takes its name from the Violet Bank Museum (built c. 1800) and the Flora Hill Neighborhood. The Violet Bank Museum is on the National Register of Historic Places. The areas are popularly known by both names. The Violet Bank-Flora Hill District is bounded on the north by Westover Avenue, on the south by the Appomattox River, on the west by the Boulevard, and on the east by the Seaboard Coastline Right of Way. Properties with a Westover Avenue or Boulevard address are not included in this district. City Assessment records show that this area was almost fully developed from 1911 to 1940. Approximately 60% of the City's pre 1940 houses are located here.

### **Shepherd Stadium District**

The Shepherd Stadium Neighborhood District takes its name from the much beloved nearby Shepherd Stadium. The Shepherd Stadium Neighborhood District is bounded on the north by the CSXT Railroad Right of Way, on the south by Bradsher and Dupuy Avenues, on the west by the Chesterfield County Line, and on the east by the Boulevard. Boulevard addresses are included in this district. Properties on Dupuy Avenue, East of Bradsher Avenue are not included. Bradsher Avenue is also not included in this district. City Assessment records show that most of this area was developed from 1914 to 1960.

### **Westover-Snead District**

The Westover-Snead Neighborhood District does not have a popularly identifiable name. Residents usually refer to their own individual streets and subdivision names. The name Westover-Snead references Westover Avenue, the district's southern boundary and Snead Avenue which runs north to south, parallel to the Boulevard from James Avenue to Spring Drive. The Westover-Snead Neighborhood District is bounded on the north by Old Town Creek, on the south by East Westover Avenue, on the west by the Boulevard, and on the east by the Seaboard Coastline Right of Way. Properties with East Westover Avenue addresses are included in this district, and properties with Boulevard addresses are not included. City Assessment records show that the majority of this area was developed from 1940 to 1970.

### **Lakeview Neighborhood District**

The Lakeview Neighborhood District takes its name from Lakeview Avenue which runs across it from east to west. The neighborhood is popularly known as Lakeview. The

Lakeview Neighborhood District is bounded on the north by Swift Creek Lake and Sherwood Drive, on the south by the CSXT Railroad Right of Way, on the west by the Chesterfield County Line, and on the east by the Boulevard. Boulevard addresses are included in this district. Sherwood Drive addresses are not included.

City Assessment records show that most of this area was developed between 1950 and 1960. The southeastern section of this district also experienced new residential single-family development (Cedar Trace Subdivision) from 2000 to 2004.

### **Sherwood Hills Neighborhood District**

The Sherwood Hills Neighborhood District takes its name from the subdivision which makes up most of the area. It is popularly called Sherwood Hills. The Sherwood Hills District is bounded on the north by the Chesterfield County Line, on the south by Swift Creek Lake and Sherwood Drive, on the west by the Chesterfield County Line, and on the east by Swift Creek and the Boulevard. Boulevard addresses are included in this district. Sherwood Drive addresses are also included. City Assessment records show that the majority of this area was developed in the 1960's.

### **Toll House Neighborhood District**

The Toll House Neighborhood District does not have a popularly identifiable name. Residents usually refer to their own individual streets. The name Toll House references a toll gate which once stood on the Boulevard when the road was a turnpike. The Toll House Neighborhood District is bounded on the north by Swift Creek, on the south by Old Town Creek, on the west by the Boulevard, and on the east by Swift Creek and the CSXT Rail Road Right of Way. Properties with a Boulevard address are not included. Various apartment and multi-family dwellings are located between Ellerslie Avenue and the Boulevard. These account for the lower than average homeownership rate. Assessment records show that the majority of the residential properties were built in the 1960's.

### **Ellerslie Neighborhood District**

The Ellerslie Neighborhood District is comprised of the Dunlop Farms area and the neighborhood directly to the south of it. The neighborhoods are divided by Ellerslie Avenue. The Ellerslie mansion (built c. 1856,) which is located within Dunlop Farms, is on the National Register of Historic Places. Dunlop Farms, a PUD, is always called Dunlop Farms. The neighborhood to the south is usually referenced by street names or by its subdivision name, Old Town. The Ellerslie Neighborhood District is bounded on the north by Swift Creek, on the south by Old Town Creek, on the east by Interstate 95, and on the west by the CSXT Rail Road Right of Way.

City Assessment records show that the northern part of this district (Dunlop Farms PUD) was developed from 1982-2003. The southern portion was developed in sections from 1956 to 1983. The northernmost section (the last large undeveloped area in the City) is slated for development.

### **Fort Clifton Neighborhood District**

The Fort Clifton Neighborhood District does not have a popularly identifiable name. Residents usually refer to their own individual streets and subdivision names. The name Fort Clifton references the Fort Clifton Archeological Site (c.1850) which is on the National Register of Historic Places. The Fort Clifton Neighborhood District is bounded on the north by Swift Creek, on the south by Ellerslie Avenue and Yacht Basin Drive, on the east by the Appomattox River, and on the west by Interstate 95. Yacht Basin Drive addresses are included in this district.

City Assessment records show that with a couple of exceptions, the oldest homes date from 1960. The area is still being developed.

### Mount Pleasant-Southpark Neighborhood District

The Mount Pleasant-Southpark Neighborhood District combines the Mount Pleasant and Southpark areas. The areas are popularly referred to by both names. The Mount Pleasant-Southpark District is bounded on the north by Ellerslie Avenue, Yacht Basin Drive, and Old Town Creek, on the south and east by the Appomattox River, and on the west by Interstate 95 and the Seaboard Rail Road Line. Yacht Basin Drive addresses are not included in this district. City Assessment records show that residential development in this area took from 1960 to 2003. TAZ 2000 Census data indicates that this area contains a small zone (TAZ 145) that is 100% owner occupied and has the lowest median income in the City. The same area has a very high percentage (61.8%) of residents over the age of 65.

District	Pop	% Pop	# HH	Owner Occupied	Poverty	Median HH income	65+	25-64	Vacant	Workers(16+)	Disabled Workers
OH	640	3.8%	225	68.60%	1.6%	\$51,530	13.3%	55.0%	3.8%	300	10.0%
VB	2645	15.7%	1,120	72.30%	10.7%	\$29,375 to \$41,980	16.6%	51.4%	5.2%	1050	21.0%
SS	1980	11.7%	835	58.10%	9.0%	\$32,410 to \$71,250	14.0%	50.7%	5.6%	755	20.5%
WS	1320	7.8%	625	68.0%	2.9%	\$24,165 to \$49,375	23.1%	43.5%	6.7%	525	15.6%
LV	1195	7.1%	555	36.9%	7.9%	\$32,000 to \$36,540	8.7%	50.5%	4.2%	585	10.9%
SH	1345	8.0%	595	91.6%	7.0%	\$61,500 to \$63,375	31.6%	50.2%	4.2%	585	21.4%
TH	1220	7.2%	550	41.8%	7.3%	\$35,700 to \$36,485	14.8%	50.7%	6.0%	620	21.0%
EL	1865	11.0%	720	62.5%	4.2%	\$32,900 to \$40,850	27.3%	43.4%	4.7%	735	7.5%
FC	4045	23.9%	1,535	93.8%	2.0%	\$58,440 to \$98,200	15.3%	54.6%	1.9%	1805	9.1%
MP	640	3.8%	250	84.0%	5.6%	\$23,960 to \$58,070	28.6%	45.3%	1.8%	185	18.9%

2. As the city ages most of the districts are experiencing significant concentrations of factors of concern such as older housing, deteriorating infrastructure, lower income residents, and maintenance and building code violations. A Rental Inspection Program targeting the Violet Bank- Flora Hill and Shepherd Stadium districts was established on January 2007. In 2009 the Westover-Snead and Toll House Districts were added to the rental inspection program. The previous consolidated plan only targeted these areas, but the unmet demand for services throughout all districts prompted the expansion of CDBG to consider applications city wide for those persons in need, consistent with the guidelines established for the program.

3. As in the past years, in program Year 6, assistance with filling out the applications will be provided to all who request it. House visits will be made when there are mobility constraints or the applicant lacks transportation. All things being equal, when awarding the grants, priority will continue to be given to the elderly and the disabled.

Notice of the availability of funds for this program has been given through the local newspapers, city website, and posted at City Hall, the Senior Citizen Center, and the Colonial Heights Public Library. In addition, citizens who live in the participating neighborhoods and are receiving a real estate tax exemption will be individually notified. The Commissioner of the Revenue's Real Estate Tax Exemption Program is based on age and/or disability status, income and assets. This revised action plan will be posted on the City's web page no later than July 10, 2010

Colonial Heights does not have a significant non-English speaking population. However, interpreters are available within the community and encouraged when needed. Program assistance will be directed towards citywide homeowner occupied housing rehab

A potential obstacle to meeting underserved needs is that some of the people who are in need may be intimidated by the bureaucratic process and uncomfortable with the necessary detailed financial disclosures.

## **Managing the Process**

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

### **Action Plan Managing the Process response:**

1. The City of Colonial Heights through the Department of Planning and Community Development is the lead agency responsible for the administration of the CDBG Home Repair Program. This department is in an advantageous position to carry out the CDBG Emergency Home Repair Program as zoning, building code violations and building permits and inspections are all processed through this department. The City of Colonial Heights

Department of Planning and Community Development consist of two Planners, three Building Inspectors, one part-time Code Enforcement Officer and an Administrative Assistant.

2. In preparing this report, the Planning Department sought and received information and/or feedback from both public and private agencies, such as the Virginia Employment Commission, the Colonial Heights Chamber of Commerce, the Virginia Department of Health, Colonial Heights/Chesterfield Department of Social Services, Housing Opportunities Made Equal, United Way Services, Southside Contiuum of Care, Crater Regional Planning District Commission, Crater District Agency on Aging, District 19 CSB, Elder Homes Corp., Virginia Housing and Development Authority, Rebuilding together Petersburg, Meals on Wheels, local LITC participant property management staff, CARES of Petersburg, The Salvation Army Men's Shelter in Petersburg, The Petersburg Red Cross Office, Colonial Heights Senior Citizen Center, the Colonial Heights Department on Youth and Human Services, various other City of Colonial Heights Departments, and numerous citizens.

There continues to be widespread community support for the CDBG program. The decision to use the CDBG entitlement funds for this program flows from the priority the City collectively places on revitalizing areas in the City which are experiencing the greatest economic and physical improvement needs. The plan is similar to the previous consolidated plan program with updated service areas.

3. There is a regional network of housing assistance providers consisting of public and not-for profit agencies already in place. The Crater District Area Agency on Aging, Rebuilding Together of Petersburg, and Elder Homes of Richmond all have significant experience in home rehab. Rebuilding Elder Homes now has a Tri Cities Office and can provide emergency home repair and handicap modifications to low to moderate income Colonial Heights citizens. As of this writing, Elder Homes has served ten (10) Colonial Heights residents since 2006. Collaboration with Elder Homes has resulted in leveraging CDBG dollars to provide more services to households eligible for both programs.

No accessibility needs and emergency home repair referrals were received from local church groups, regional agencies such as the District 19 CSB and the Colonial Heights/Chesterfield Department of Social Services. In Program Years 1 through 5 the City of Colonial Heights Commissioner of the Revenue provided the Planning Department with a list of elderly and/or disabled homeowners who were eligible for tax relief based on age and/or disability status and income, and assets. Grant applications were sent to all of the tax relief participants who have not yet received the grant and live in the target areas. The Planning Department received a very good response from these households. This process will be repeated again in Year 6.

As in the past, we will continue to solicit help from the Health Department and Lead Safe Virginia with blood lead testing and other lead and health information as needed.

## **Citizen Participation\***

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.

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\* \*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

**Program Year 5 Action Plan Citizen Participation response:**

**1. INTRODUCTION**

In accordance with HUD requirements under federal regulation 24 CFR 91.105, the City of Colonial Heights must adopt a Citizen Participation Plan (CPP) that sets forth the City's policies and procedures for citizen participation under the five-year Consolidated Plan and subsequent Action Plans. The CPP will apply to all City departments involved in the Consolidated Plan development, selection and administrative processes. Following is the City's CPP for the 2010-2011 - 2013/2014 Five Year Consolidated Plan which will be coordinated by the Department of Planning and Community Development.

**ENCOURAGEMENT OF CITIZEN PARTICIPATION**

Citizen participation is an essential component of community planning. In addition to informally welcoming input in the initial development of the Consolidated Plan and throughout the process, a public meeting was held to solicit citizen comments on April 13, 2010 in City Hall. This meeting presented the citizen's with an overview of the CDBG Entitlement Program, the Consolidate plan process and the City's CDBG project ideas. Colonial Heights does not have a significant non-English speaking population. Interpreters are available within the community and encouraged when needed.

The City will encourage citizen participation in any future ammendments to the Consolidated Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), the CPP and any amendments to it. A neighborhood participation meeting will be convened each year prior to the development of the next year's Annual Action Plan to review and comment on program performance and direction. The City will notify neighborhood residents and invite input by appropriate communication means.

**2. In Process**

3. Notifications for the public hearing was published in The Progress Index on February 28, 2010. Notification was made at least 15 days prior to the hearings. Public hearing notifications were also posted throughout City Hall, on the City website, and in the Colonial Heights Public Library. Special accommodations for handicapped individuals are made available through the City Manager's Office. The City Hall entrance doors are equipped with automatic doors to improve handicap accessibility.

In order to ensure that interested citizens who were unable to attend the second meeting had an opportunity to comment on the Consolidated Plan Draft, copies were made available from March 10, 2010 to April 10, 2010 at the Colonial Heights Public Library, Colonial Heights Senior Citizen Center, City Clerk's Office, and Department or Planning and Community Development Office. A summary of the Consolidated Plan Draft was posted on the City website on March 10, 2010. Citizens wishing to provide input were asked to contact the CDBG program coordinator with their comments within a 30 day public comment period.

**4. None received**

## **Institutional Structure**

1. Describe actions that will take place during the next year to develop institutional structure.

### **Action Plan Institutional Structure response:**

1. The solicitation and procurement of contractor services will continue to be performed in cooperation with the City of Colonial Heights Procurement Office which is part of the Department of Finance. The City has been working with a pool of dependable contractors who are interested in participating in the program and continues to encourage wider participation.

## **Monitoring**

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

### **Action Plan Monitoring response:**

1. One-time home repair grants will continue to be distributed based on need. All recipients must complete a grant application which describes the eligible activities and conditions. The application includes a Fair Housing notice and delineates recipient eligibility based on HUD determined income limits by household size (See Table 1.1) Proof of ownership, IRS documents and/or evidence of other proof of income, banking information, and proof of paid property taxes or exemption, and homeowner's insurance will continue to be required. A copy of the 2009-2010 CDBG Home Repair Grant Program application is attached (Appendix Y4A.)

The types of activities eligible under this program are physical improvements, adaptations or modifications which are not of a cosmetic nature and are required to remove possible health and safety hazards such as: repair or replacement of mechanical, electrical, plumbing and structural systems which show obvious signs of deterioration (or require repair or replacement); lead hazard evaluation and reduction if necessary (See Environmental Compliance Section).

Accessibility improvements or modifications to the residences of elderly or physically handicapped persons such as wheelchair ramps, railings, tub cuts, accessible kitchen cabinets, and grab bars also eligible activities under this program.

Funds made available under the CDBG Home Repair Program may not be used to make purely cosmetic repairs or physical improvements. Repairs to storage sheds, outbuildings, garages or any structure not attached to the living unit are also not eligible for assistance.

The need for proposed repairs and the inspection of the completed work will be verified by the CDBG Program Manager and the City of Colonial Heights Building Official or a designated Building Inspector. The Building Official and Building Inspectors adhere to the Uniform Statewide Building Code. Price quotes will be verified and approved by the Department of Planning and Community Development. The verifications and other processes will be documented in each program participant's confidential file which will be

kept on site in the Department of Planning & Community Development office at 201 James Ave.

In order to comply with Section 106 of the National Historic Preservation Act and to help preserve the character defining features of the participating properties, the City of Colonial Heights has entered into a Programmatic Agreement with the Department of Historic Resources and the Advisory Council on Historic Preservation that may govern the scope and nature of the permitted rehabilitation work (Appendix Y4B.) As in the previous years, a reference list of housing by year built in the target areas will be used to assure compliance with the programmatic agreement.

## **Lead-based Paint**

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families.

### **Action Plan Lead-based Paint response:**

1. As of this writing, the Virginia Department of Health has no local data on lead contamination by neighborhoods or geographical areas within the City. There is also no listing of properties which have undergone lead paint abatement in the City.

Lead paint screening is done by both the School Department and the Colonial Heights branch of the Virginia Department of Health. Colonial Heights is not considered a high risk locality for lead paint. The latest Lead Safe Virginia Report (2006) shows that out of the 321 children tested only one (.3%) had elevated blood lead levels.

However, given the high number of pre 1978 housing units in the target areas, any home repair involving painted surfaces will take the possibility of lead paint into consideration. Lead-based paint testing and/or a lead paint risk assessment as well as safe work practices will be performed for all pre 1978 homes participating in the CDBG Home Repair Program if above de minimis paint surfaces will be disturbed by the work performed under the program.\*

If not previously tested, the program will encourage all household children under the age of six years to be tested for elevated blood lead levels.

The Environmental Protection Agency pamphlets "The Lead-Based Paint Pre-Renovation Education Rule" (EPA-747-B99-004) and "Protect Your Family from Lead in Your Home" (EPA747-K-99-001) will continue to be distributed to all participating contractors and grant recipients. Staff will develop a new lead based paint program based on the "Renovate Right" brochure developed by EPA and effective Dec 22, 2008.

\*De minimis exception to safe work practices:

§ 35.1350 (d) De minimis levels. Safe work practices are not required when maintenance or hazard reduction activities do not disturb painted surfaces that total more than:  
(1) 20 square feet (2 square meters) on exterior surfaces;  
(2) 2 square feet (0.2 square meters) in any one interior room or space; or  
(3) 10 percent of the total surface area on an interior or exterior type of component with a small surface area. Examples include window sills, baseboards, and trim.

## Housing

### **Specific Housing objectives\***

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

#### **Action Plan Specific Objectives response:**

1. Improving property maintenance and home rehabilitation continues to be a City priority. The Housing component of the City's Comprehensive Plan, Objectives 7 & 9 state:

#7 Promote the rehabilitation of older single family housing units in need of repair.

#9 Promote neighborhood revitalization efforts to stabilize older residential areas prior to their serious decline.

Addressing deteriorating building conditions due to lack of owner funds with the help of CDBG funds is mentioned in Strategy 1.1.6 in the City's Neighborhood Report adopted by City Council in March 2005. Strategy 1.1.6 reads in part "Prepare required five-year HUD Consolidated Plan and yearly Action Plan to receive the yearly Community Development Block Grant entitlement funds the City has been forfeiting. HUD's mission to provide safe housing is in sync with our need to address deteriorating building conditions due to lack of owner funds."

In Program Year 5, a total of thirteen (21) new households with housing problems are being served. All participating households qualified as low-mod based on the HUD FY 2009 published income limits for the area. Of these participating households, four had income that fell below 30% of the median family income (MFI) for the area; four fell below 50% of the MFI; and two fell under 80% of the MFI. Seventy-two (72) % of the households were senior or disabled. Nine of the households, including non-senior or disabled were female-headed.

Owner households in the Violet Bank-Flora Hill, Shepherd Stadium, Westover-Snead and Toll House Planning Districts with housing problems and income at or below 80% MFI will continue to be the targeted groups. All things being equal, priority will continue to be given to qualified elderly and the disabled households.

Due to the increasing cost of construction and extent of needed repairs and modifications, the maximum grant amount will remain at \$8,000. It is expected that approximately thirteen (21) new households will be served in Year 5.

Of these 21 new households, it is estimated that 45% will have special needs. All of the housing units that will be repaired are affordable housing. (See HUD Table 3B) Based on the previous year's program participation, it is estimated that approximately 65% of the grantees will have incomes below 50% of the MFI and approximately 35% of the grantees will have incomes below 80% of the MFI. Note that it is extremely difficult

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\* \*Please also refer to the Housing Needs Table in the Needs.xls workbook.\*

to predict the demographics of program participation with any accuracy as we do not have a lot of data to help us determine this and participation is not only governed by eligibility and need but also by willingness to disclose personal information and request help.

2. The 2010-11 Community Development Block Grant will be used to address the home repair needs identified in the plan. No other federal or State funds are to be directly used in carrying out Year 5 home repairs. However, though not administered by the City of Colonial Heights, there are many federal, state and local resources that aid in the provision of housing to low income households in the City. Following is a partial list.

## **SECTION 8**

There are no Section 8 or public housing complexes in the City of Colonial Heights. However, as of this writing, there are sixty-one (61) Section 8 vouchers being used in the City. Approximately 31% of these vouchers are being used in our CDBG target areas. They are distributed as follows: 78.7 % of the voucher holders are households that qualify as extremely low income (under 30% MFI), 16.4% of the voucher holders are very low income (50% MFI), and 4.9% are low income (under 80% MFI). Their use continues to be geographically well-distributed throughout the City and consists of both single family homes and apartments. There is no particular concentration of voucher holders by race, ethnicity, elderliness or disability in any area.

The City does not directly provide rental assistance. This is done through the Chesterfield/Colonial Heights Department of Social Services. The Chesterfield Department of Social Services recently noted that the waiting list for the vouchers has been frozen and that there are currently over 100 people on their list. Vouchers transferred from other localities and out of state has been an issue which has kept the waiting list stagnant. They foresee no change in the status of the current vouchers.

Chesterfield/Colonial Heights  
Department of Social Services  
9501 Lucy Corr Circle  
The Wagner Building  
Chesterfield, VA 23832  
Phone: (804) 748-1100  
Fax: (804) 717-6294

## **LOW-INCOME HOUSING TAX CREDITS**

The five newest apartment complexes in the City all participate in the Low Income Housing Tax Credit (LIHTC) Program. Their program agreement stipulates that 40% of the apartments be set aside for residents with an income at or below 60% of the City's median income. To date, most if not all of the 525 LIHTC apartment units have been set aside for tenants at or below 60% of the City's median income. One hundred and seventy six (176) of these 526 LIHTC apartment units are not reflected in the Census 2000 data as they were built after the year 2000. The addition of these units should significantly increase the ratio of affordable housing opportunities for lower income households. All of these complexes are handicap accessible. One is a designated senior apartment complex with 88 dwelling units.

## **GRANTING FREEDOM PROGRAM**

The Granting Freedom program pays for modifications to make living spaces more accessible for servicemen and women who sustained injury during service in a combat

theatre of operations. The funds can be used to widen doorways, add ramps, install grab bars in bathrooms, or to make other modifications that facilitate mobility and safety. The program has over \$1 million available to pay for modifications to houses and apartments. Granting Freedom operates on a first-come, first-served basis.

For additional information and grant applications visit:

[http://www.vhda.com/vhda\\_com/apps/DocumentLibrary/document\\_load.asp?docid=937](http://www.vhda.com/vhda_com/apps/DocumentLibrary/document_load.asp?docid=937)

### **LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LEAP)**

LEAP provides funds to reduce the heating and cooling costs for low-income families and improve homes energy efficiency. This program also provides direct funding to help with heating and cooling utility bills through the Energy Assistance Program at the Department of Social Services.

Virginia Department of Housing & Community Development (VHCD)

The Jackson Center

501 North Second Street

Richmond, Virginia 23219-1321

Telephone: (804) 371-7000

[http://www.eere.energy.gov/weatherization/cfm/index.cfm/state\\_abbr=va](http://www.eere.energy.gov/weatherization/cfm/index.cfm/state_abbr=va)

### **MEALS ON WHEELS**

The Meals on Wheels program provides meals to seniors, people with disabilities, and disadvantaged populations." They provide low-cost, nutritionally sound meals to homebound adults regardless of their ability to pay. Breakfast, lunch and sandwiches are delivered during the once per day delivery. Lunch is usually a hot meal. Most foods are pre-prepared so that they can just be heated in a microwave for a couple of minutes if necessary. A microwave grant is available to those who do not have one. Meals are delivered in advance for holidays on which they are closed.

On June 1, 2005, Meals on Wheels expanded its service area to the Tri-Cities. They currently serve 22 clients from the City of Colonial Heights. There is no one from Colonial Heights on their waiting list

### **NUTRITION AND WEATHERIZATION ASSISTANCE**

Basic weatherization assistance needs for very low income residents will continue to be met by the Crater District Area Agency on Aging Weatherization Program. This program serves the population based on income (below 140% poverty level), not age. The Crater District Area Agency on Aging also provides accessibility grants, a nutrition program and services such as light house keeping help for those in need of assistance. They served a total of five (5) Colonial Heights residents in FY2007.

Crater District Area Agency on Aging

23 Seyler Drive

Petersburg, VA 23805-9243

Phone: 804-732-7020      Fax: 804-732-7232

E-mail: [gmason@cdaaa.org](mailto:gmason@cdaaa.org)

Web site: <http://www.cdaaa.org>

### **VHDA ACCESSIBILITY GRANTS**

The Virginia Housing Development Authority (VHDA), in association with the Virginia Department of Housing and Community Development (DHCD), The Fannie Mae

Foundation and the Christopher Reeves Paralysis Foundation has \$50,000 in grant funds available to help pay for accessibility modification work for rental units. Funds can be used for any work needed to make the unit accessible for a disabled individual. The funds are available on a first come/first served basis, up to \$1,500 per dwelling unit. In order to qualify, the resident's income must be at or below 80% of the area median income. A copy of the application is available at:  
[http://www.vhda.com/vhda\\_com/apps/DocumentLibrary/document\\_load.asp?docid=2449](http://www.vhda.com/vhda_com/apps/DocumentLibrary/document_load.asp?docid=2449)

## **Needs of Public Housing**

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

### **Action Plan Public Housing Strategy response:**

There is no public housing in the City of Colonial Heights.

## **Barriers to Affordable Housing**

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

### **Action Plan Barriers to Affordable Housing response:**

1. A common barrier to affordable housing is a lack of information. The Department of Planning and Community Development will screen the Home Repair Applications to see if the applicants are also eligible for the real estate tax exemption for persons who are disabled or over the age of 65 and are not taking advantage of this program. The Commissioner of the Revenue's Office provides a real estate tax exemption for owner-occupied properties owned by persons 65 years or older or who are permanently and totally disabled. To qualify for the exemption, the household income must not exceed \$40,000 and assets (excluding value of home and land up to one acre) must not exceed \$80,000. The income-based tax exemptions range from 10% to 100%. The maximum yearly tax exemption is \$1,600.

The City will continue to promote the Assessor's Rehabilitation Tax Program which allows partial exemption from real estate taxes (tax relief) for qualifying rehabilitated or renovated structures. For those properties which qualify, the initial increases in real estate taxes resulting from rehabilitation or renovation will be excused for ten years.

The City will continue to encourage homeownership by promoting locally held homeownership classes. Homeownership Education Classes, co-sponsored by the Virginia

Housing Development Authority (VHDA), are regularly held at the new conference room at the Colonial Heights Public Library on the third Saturday of the month.

## **HOME/ American Dream Down payment Initiative (ADDI)**

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
  - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
  - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
  - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
  - a. Describe the planned use of the ADDI funds.
  - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
  - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

**Action Plan HOME/ADDI response:** Colonial Heights does not receive HOME funds.

**HOMELESS**

## **Specific Homeless Prevention Elements\***

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

### **Action Plan Special Needs response:**

#### **SUMMARY OF HOMELESS NEEDS**

A full assessment of homelessness has not yet been completed for the Greater Petersburg area. Point-In-Time Counts were conducted by the Southside/Petersburg Continuum of Care in 2008 and 2009. A Point-In-Time Count in the city was conducted on January 25, 2008 by members of the Southside Continuum of Care including the City's Neighborhood Revitalization Planner. No homeless unsheltered individuals were identified as being from Colonial Heights. However, it should be noted that it was a particularly cold day (+/- 28 degrees Fahrenheit). The 2009 Count was reported by the COC as having no material changes from the prior year.

Two Colonial Heights Census Tracts were used in the sampling of the unsheltered count. Both tracts are in the southernmost sections of the City divided by route 1 (the Boulevard) and bordering the Appomattox River and the City of Petersburg. The area west of the Boulevard is considered a medium probability area. This is due to the fact that the western sample tract contains a large amount of wooded and undeveloped land on the waterfront. It is an easy place to congregate or set up makeshift shelter with the possibility of being undisturbed. The area east of the Boulevard is considered a low probability area. The eastern waterfront consistently borders private residences and therefore offers fewer opportunities. There are not a lot of vacant buildings or places to loiter in the City of Colonial Heights.

All sheltered count information was obtained at CARES and the Salvation Army Men's Shelter of Petersburg, Virginia. Petersburg is the only locality in the Southside Continuum of

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\* \*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

Care with shelter facilities. Therefore, all local clients were served at the aforementioned facilities. No data on race was provided for the Point-In-Time Counts.

Consultation with Homeward and Commonwealth Catholic Charities regional homeless services providers revealed that a total of 48 out of approximately 4900 sheltered persons in the Richmond Metro area between December 2008 and March 2010, gave a Colonial Heights address as their last permanent residence. Race was not specified in the data. This is less than 1% of the regional sheltered population that claimed Colonial Heights as a last place of residence.

Estimates of at risk population are not available for this jurisdiction.

### **Emergency Shelter Grants (ESG)**

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

#### **Action Plan ESG response:**

The City of Colonial Heights does not receive Emergency Shelter Grants.

### **COMMUNITY DEVELOPMENT**

#### **Community Development\***

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

#### **Action Plan Community Development response:**

1. The City has not identified any unmet priority non-housing community development needs that are eligible for CDBG assistance based on the 51% low to moderate income requirement. As in Program Years 1 through 4, all CDBG Year 5 funds are to be allocated to the CDBG Home Repair Program and program administration.
2. N/A

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\* Please also refer to the Community Development Table in the Needs.xls workbook.

## **Antipoverty Strategy**

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

### **Action Plan Antipoverty Strategy response:**

1. The City does not directly provide services that reduce the number of poverty level families. However, as noted earlier, the following economic development, workforce, and individual development programs are available to the citizens of the City of Colonial Heights.

#### **CAPITAL SOURCE**

Capital Source, formerly the Virginia Community Development Loan Fund (VCDLF) provides a variety of capacity building workshops, business development classes, and technical assistance to small businesses in the Richmond, Virginia region. Capital Source is a Community Development Financial Institution (CDFI) and authorized by the United States Small Business Administration (SBA) as a micro loan intermediary.

Capital Source  
2317 Westwood Avenue  
Suite 204  
Richmond, VA 23230  
Tel (804) 340-1988  
Fax (804) 340-2836  
<http://www.vcdlf.org/>

#### **CRATER DEVELOPMENT COMPANY**

Crater Development Company is a private non-profit corporation that is the business loan affiliate of Crater PDC. The purpose of CDC's loan programs are to stimulate the growth and expansion of small businesses in the area by creating additional jobs, increasing the local tax base, and expanding business ownership opportunities. CDC has two loan programs to assist small businesses: the Crater Revolving Loan Fund (RLF) and the Small Business Assistance (SBA) 504 Loan Program.

RLF caters to fixed asset and/or working capital projects. Projects range from \$50,000 to \$500,000 or more. The SBA 504 Program provides fixed asset financing for projects ranging from \$120,000 to \$5,000,000 or more.

Crater Development Company (CDC)  
1964 Wakefield St  
PO Box 1808  
Petersburg, VA 23805  
Phone: (804) 861-1668

#### **HOMEBUYS FIRST TIME HOMEOWNERSHIP PROGRAM**

This program helps low income individuals with the following:

- One-on-one counseling sessions to rebuild credit, manage monthly finances, eliminate debt & build savings
- Down payment assistance for home purchase
- Virginia Individual Development Account

- Financial literacy workshops

Virginia Supportive Housing  
 P.O. Box 430  
 Petersburg, VA 23804  
 Phone (804) 722-0490  
 vshdhanson@hotmail.com

### **VHDA HOMEOWNERSHIP CLASSES**

For most people, the greatest financial asset they possess is their home. Homeownership, while instilling neighborhood pride and investment in a community, is also one of the primary means of wealth-building. The City's Neighborhood Revitalization Planner coordinates class registration for the Virginia Housing Development Authority's Colonial Heights Homeownership Education Classes. An average of 11-12 potential homebuyers are served a month. The classes are held one Saturday a month at the Colonial Heights Public Library in partnership with two VHDA certified homeownership trainers from BB&T and Long and Foster Real Estate, Inc. VHDA provides a variety of advantageous loan types especially suited for first-time homebuyers. Participants receive a certificate upon completion of the day-long class. Completion of these classes is required for most VHDA loans.

### **VIDA**

The Virginia Individual Development Accounts (VIDA) Program is a savings program that helps eligible individuals gain financial literacy skills and build assets. For every dollar the participant saves in a designated account, VIDA will match it with two dollars. The combined savings can be used to purchase a home, start a business or go to school (postsecondary education). Matching funds are limited to \$4,000 per participant with a maximum of two participants per household. The VIDA accounts are available on a first come, first served basis for all eligible Virginia residents. In order to be eligible, individuals must be a U.S. citizen or legal alien residing within Virginia, have a dependent child under the age of 18 living in the household, be employed, meet certain income requirements based on household size, and be accepted into the program.

### **VIDA HOUSEHOLD INCOME LIMITS EFFECTIVE 3/4/08**

FAMILY SIZE	MAXIMUM YEARLY HH INCOME	MAXIMUM MONTHLY HH INCOME
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1	\$21,660	\$1,805
2	\$29,140	\$2,428
3	\$36,620	\$3,052
4	\$44,100	\$3,675
5	\$51,580	\$4,298
6	\$59,060	\$4,922
7	\$66,540	\$5,545
8	\$74,020	\$6,168
Each additional person	\$7,480	\$623

[http://www.dhcd.virginia.gov/HomelessnesstoHomeownership/PDFs/VIDA\\_Income\\_Limits.pdf](http://www.dhcd.virginia.gov/HomelessnesstoHomeownership/PDFs/VIDA_Income_Limits.pdf)

The VIDA savings matching funds program is now available to Colonial Heights residents through Virginia Supportive Housing [www.virginiastandardhousing.org](http://www.virginiastandardhousing.org)

**VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE**

Provides management, technical, and other assistance to existing and potential small and medium sized businesses throughout the Commonwealth. of Virginia.

Virginia Department of Business Assistance  
707 E. Main Street, Suite 300  
Richmond, VA 23219  
(804)371-8200  
<http://www.dba.state.va.us/>

**VIRGINIA EMPLOYMENT COMMISSION (VEC)**

The Virginia Employment Commission's one-stop career centers are known as Virginia Workforce Centers. They have resource assistance rooms where computers, job listings, and fax and telephone use is available to job seekers. Workforce Investment Act training programs are also offered to qualifying adults based on income and to dislocated workers. TANF recipients automatically qualify. Upon registering in one office, participants may use services at both locations. Workforce Investment Area XV offices serve the Crater Region, including the City of Colonial Heights.

VIRGINIA WORKFORCE CENTER - Petersburg  
114 North Union Street  
Petersburg, VA 23803  
Phone: 804.862.6155  
Toll Free 1.866.270.9183  
Hours: Monday - Friday from 8:00 am - 4:30 pm.

VIRGINIA WORKFORCE CENTER – Tri-Cities  
5240 Oaklawn Boulevard  
Hopewell, VA 23860  
Phone: 804.541.6548  
Toll Free 1.866.270.9184  
Hours: Monday - Friday from 8:00 am - 4:30 pm.

## **NON-HOMELESS SPECIAL NEEDS HOUSING**

### **Non-homeless Special Needs Housing (91.220 (c) and (e)\***

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

#### **Action Plan Specific Objectives response:**

1. Non-homeless special needs housing is provided regionally or locally through private housing providers. All things being equal, the CDBG Home Repair Program will continue to give priority to the elderly and the disabled. Numbers for unmet non-homeless special needs housing are not available.
2. Accessibility and other non-homeless special housing needs are currently being met primarily by the Crater District Area Agency on Aging. Program participation is based on income level (140% poverty) and not age. Their programs include weatherization and accessibility grants. In addition to weatherization and accessibility services, the Crater District Area Agency on Aging also provides services such as light house keeping help for those in need of assistance. Citizens applying for the 2007-8 emergency home repair grants will also be referred to the Crater District Area Agency on Aging as needed. The number of City of Colonial Heights residents assisted in FY2009 is 0.

Elder Homes of Richmond now has a Tri Cities Office located in Petersburg and can provide emergency home repair and handicap modifications low to moderate income Colonial Heights citizens. As of 2008, Elder Homes has assisted six (6) City of Colonial Heights residents.

The Colonial Heights Department of Youth and Human Services, in cooperation with the Planning Department, have used their Community Service youth and youth volunteers to help those who through physical incapacity were unable to do certain small maintenance and household chores. The Youth and Human Services Office has expressed a desire and a willingness to continue with these efforts in the coming fiscal year.

Virginia Tax Credits are available for qualifying accessibility improvements as delineated on the Virginia Department of Taxation webpage as follows:

#### **HOME ACCESSIBILITY FEATURES FOR THE DISABLED CREDIT**

You may qualify to claim this credit if you install, or hire someone to install, one or more accessibility features in an existing home to make it accessible to disabled individuals, provided such features are not otherwise required by law.

Accessibility features that qualify for the credit include:

A no-step entrance allowing access into the residence

Interior passage doors providing a thirty-two inch wide clear opening

Reinforcements in bathroom walls and installations of grab bars around the toilet, tub, and shower

Light switches and outlets placed in accessible locations

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\* \*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

Universal design features or those accessibility or adaptability features prescribed in the Virginia Uniform Statewide Building Code.

The credit is equal to 25% of the total cost of such features, or \$500, whichever is less. The allowable credit may not exceed your tax liability. Unused credits may be carried forward for five years.

You must apply for and receive certification for the credit before claiming it on your tax return. File Form HAC (Home Accessibility Credit) with the Department of Taxation, Tax Credit Unit, P. O. Box 715, Richmond, VA 23218-0715. Applications must be received by March 15 of the year following the year in which the work was completed.

The total amount of tax credits that can be approved by the Department of Taxation for any taxable year is limited to \$1.0 million. If the total credits requested exceed this amount, the Department will prorate the amount of each credit.

Complete Schedule CR, Part XX, to claim the credit.

Reference: Virginia Code 58.1 - 339.7.

Retrieved 2/24/08, from the Virginia Department of Taxation webpage,  
<http://www.tax.virginia.gov/site.cfm?alias=taxcredit2#accessibility>

## **Housing Opportunities for People with AIDS\***

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on the accomplishments under the annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

**Action Plan HOPWA response:** The City does not receive HOPWA funds.

## **Specific HOPWA Objectives**

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

**Specific HOPWA Objectives response:** The City does not receive HOPWA funds.

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\* Please also refer to the HOPWA Table in the Needs.xls workbook.

**Other Narrative:** Include any Action Plan information that was not covered by a narrative in any other section. N/A

## Appendices

Form 424 .....	Y5A
2009-2010 CDBG Emergency Home Repair Application .....	Y5B
Historic Programmatic Agreement .....	Y5C
City of Colonial Heights Resolution .....	Y5D
Public Hearing notice .....	Y5E
Needs xls .....	Y5F



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

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## Office of the City Manager

April 8, 2010

The Honorable Mayor and Members of City Council  
Colonial Heights, Virginia

Ladies and Gentlemen:

The Budget Amendment for April 2010 is summarized as follows:

1. The Chief of Police, as previously reported, was required to replace the donated canine during the training process. The use of donated funds and Police asset forfeiture funds in the amount of \$2,000 is requested to cover the expense of the replacement canine acquisition. The Chief is also requesting the use of forfeiture funds to purchase a crime scene barrier for departmental uses. The requested use of \$3,300 in Police Forfeiture assets for these items is recommended and presented for your consideration.
2. The Fire Chief is reporting the award of \$41,750 in 2009 Urban Area Security Initiative Grant funds. Of these funds \$38,000 was awarded to purchase a hazardous material identification device which will be used to quickly identify solid and liquid chemicals in the field. The remaining \$3,750 will be utilized to replace a laptop computer and projector for the public safety training room. The acceptance of these grants are recommended and presented for your consideration. No local funding is required.
3. The Sheriff is presenting his annual request to appropriate Courthouse Security funds for purposes authorized under state code. This request in the amount of \$26,150 will be utilized for part-time salaries and operational equipment. No local funding is required.

Ordinance No. 10-FIN-12, has been prepared and is attached for your consideration. City staff associated with these requests will be present at the City Council Meeting to assist as necessary. It is also expected that the Sheriff will be present to discuss his request if desired.

The Honorable Mayor and Members of City Council  
April 8, 2010  
Page 2

If any additional information or assistance is needed prior to the meeting,  
please do not hesitate to contact me.

Sincerely,



William E. Johnson  
Acting City Manager

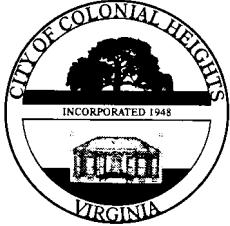
WEJ:eg

Attachment

cc: Hugh P. Fisher, III, City Attorney  
Jeffrey W. Faries, Chief of Police  
A. G. Moore, Jr., Chief of Fire & EMS  
Todd B. Wilson, Sheriff

Ordinance/Resolution Recap Worksheet  
April 2010 Meeting

	Police Asset Forfeiture	FIRE/EMS Urban Area Security Grant	FIRE/EMS Urban Area Security Grant	Courthouse Security Fees	Total
<b>GENERAL FUND</b>					
<b>REVENUE:</b>					
Intergovernmental		\$38,000	\$3,750		\$41,750
Restricted Fund Balance - Asset Forfeiture Police	3,300				3,300
Restricted Fund Balance - Courthouse Security Fees				26,150	26,150
Total	3,300	38,000	3,750	26,150	71,200
<b>EXPENDITURES:</b>					
Judicial				26,150	26,150
Public Safety	3,300	38,000	3,750		45,050
Total	\$3,300	\$38,000	\$3,750	\$26,150	\$71,200



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

cc: Tammy  
T.O.

For April 24.  
Thanks  
J.W.  
3/15

## COLONIAL HEIGHTS POLICE DEPARTMENT

March 15, 2010

Mr. Rick A. Anzolut, Jr.  
City Manager  
201 James Avenue  
Colonial Heights, VA 23834

**RE: TRANSFER OF ASSET FORFEITURE FUNDS for  
NEW NARCOTICS K-9 and CRIME SCENE SCREEN**

Dear Rick:

As you are aware, the Colonial Heights Police Department currently has asset forfeiture funds in a reserve account with the City. We recently had to purchase a new narcotics canine to replace the one donated by a local citizen that did not work out. The cost for the new canine was a total of \$4,500.00. The K-9 donations fund paid for the initial \$2,500.00 installment. We would like to use **\$2,000.00** of the asset forfeiture funds to pay for the balance.

In addition to the aforementioned purchase, we would also like to acquire a "Scene Screen" crime scene barrier which would allow concealment of unsavory crime scenes from the public, while allowing crime scene technicians to conduct their investigation with an element of confidentiality and privacy. The cost of this item would be **\$1,300.00**.

I respectfully request, therefore, that both of these items be placed on the agenda for the next meeting of City Council for approval to transfer and spend these funds. Once approval has been received, we would appreciate your transferring **\$3,300.00** from **Account #10-4802 [Recoveries and Rebates]** to **Account #1401-5242 [Printing and Office Supplies]** for spending.

Just for your information, Capt. Keith Early will be attending the City Council Work Session in my absence on Tuesday, March 16, 2010, at 7:00 p.m. At that same time, I will be attending the first meeting of the John Tyler VASAP Board in Richmond, to which I was appointed by City Council earlier this year.

Thank you for your attention to this request.

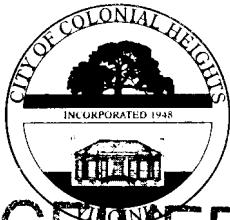
Sincerely,

A handwritten signature in black ink that reads "Col. Jeffrey W. Faries".

Colonel Jeffrey W. Faries  
Chief of Police

JWF:bbh

Cc: William Johnson, Director of Finance  
Kathy Sparks, Assistant Director of Finance  
Capt. Wayne T. Newsome, Law Enforcement Services  
Capt. W. Keith Early, Patrol  
Lt. Dann P. Ferguson, Investigations  
Joy Moore, Treasurer



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

**RECEIVED**

MAR 23 2010

## COLONIAL HEIGHTS FIRE, EMS AND EMERGENCY MANAGEMENT

City Manager's Office

### Memorandum

**To:** Richard Anzolut, Jr., City Manager

**From:** A.G. Moore, Jr., Chief of Fire & EMS *AGM*

**Date:** March 19, 2010

**Subject:** Council Agenda

Please have the following item placed on the next available City Council agenda:

Amend the FY 09-10 Fire & EMS operating budget to reflect an increase of \$38,000.00. Said funds have been appropriated from the 2009 Urban Area Security Initiative grant. No matching funds are required.

The funds will be used to purchase a FirstDefender® hazardous material identification device. This handheld piece of equipment can quickly identify solid and liquid chemicals in the field.

If you have any additional questions, please feel free to contact me at extension 319, thank you.

AGM/ls

Attachments

cc: William E. Johnson, Director of Finance

cc: Hugh P. Fisher, City Attorney



## ***COMMONWEALTH of VIRGINIA***

### *Department of Emergency Management*

MICHAEL M. CLINE  
State Coordinator

JANET L. CLEMENTS  
Chief Deputy Coordinator

BRETT A. BURDICK  
Deputy Coordinator

10501 Trade Court  
Richmond, Virginia 23236-3713  
(804) 897-6500  
(TDD) 674-2417  
FAX (804) 897-6506

March 8, 2010

Mr. R. A. Anzolut  
City of Colonial Heights  
201 James Avenue  
Colonial Heights, VA 23834

Dear Mr. Anzolut:

We are pleased to inform you that the City of Colonial Heights has been awarded funds in the amount of \$38,000.00 from the 2009 Urban Area Security Initiative grant, (CFDA # 97.008) from the National Preparedness Directorate (NPD), United States Department of Homeland Security (DHS) and administered by the Commonwealth for the CBRNE Equipment Project.

Included in this package of particular importance is the Certification of Compliance, and Special Conditions, for your signature. It certifies you have read and understand Federal and State terms and conditions associated with accepting the grant. Please return these forms to us within 30 days.

The Commonwealth will send grant funds to a sub-grantee on a reimbursement basis for allowable expenditures. To accomplish this, use the attached "Request for Funds" form. This form can also be found at: <http://www.vaemergency.com/grants/forms/>. You are required to attach invoices that reflect your spending plan.

The end of the program period is January 31, 2012, for obligation purposes and March 31, 2012, to complete expenditures and finalize the close out reporting process. During this program period, all subgrantees are required to submit quarterly progress reports. This form can be found at <http://www.vaemergency.com/grants/forms/>.

Mr. R. A. Anzolut  
Page 2  
March 8, 2010

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Subrecipients shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA. For more information, please visit <http://www.vaemergency.com/grants/forms/> or contact your Grant Specialist.

Grant recipients will be monitored periodically by VDEM and/or NPD to ensure that the program goals, objectives, timelines, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic and administrative as well as other issues relative to each program, and will identify areas where technical assistance and other support may be needed. Subgrantees may be required to submit a special progress report in addition to the quarterly reports if the Commonwealth deems necessary. This award is subject to all administrative and financial requirements, including the timely submission of all financial/programmatic reports and adhering to the Special Conditions submitted with your grant application. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination and reallocated.

If you have any questions regarding this award, please contact JoAnn Maher at (804) 897-6500 extension 6601 or email [joann.maher@vdem.virginia.gov](mailto:joann.maher@vdem.virginia.gov).

Sincerely,



Michael M. Cline

c: The Honorable Terrie L. Suit, Assistant to the Governor for Commonwealth Preparedness  
The Honorable Marla G. Decker, Secretary of Public Safety  
Mr. Brett Burdick, Administrative Deputy State Coordinator  
Ms. Cheryl Adkins, Grant Administrator  
Mr. J. E. Boisseau, Colonial Heights Deputy Fire Marshall  
Ms. Teresa Duncan, CV UASI Project Manager

March 8, 2010

FISCAL YEAR 2009 URBAN AREA SECURITY INITIATIVE GRANT  
SUBGRANT AWARD & CERTIFICATION OF COMPLIANCE  
CBRNE Equipment

Subgrantee:  
City of Colonial Heights

As the duly authorized representative of the above listed organization, I hereby accept the subgrant award and certify that I have read and understand the terms and conditions presented in the following documents:

FY 2009 URBAN AREA SECURITY INITIATIVE GRANT:  
[http://www.fema.gov/pdf/government/grant/hsgp/fy09\\_hsgp\\_guide.pdf](http://www.fema.gov/pdf/government/grant/hsgp/fy09_hsgp_guide.pdf)

Special Conditions

Non-Supplanting Certification

Grant Assurances

Certification Regarding Lobbying

Environmental and Historical Preservation Checklist

VDEM Grant Application

---

Richard A. Anzolut, Jr.  
Print Name

City Manager  
Print Title

---

  
Signature

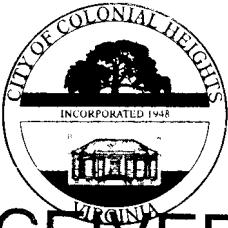
3/11/10  
Date

*SPECIAL CONDITIONS*

1. The recipient shall **not** undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. Recipient **must** comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will **not** be eligible for FEMA funding.
2. The recipient agrees to comply with the financial and administrative requirements set forth by the Commonwealth of Virginia and the FEMA Grants Programs Directorate (GPD).
3. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness.
4. The recipient agrees that the use of funds under this grant will be in accordance with the Fiscal Year 2009 Homeland Security Program Grant Guidelines and must support the goals and objectives included in the State Homeland Security Strategy.
5. The recipient must submit a Quarterly Progress Report. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure.
6. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
7. The recipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
8. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
9. Drawdown of Funds: Funds received by subrecipients must adhere to Rule 44 CFR Part 13, *Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments*

Jurisdiction Colonial Heights

Initial 



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

**RECEIVED**

MAR 23 2010

## **Colonial Heights Fire, EMS and Emergency Management**

City Manager's Office

### Memorandum

**To:** Richard Anzolut, Jr., City Manager

**From:** A.G. Moore, Jr., Chief of Fire & EMS

**Date:** March 19, 2010

**Subject:** Council Agenda

*(Signature)*

Please have the following item placed on the next available City Council agenda:

Amend the FY 09-10 Fire & EMS operating budget to reflect an increase of \$3,750.00. Said funds have been appropriated from the 2009 Urban Area Security Initiative Grant. No matching funds are required.

The funds will be used to purchase a laptop computer and multimedia projector for the PSB training room.

If you have any additional questions, please feel free to contact me at extension 319, thank you.

AGM/ls

Attachments

cc: William E. Johnson, Director of Finance

cc: Hugh P. Fisher, City Attorney



## ***COMMONWEALTH of VIRGINIA***

*Department of Emergency Management*

MICHAEL M. CLINE  
State Coordinator

BRETT A. BURDICK  
Deputy Coordinator

10501 Trade Court  
Richmond, Virginia 23236-3713  
(804) 897-6500  
(TDD) 674-2417  
FAX (804) 897-6506

March 8, 2010

Mr. R. A. Anzolut  
City of Colonial Heights  
201 James Avenue  
Colonial Heights, VA 23834

Dear Mr. Anzolut:

We are pleased to inform you that the City of Colonial Heights has been awarded funds in the amount of \$3,750.00 from the 2009 Urban Area Security Initiative grant, (CFDA # 97.008) from the National Preparedness Directorate (NPD), United States Department of Homeland Security (DHS) and administered by the Commonwealth for the Citizen Preparedness Equipment Project.

Included in this package of particular importance is the Certification of Compliance, and Special Conditions, for your signature. It certifies you have read and understand Federal and State terms and conditions associated with accepting the grant. Please return these forms to us within 30 days.

The Commonwealth will send grant funds to a sub-grantee on a reimbursement basis for allowable expenditures. To accomplish this, use the attached "Request for Funds" form. This form can also be found at: <http://www.vaemergency.com/grants/forms/>. You are required to attach invoices that reflect your spending plan.

The end of the program period is January 31, 2012, for obligation purposes and March 31, 2012, to complete expenditures and finalize the close out reporting process. During this program period, all subgrantees are required to submit quarterly progress reports. This form can be found at <http://www.vaemergency.com/grants/forms/>.

Mr. R. A. Anzolut  
Page 2  
March 8, 2010

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Subrecipients shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA. For more information, please visit <http://www.vaemergency.com/grants/forms/> or contact your Grant Specialist.

Grant recipients will be monitored periodically by VDEM and/or NPD to ensure that the program goals, objectives, timelines, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic and administrative as well as other issues relative to each program, and will identify areas where technical assistance and other support may be needed. Subgrantees may be required to submit a special progress report in addition to the quarterly reports if the Commonwealth deems necessary. This award is subject to all administrative and financial requirements, including the timely submission of all financial/programmatic reports and adhering to the Special Conditions submitted with your grant application. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination and reallocated.

If you have any questions regarding this award, please contact JoAnn Maher at (804) 897-6500 extension 6601 or email [joann.maher@vdem.virginia.gov](mailto:joann.maher@vdem.virginia.gov).

Sincerely,



Michael M. Cline

c: The Honorable Terrie L. Suit, Assistant to the Governor for Commonwealth Preparedness  
The Honorable Marla G. Decker, Secretary of Public Safety  
Mr. Brett Burdick, Administrative Deputy State Coordinator  
Ms. Cheryl Adkins, Grant Administrator  
Mr. David Salot, Colonial Heights Deputy Emergency Management Coordinator  
Ms. Teresa Duncan, CV UASI Project Manager

March 8, 2010

FISCAL YEAR 2009 URBAN AREA SECURITY INITIATIVE GRANT  
SUBGRANT AWARD & CERTIFICATION OF COMPLIANCE  
Citizen Preparedness Equipment

Subgrantee:  
Colonial Heights

As the duly authorized representative of the above listed organization, I hereby accept the subgrant award and certify that I have read and understand the terms and conditions presented in the following documents:

FY 2009 URBAN AREA SECURITY INITIATIVE GRANT:  
[http://www.fema.gov/pdf/government/grant/hsgp/fy09\\_hsgp\\_guide.pdf](http://www.fema.gov/pdf/government/grant/hsgp/fy09_hsgp_guide.pdf)

Special Conditions

Non-Supplanting Certification

Grant Assurances

Certification Regarding Lobbying

Environmental and Historical Preservation Checklist

VDEM Grant Application

---

Print Name

Print Title

---

Signature

Date

#### *SPECIAL CONDITIONS*

1. The recipient shall **not** undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. Recipient **must** comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will **not** be eligible for FEMA funding.
2. The recipient agrees to comply with the financial and administrative requirements set forth by the Commonwealth of Virginia and the FEMA Grants Programs Directorate (GPD).
3. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness.
4. The recipient agrees that the use of funds under this grant will be in accordance with the Fiscal Year 2009 Homeland Security Program Grant Guidelines and must support the goals and objectives included in the State Homeland Security Strategy.
5. The recipient must submit a Quarterly Progress Report. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure.
6. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
7. The recipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
8. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
9. Drawdown of Funds: Funds received by subrecipients must adhere to Rule 44 CFR Part 13, *Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments*

Jurisdiction\_\_\_\_\_

Initial\_\_\_\_\_



**RECEIVED**  
TODD B. WILSON  
SHERIFF

MAR 26 2010

# OFFICE OF THE SHERIFF

City of Colonial Heights

401 Temple Avenue  
P.O. Box 3401  
Colonial Heights, Virginia 23834  
Email: [sheriff@colonial-heights.com](mailto:sheriff@colonial-heights.com)

cc: Tammy Proger  
Bill Johnson  
April  
B.A  
AA  
3/29

Phone: 804 520-9352  
Fax: 804 520-9248

March 25, 2010

## City Manager's Office

To: Richard A. Anzolut, City Manager

From: Todd B. Wilson, Sheriff

Subject: Annual Appropriation of Funds Request

Mr. Anzolut,

Can you please add this request to your April 13, 2010 City Council agenda.

I am requesting that City Council appropriate a total of **\$26,150.00** to the Sheriff's Office. Requested funds coming from Restricted Account; **4406 -Courthouse Security** in accordance with VA CODE 53.1-120. Specific disbursement and purpose for this transfer request is to fund the following:

**\$17,000.00 – into 1356-5103 Temporary & Seasonal Help** to fund four (4) current part-time employee's salaries

**\$9,150.00 – into 1356-5250 Small Tools & Equipment** to fund the purchase of two (2) Glock 22 pistols and two (2) Motorola XTS 5000 handheld radios. These items will aid in outfitting two volunteer/auxiliary deputies.

Thank you in advance for your assistance in processing this request.

Cc: William Johnson  
Dir. of Finance

AN ORDINANCE NO. 10-FIN-12

To amend the General Fund Budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010, to appropriate \$71,200, consisting of \$26,150 in Courthouse Security Fees to Judicial for the Sheriff's budget to fund salaries for four current part-time employees and for the purchase of two Glock 22 pistols and two Motorola handheld radios; \$41,750 in grant funds to Public Safety for Fire/EMS to purchase a laptop computer, a multimedia projector for the training room, and a FirstDefender hazardous material identification device; and \$3,300 in asset forfeiture funds to Public Safety for Police to purchase a new narcotics K-9 and a crime scene screen.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 1, 2 and 3 of Ordinance No. 09-FIN-4, the General Fund Budget, be, and are hereby amended and reordained as follows:

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010, is hereby adopted; and that, subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative (City Council)	\$ 148,167
Administrative (City Manager)	310,589
Legal (City Attorney)	207,578
Tax Collections & Assessments	619,076
Finance	5,873,655
Information Technologies	207,867
Board of Elections	130,159
Judicial	4,307,533 4,352,583
Public Safety	7,815,554 7,841,701
Public Works	3,240,162
Health and Social Services	717,750
Parks and Recreation	1,428,380
Cultural Enrichment	92,257
Library	613,213
Community Development	542,204
Grant Programs	528,483
Nondepartmental	433,817
Debt Service	3,217,341
Operating Transfers Out	19,037,766

2. That the sum of \$49,471,548 49,542,748 is appropriated for the fiscal year beginning July 1, 2009.

3. That the foregoing appropriation is based upon the following revenue estimates for the fiscal year beginning July 1, 2009:

General Property Taxes	\$ 21,216,669
Other Local Taxes	14,403,852
Licenses, Permits & Fees	3,409,794

Fines and Forfeitures	556,500
Use of Money & Property	427,000
Intergovernmental Revenues	6,312,620
Charges for Current Services	1,138,401
Miscellaneous	1,283,308
Reserve – Fire/EMS Donations	1,350
Restricted Fund Balance Fire/EMS	5,000
Restricted Fund Balance –	
Civic Organizations	450
Restricted Fund Balance –	
Police Assets	18,929
Restricted Fund Balance – Streets	132,000
Fund Balance	305,505
Restricted Fund CDBG	41,411
Restricted Fund – Commonwealth Attorney	18,875
Restricted Fund – Police Asset Forfeit	3,884
Restricted Fund – Street Maintenance	196,000
Restricted Fund Balance –	
Asset Forfeiture Police	3,300
Restricted Fund Balance –	
Courthouse Security Fees	26,150
TOTAL	\$ 49,471,548
	49,542,748

2. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

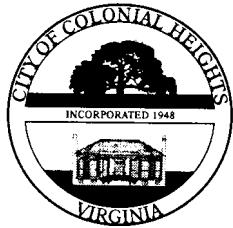
The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Drake, III  
City Attorney



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

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## Office of the City Manager

April 8, 2010

The Honorable Mayor and Members of City Council  
Colonial Heights, Virginia

Ladies and Gentlemen:

City Council was presented a draft ordinance at the March work session to update the current Industrial Development Authority to current code sections and to change its title to Economic Development Authority.

Ordinance No. 10-16, prepared by the City Attorney from your past work session, is attached for your formal consideration.

If any additional information or assistance is needed prior to the meeting, please do not hesitate to contact me.

Sincerely,

William E. Johnson  
Acting City Manager

WEJ:eg

Attachment

cc: Hugh P. Fisher, III, City Attorney

## AN ORDINANCE NO. 10-16

To amend and reordain Article I of Chapter 13, Boards, Commissions and Authorities, of the Colonial Heights City Code, to change the name of the Industrial Development Authority of the City of Colonial Heights to Economic Development Authority and updating certain State Code references relating thereto.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Article I of Chapter 13, Boards, Commissions and Authorities, of the Colonial Heights City Code, be and is hereby, amended and reordained as follows:

### **ARTICLE I, Industrial *Economic* Development Authority**

#### **§ 13-1. Authority created.**

The Code of the City of Colonial Heights shall be amended and reordained by creating a political subdivision of the Commonwealth of Virginia with such public and corporate powers as are set forth in the Industrial Development and Revenue Bond Act (Chapter 33 49, Title 15.1 15.2, of the Code of Virginia of 1950, as amendedEN), including such powers as may hereinafter be set forth from time to time in said such Act.

#### **§ 13-2. Name.**

The name of the political subdivision created hereby shall be the "Industrial *Economic* Development Authority of the City of Colonial Heights, Virginia" (the "Authority").

#### **§ 13-3. Board of Directors.**

The Authority shall be governed by a board of seven directors to be appointed hereafter by resolution of the City Council in accordance with the provisions of said such Act.

2. That this Ordinance shall be in full force and effect upon its passage on second reading.

Approved:

---

Mayor

Attest:

---

City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Foster, III  
City Attorney

AN ORDINANCE NO. 10-18

Designating William E. Johnson to serve as Acting City Manager.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That, pursuant to City Charter § 5.7, William E. Johnson be, and is hereby, designated to act as City Manager due to a vacancy in that position, until such time as a successor is appointed.
2. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

---

City Clerk

Approved as to form:

Hugh P. Anderson, III  
City Attorney

A RESOLUTION NO. 10-12

Authorizing signatures of certain officers to appear on checks of various accounts of the City of Colonial Heights, Virginia, effective March 31, 2010; and to repeal Resolution No. 06-1

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That the following signatures shall be authorized on the checks of the respective accounts of the City of Colonial Heights, Virginia, effective March 31, 2010, as follows:

General Fund Account

William E. Johnson, Acting City Manager  
Joy Moore, City Treasurer  
Kathy L. Sparks, Deputy Director of Finance

Water and Sewer Account

William E. Johnson, Acting City Manager  
Joy Moore, City Treasurer  
Kathy L. Sparks, Deputy Director of Finance

Capital Improvement Projects Account

William E. Johnson, Acting City Manager  
Joy Moore, City Treasurer  
Kathy L. Sparks, Deputy Director of Finance

Payroll Account

William E. Johnson, Acting City Manager  
Joy Moore, City Treasurer  
Kathy L. Sparks, Deputy Director of Finance

School Fund Account

Sandra Coleman, Chairman of School Board  
Nancy Bosher, Clerk of School Board  
Joy Moore, City Treasurer

Police Department Special Fund

William E. Johnson, Acting City Manager  
Jeffrey W. Faries, Captain

2. That Resolution No. 06-1 be, and is hereby, repealed.

3. That this resolution shall be in full force and effect beginning March 31, 2010.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above resolution was:

Adopted on \_\_\_\_\_

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_

The Honorable Patricia L. Cox, Vice Mayor: \_\_\_\_\_

The Honorable Milton E. Freeland, Jr. Councilman: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable David A. Salot, Councilman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable J. Chris Kollman, III, Mayor: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Anderson, III  
City Attorney

AN ORDINANCE NO. 10-5

To repeal subsection F of §247-18 of Chapter 247, Streets and Sidewalks, of the Colonial Heights City Code, prohibiting a person from using earphones on or in both ears while walking, running, or standing on any public street, sidewalk, or right-of-way.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That subsection F of §247-18 of Chapter 247, Streets and Sidewalks, of the Colonial Heights City Code, be and hereby is repealed.
2. That this Ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on March 9, 2010.

Ayes: 4. Nays: 1. Absent: 2. Abstain: 0.

The Honorable Milton E. Freeland, Jr., Councilman:

Nay.

The Honorable Kenneth B. Frenier, Councilman:

Absent.

The Honorable W. Joe Green, Jr., Councilman:

Aye.

The Honorable Elizabeth G. Luck, Vice Mayor:

Aye.

The Honorable John T. Wood, Councilman:

Absent.

The Honorable Diane H. Yates, Councilwoman:

Aye.

The Honorable C. Scott Davis, Mayor:

Aye.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

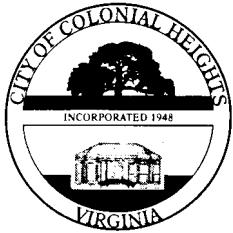
The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
Hugh P. Fletcher, III  
City Attorney



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

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## Department of Planning and Community Development

### MEMORANDUM

To: Honorable Mayor and Members of City Council  
Mr. William E. Johnson., City Manager

From: George W. Schanzenbacher, Director

Date: April 7, 2010

**RECEIVED**

APR 07 2010

**CITY CLERK'S OFFICE**

### **Subject: Planning Commission Actions at April 6, 2010 meeting**

At the April 6, 2010 meeting of the Commission the following actions were taken:

1. Approved minutes of the March 2009 meeting (enclosed).
2. Finalized discussion of the proposed Zoning Ordinance and set a public hearing date for Tuesday May 4<sup>th</sup>. As part of that process notice will be sent to all City property owners, along with a letter and a Community Summary of the changes.

Two Community information meetings will be held by the staff on Thursday April 22 from 5:30 to 8:00 PM at the Sr. Center, 157 Roanoke Ave and on Tuesday April 27 from 4:30 to 7:00 PM at the Library 1000 Yacht Basin Drive. All information on the proposed ordinance will be posted on the city web site and will also be available in the library and at City Hall. Enclosed is a final draft of the letter, notice and community summary.

CITY OF COLONIAL HEIGHTS  
REGULAR PLANNING COMMISSION MEETING  
MARCH 2, 2010

#### CALL TO ORDER

The regular meeting of the Colonial Heights Planning Commission was called to order by Vice-Chairman Lewis L. Johnson, Jr. Mr. Milton E. Freeland, Jr.; Mrs. Mary Ann Hamilton; Mr. Michael A. Magnusson; Mr. James L. O'Connell; Mr. Charles Townes and Mr. Richard A. Anzolut, Jr., City Manager were present. Also in attendance were Harold Caples, Assistant Public Works Director; Mr. Hugh P. Fisher, III, City Attorney and Mr. George W. Schanzenbacher, Director of Planning and Community Development. A quorum was determined for the conducting of business.

#### APPROVAL OF MINUTES OF FEBRUARY 2, 2010

Mr. Johnson asked if there were any changes to the minutes. The minutes were approved on a 6 to 0 roll call vote.

#### APPROVAL OF AGENDA

There were no changes to the agenda.

#### HEARING OF CITIZENS GENERALLY

No one spoke.

Mr. Anzolut stated since there were no citizens, he would like to bring a matter to the Commission's attention on behalf of the City Council. He then stated he didn't mean to pre-empt Mr. Magnusson, but the City Council has received a letter of resignation from Mr. Magnusson and that would make your representative to the Board of Zoning Appeals to be vacating some time in the Spring, assumingly after your May meeting. The City Council has asked you to solicit interest from the Planning Commission for a representative to the Board of Zoning Appeals. He then passed out applications to the Commission.

#### PUBLIC HEARINGS

A. SUP-10-1 Crowder Single family home off of Sadler Ave. Mr. Schanzenbacher stated this is a request is to construct a single-family home on part of a lot that is larger than 3.67-acres. The reason you have the special use permit request is because the lot has not direct frontage on a public street, and according to the City Code there are two sections of the Zoning Ordinance require that all lots have access on a

public street, therefore we could not issue a building permit for the construction of the single-family home.

Mr. Johnson asked if Mr. Crowder had something to say on this.

Mr. John Crowder addressed the Commission. He stated he would like to make a request that the 10-foot buffer from the Resource Protection Area be eliminated from this ordinance, based on the fact that it is not in the Subdivision booklet.

Mr. Johnson asked Mr. Schanzenbacher if he knew what Mr. Crowder was saying.

Mr. Schanzenbacher stated that the edge of the house appears to be right on the edge of the Resource Protection Area boundary and the City Code doesn't allow intrusions into the RPA, except for a few ministerial kinds of things. He then stated his feeling was that the acreage of the house was going to be on would allow some movement from that boundary and obviously to build the house they would have to intrude into that area. He then stated he had recommended that they move the house 10-feet from the boundary.

Mr. Johnson asked Mr. Crowder what was the reason for asking for that change.

Mr. Crowder stated he is about 18-inches off the RPA on that one particular corner of the house and it would mean some additional clearing and grading that he would have to do, because of the elevation of the property.

Mr. Johnson stated one other point that was brought out earlier, as he understands it, is the egress to this building site and that he doesn't have any onto Sadler Avenue.

Mr. Crowder stated he owns 18-acres there and the road frontage of the property onto Sadler Avenue.

Mr. Johnson asked if that was part of his site.

Mr. Crowder stated it is not part of his site, but he owns the property.

Mr. Johnson stated if it is not part of his site, is part of that going to be used for his driveway to go into to his property.

Mr. Crowder stated that would be what he would like to use, but he has also an easement that was put into the property in 1941. He then stated these properties were subdivided in 1920.

Mr. Magnusson stated in talking to Mr. Crowder's son, your intent is to use his driveway.

Mr. Crowder stated he is using his driveway.

Mr. Magnusson stated the current driveway goes to your son's driveway.

Mr. Crowder stated that was correct.

Mr. Johnson asked if that driveway was a deeded easement to his son's house, or is that part of Mr. Crowder's land.

Mr. Crowder stated that was correct, that is part of his land. He then stated his son doesn't have a deeded easement.

Mr. Magnusson stated that he is to understand that Mr. Crowder's son's house is in Chesterfield, but his house would be in Colonial Heights. Is that correct?

Mr. Crowder stated that is correct. He then stated his son's house is actually subdivided because the corporate line between Chesterfield and Colonial Heights runs through there.

Mr. Johnson stated would this be considered a flag shaped lot if we gave him access to that existing driveway.

Mr. Schanzenbacher stated no it would not. It would just be an easement. We have talked about creating a flag shaped lot, he choose not to do that. That would have been one of the options that would have been available to him, and that would have made him in compliance.

Mr. O'Connell stated he understands that Mr. Crowder has a problem with complying with the plan of development request for the 10-foot buffer.

Mr. Crowder stated he requested that it be removed, because if it is not in the City ordinance at this time.

Mr. Fisher stated it may not be a requirement in the ordinance, but the point is this isn't before you as a subdivision or a site plan. This is a special use permit application. The Commission and City Council have ultimate discretion of what conditions are attached to it. If you want to waive the 10-foot requirement, you can dispense with that or if you want to require it, it is absolutely in your territory to require it, whether it is part of the code or not, because this is a request for a special accommodation for this applicant alone.

Mr. Freeland stated he met with Mr. Crowder and some other individuals about this situation. The purpose of offering this is to get that buffer from the RPA, which is a 100-foot. Our RPA people feel that is a sufficient enough buffer to protect that water source or whatever they are trying to protect. He then stated he would have to sympathize with Mr. Crowder on this, because why do we have to require another 10-foot. He then understands Mr. Schanzenbacher's point for the extra 10-foot, but the rules are 100-foot and we have no other ordinance other than the discretion of our planning people to require that. They give 100-foot now and it is a natural resource and he is sure that Mr. Crowder will do the best he can of not encroaching that area and any disturbance would have to be put back. He then stated he didn't think it was an unreasonable request.

Mr. Johnson stated he knows this would be discussed in this chapter that we have not approved and City Council has not approved that there is extra footage being added to that 110-foot just for building purposes. He then stated he was more concerned because he thought there was more issue with the lot not having frontage on Sadler Avenue.

Mr. Freeland stated we had discussions on that also and we tried a couple of different scenarios. One of the biggest problems is, if this gets approved, for Mr. Crowder is going to be his water and sewer problem. By code, if the lot has street frontage, it would be required to have water and sewer to the City system. So if he goes by this route for a special use permit, that would eliminate the need to connect it to City sewer and water. It would allow him to dig a pipe for a drain field and a potential well site and that was the reason he went with this route versus doing a flag shaped lot.

Mr. Johnson asked if the real request for the variance is for the 10-foot buffer or the access to the road.

Mr. Freeland stated that was something else that just came up, other than the public hearing. He then stated that area up there is rocky and it will be pretty costly to install water and sewer up there and he does have a legitimate perk site.

Mr. Townes asked Mr. Crowder if he does have a perk site.

Mr. Crowder stated he hasn't had it perked yet, but the gentleman who does the soil samples for the footing also does perk test. There is nothing in the world up there but sand, sand stone and gravel. He said there is absolutely no problem getting a perk site here. He then stated where the house is going when we did the soil borings up there we had to go down about six-feet before we got to rock. The main rocks are where you are coming up the driveway and there are rocks in there now that are bigger than a truck that are just exposed.

Mr. Townes asked if Mr. Crowder was looking at drilling a well.

Mr. Crowder said he was.

Mrs. Hamilton stated she had a question, after reading Mr. Crowder's request her thought was the future fifty years from now. What happens if the lot were to be developed and people could subdivide it or more homes put in there, would they use the driveway that he would be using now to access to this area or would they have an easement.

Mr. Anzolut stated the Commission is being asked to permit Mr. and Mrs. Crowder to build this house with a special use permit and in effect not to have to front the public street or to connect to the water and sewer. He then stated any future subdivision would have to meet all of those requirements. So to full fill Mrs. Hamilton's question, assuming some day Mr. and Mrs. Crowder would sell off the property and it would have to have access to a public street, so any future subdividing developer would have to build the necessary street or the necessary access to meet all sections of the code. It seems unlikely that you would get a string of special use permits on the remainder of Mr. and Mrs. Crowder's property. They seem to want to build their home with a sufficient buffer, but some day a subdivider would have to comply.

Mr. Crowder stated he has no plans to subdivide this property. He wants the privacy.

Mrs. Hamilton stated she wasn't thinking in Mr. Crowder's lifetime she was thinking about after his lifetime. What would happen then, because the City is land locked?

Mr. Crowder stated if a subdivider comes along and it is sold, he would have to meet the present subdivision ordinance at that time.

Mrs. Hamilton stated that was what she was curious about. So those requirements would have to be put in by whoever decides to develop the area.

Mr. Anzolut stated he would have to meet the requirements of the subdivision ordinance. He then stated Mr. Crowder is asking it not to be for his single-family home to maintain that buffer in that natural area, but should they sell it to someone they would have to if multiple homes were built.

Mr. Schanzenbacher stated he also has a question on the survey itself. The survey by Timmons shows a 3.67-acres and top part is 1.456-acres. He then stated the question he has is he actually going to create this as a lot of 3.67-acres.

Mr. Crowder stated it is already created a lot.

Mr. Schanzenbacher stated not of this lot.

Mr. Crowder stated yes it is. He then stated that lot has been created and recorded in the City of Colonial Heights. The other portion of that lot was created when the City of Colonial annexed from Chesterfield County. That portion of the lot is recorded in Chesterfield County. It was politically subdivided.

Mr. Anzolut stated that is why it says part of. He then stated the other part of is in the Chesterfield County.

Mr. Schanzenbacher stated he doesn't know if we see that any place.

Mr. Crowder stated that is all in Colonial Heights. He then stated if you look at the back part of Sherwood Hills, there are a lot of homes there that the back yards are in Chesterfield County and their house is in Colonial Heights.

Mr. Fisher stated he thinks Mr. Schanzenbacher raises a valid point though, just because if this in fact is a subdivision that you are looking at is in effect a defect of a subdivision granted that the house locating survey, then it tigers other requirements under the code. He thinks that is why Mr. Schanzenbacher is concerned about that, because if it is in fact a subdivision then you do have to meet the subdivision ordinance.

Mr. Crowder stated he wasn't the one who subdivided it. It was subdivided when Colonial Heights became a city and annexed it from Chesterfield County.

Mr. Schanzenbacher stated this doesn't show up in any of the maps the City has. We see the bigger parcel shows up, but nothing like this particular 3.67 acres is showing up.

Mr. Crowder stated when the other house was built there was no question from Chesterfield County about it and when a loan was put on it when he gave it to his son, the title insurance company had no problem with it.

Mr. Schanzenbacher stated that doesn't answer the question.

Mr. Anzolut asked Mr. Crowder if he was saying, it was only subdivided by the City/County line, but the correct lot itself exist in both political subdivisions and your surveyor writing part of estimates the 3.67-acres of the total lot is existing in the City of Colonial Heights, but he doesn't include the portion that exist in Chesterfield County.

Mr. Crowder stated the surveyor surveyed what the deed said. The deed says that this portion of this lot is in Colonial Heights and the lot that his son's house is built on is in Chesterfield County.

Mr. Fisher stated he thinks this question could be corrected with Timmons doing a revised plat to indicate that this part was in Chesterfield County and that would take care of it. He thinks this could be taken care of through a revised plat.

Mr. Anzolut said why would Mr. Crowder need to subdivide this if he chooses to build on a lot that exist in both political subdivisions and why is it any interest in this matter. There are lots that exist in the City of Colonial Heights that were divided by the City/County line and those properties have not been subdivided or recorded separately and the lot exist in both political subdivisions. Why would that be important to this commission or the City of Colonial Heights, because we have lots that are in the City and they have portions of the lots in Chesterfield County. The City/County line doesn't create a subdivision; it just creates an existence of properties on either side of the line.

Mr. Schanzenbacher stated he wasn't sure that he wasn't creating a subdivision.

Mr. Townes asked if Mr. Crowder had a separate deed for this part of lot 24.

Mr. Crowder stated yes he does.

Mr. Townes asked if Mr. Crowder has a separate deed that he receive title to just for the plat that we see.

Mr. Crowder stated that was correct.

Mr. Townes stated then it already has been subdivided.

Mr. Fisher stated the only thing is we don't have any verification of that.

Mr. Townes stated if Mr. Crowder has a fee simple deed then is it's deeded in that, and then it was done prior to him getting it, because the deed would show that.

Mr. Freeland stated he doesn't understand, how Timmons presents it here by part of Lot 24. All of Lot 24 is in Chesterfield County.

Mr. Townes stated this plat is what was deeded to Mr. Crowder in his description, not the other part, because he already had that by separate deed.

Mr. Freeland asked wouldn't that have been recorded in Chesterfield County.

Mr. Townes stated that would be correct. He then stated this has already been petitioned.

Mr. Johnson asked if this gravel driveway was the existing driveway going to Mr. Crowder's son's house.

Mr. Crowder stated yes it is.

Mr. Johnson asked if in this petition was there a request to waive sewer and water tap fees.

Mr. Anzolut stated the actual special use permit should include reference to not requiring the tap fees. A lot exists in the City of Colonial Heights, as such, would be required to front on a public street and would be required to connect to public water and sewer, if available. Mr. Crowder is asking not to be fronting on a public street directly and therefore, not to connect to public water and sewer.

Mr. Fisher stated the draft resolution would take of that. All you really need to do is to approve the special use permit stating you could have a single-family home on a lot with no street frontage.

Mr. Johnson asked if this same gravel driveway would be used for the construction crews also.

Mr. Crowder stated that was correct.

Mr. Fisher stated the concern that Mr. Schanzenbacher has raised about this being a subdivision makes him a little nervous, because he doesn't know what this plat is

depicting. He then stated he has no reason to doubt Mr. Crowder, but he is saying is if this as not already been in fact been validated a subdivision, you may be approving an illegal subdivision.

Mr. Johnson asked what would Mr. Crowder have to do to meet Mr. Fisher's standards.

Mr. Fisher stated Mr. Crowder would have to get a revised plat showing in fact this lot has previously been subdivided and the other part is in Chesterfield County.

Mr. Johnson asked would Mr. Timmons would be the one to provide that.

Mr. Fisher stated it could be anybody, but he thinks Mr. Timmons would be easiest one to provide that.

Mr. Townes said doesn't this plat show that it is in Chesterfield County.

Mr. Fisher said it does show the line, but he has never seen anything like this.

Mr. Townes stated for the sake of discussion he would move for approval and seconded by Mr. Freeland.

Mr. O'Connell stated he usually supports the Staff, but with Mr. Freeland's discussion of the RPA, he certainly doesn't have a problem with it, but would the 10-feet be a big cost to Mr. Crowder.

Mr. Crowder stated that was correct. It would require him to take some additional trees.

Mr. Johnson asked if there was any other discussion. There was none.

The motion passed on a 4 to 2 roll call vote. With Mrs. Hamilton and Mr. Magnusson voting against.

Mr. Freeland made a motion to waive the recommendation of the 10-foot buffer and seconded by Mr. O'Connell. The motion passed on a 4 to 2 roll call vote, with Mrs. Hamilton and Mr. Magnusson voting against.

## PLANS OF DEVELOPMENT/SUBDIVISION

A. PD-10-1 Miller Rheumatology-Dunlop Farms Boulevard. Mr. Schanzenbacher stated this is a plan of development to build an 8,267 square foot office building at the corner of Dunlop Farms Boulevard and Ellerslie Avenue in a PUD zoned area. You have the Staff comments from all the various departments. He then stated Mr. Townes is here representing the owner.

Mr. Charles Townes with Townes PC representing Dr. Carlton E. Miller. We have come to the Planning Commission to request a preliminary approval of the medical office building. He then stated they are in receipt of the Staff comments and we are in agreement with the findings.

Mr. O'Connell asked if this is the actual building that is going to be built or we don't know yet.

Mr. Townes stated this is a rendering of the building that is going to be built.

Mr. O'Connell asked if this building would be brick.

Mr. Townes stated it would be brick and the texture and the color would be matching the surrounding area.

Mrs. Hamilton asked if it was possible that we could pull in some more of the architectural features that are predominate in that area, such as the archways.

Mr. Townes stated the architectural design would match the other facilities that are in that shopping center. As far as adding different kinds of roofing, the project is within a nickel of its budget.

Mr. Freeland made motion to approve and seconded by Mr. O'Connell. The motion passed on a 5-0 roll call vote, with Mr. Townes abstaining.

## OLD BUSINESS

A. Zoning Ordinance Review-Final Complete Draft #1-3-2-10 and maps, set public hearing date. Mr. Freeland asked if we are here to set a public hearing date.

Mr. Schanzenbacher stated all the changes we have made are in the draft. We can go over them if you want. Most of those are minor, but some of those of major.

Mr. Townes stated he thinks in light of this he would need time to digest this, because this is a significant number of pages and he would want to compare this to what we have to make an intelligent decision.

Mr. Freeland stated he would like more time to review this document before go for a public hearing. He stated he would prefer to defer this until next month.

After some general discussion, Mr. Freeland made motion to defer until next month and seconded by Mr. Magnusson. The motion passed on a 6 to 0 roll call vote.

## REPORTS

Chairman: No report

Committees

Land Use: No report. Mr. Freeland did state that there was a clean-up day at Roslyn Park Landing on March 27, 2010.

Subdivision: No report.

Zoning: No report.

City Manager: No report.

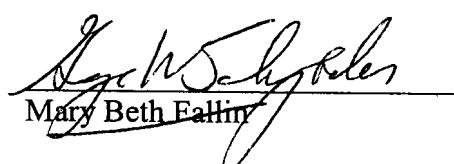
Assistant Director of Public Works: No report.

Director of Planning and Community Development: No report.

## ADJOURNMENT

There, being no further business, the meeting was adjourned.

Respectfully,

  
Mary Beth Fallin

APPROVAL:

Lewis L. Johnson Jr.

Lewis L. Johnson, Jr.  
Vice-Chairman

## **Department of Planning and Community Development**

April 12, 2010

Dear Property Owner:

The City of Colonial Heights has been working on a new zoning ordinance to update and replace existing zoning regulations first adopted in 1968. The City Planning Commission will be holding a public hearing on the new ordinance on Tuesday, May 4<sup>th</sup>, 2010 in the City Council Chambers, 201 James Avenue beginning at 7:00 p.m. The Planning Commission will finalize its recommendations sometime after this public hearing and submit them to the Colonial Heights City Council. The City Council is expected to have a lengthy review process with additional public involvement.

You may be interested in the Community Participation Workshops on Thursday April 22 from 5:30 to 8:00 p.m. at the Senior Citizen Center, 157 Roanoke Avenue and on Tuesday April 27<sup>th</sup> from 4:30 to 7:00 PM. at the Library 1000 Yacht Basin Drive. These workshops will provide property owners an opportunity to meet with staff to discuss zoning questions, review the revised zoning maps and offer comment on the new zoning ordinance.

In addition to the enclosed legal notice there is also a summary of the proposed major changes. If you have any questions, comments or concerns, please feel free to contact me, George W. Schanzenbacher, Director of Planning & Community Development at 520-9275 or [schanzenbacher@colonial-heights.com](mailto:schanzenbacher@colonial-heights.com) and/or plan on attending a workshop or public hearing.

Sincerely,

*George W. Schanzenbacher*

George W. Schanzenbacher, AICP  
Director of Planning & Community Development  
Zoning Administrator

Attachments

**NOTICE OF PUBLIC HEARING**

**CITY OF COLONIAL HEIGHTS PLANNING COMMISSION**

Notice is hereby given to all persons affected or interested that the Colonial Heights Planning Commission has fixed its Regular Meeting, Tuesday, May 4, 2010 at 7:00 P.M., in Council Chambers of City Hall, 201 James Avenue, Colonial Heights, Virginia, as the time and place to hold a public hearing to accept comments on the following:

**An Ordinance to amend and reordain Chapter 286, Zoning, and the official Zoning Map, of the Colonial Heights City Code. The Ordinance and Map completely rewrite Chapter 286, including consolidating and reorganizing zoning use districts, updating terms and definitions, and adding new development and use standards for the City's various Zoning Districts. The changes to Chapter 286 constitute the first general revision to the entire Zoning Ordinance since 1968.**

A copy of the proposed Ordinance is on file for public examination during regular business hours in the City Department of Planning and Community Development in City Hall, 201 James Avenue, Colonial Heights, Virginia or by calling (804) 520-9275. It is also posted on the city web page at [www.colonial-heights.com](http://www.colonial-heights.com) and is available for public examination at the City Library, located at 1000 Yacht Basin Drive.

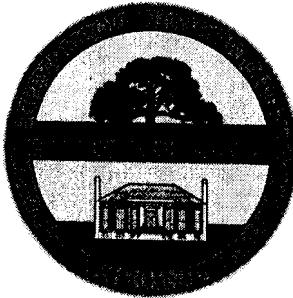
On Thursday April 22, from 5:30-8:00 PM at the City's Sr. Citizen Center, located at 157 Roanoke Avenue, and on Tuesday April 27, from 4:30-7:00 PM at the City of Colonial Heights Library 1000 Yacht Basin Drive, the Planning Department will hold community open houses to allow citizens the opportunity to discuss with staff and the City's Planning Consultant the proposed Ordinance and the official Zoning Map.

All persons affected or interested are invited to be present at the public hearing of the Planning Commission, to be held at the time and place stated above, when an opportunity will be given for them to be heard.

George W. Schanzenbacher  
Director of Planning and Community Development

Any interested party whose participation in this meeting would require reasonable accommodation of a handicap should contact the City Manager's Office at 520-9265 at least six days in advance.

*FINAL DRAFT*



May 2010

## **Community Summary- Proposed Zoning Ordinance- City of Colonial Heights, VA**

The City's current Zoning ordinance was written in 1968. While it has been amended over the years many of its standards and requirements have become dated and many new features have not been incorporated. In 2008 the City Council agreed to rewrite the entire code to address these issues.

This report is a summary of the proposed new codes content and highlights the major changes. While there is much that is updated the basic principles remain the same. For all uses and activates that were legally installed and or used the new ordinance will have no impact on them. It will impact however future uses and or activities.

### **Major Changes:**

1. Zoning Districts have been consolidated, reducing the number to 7 from the original 13.

**ALL PROPERTIES ORIGINALLY ZONED SINGLE-FAMILY AND MULTI-FAMILY RESIDENTIAL ARE STILL SINGLE-FAMILY AND MULTI-FAMILY RESIDENTIAL. ALL COMERCIALLY ZONED PROPERTIES ARE STILL COMMERCIAL AND ALL INDUSTRIAL PROPERTIES ARE STILL INDUSTRIAL.**

2. Clarifies and documents permitted uses and allowed activities within all Districts. Definitions for uses and activities are greatly expanded and Design standards for specific uses expanded.

**THE TYPES OF PERMITTED USES ALLOWED IN EACH ZONING DISTRICT AND THEIR DEFINITIONS HAVE BEEN GREATLY EXPANDED. IN ADDITION, SPECIFIC USE STANDARDS HAVE BEEN INCLUDED FOR ADDITIONAL ITEMS.**

3. Allows for Accessory Apartments for family members only in Single-Family zoned areas, subject to certain conditions being met.

**ACCESSORY APARTMENTS WOULD BE ALLOWED, SUBJECT TO CERTAIN STANDARDS. ACCESSORY APARTMENTS WOULD BE FOR FAMILY MEMBERS ONLY, NO SEPARATE OUTSIDE ENTRANCE AND NOT MORE THAN 50% OF THE EXISTING DWELLING AREA COULD BE USED. SEPARATE KITCHENS WOULD BE ALLOWED.**

4. New Landscaping, Buffering and Screening Standards, more options

**PROVIDES FOR SEVERAL OPTIONAL LANDSCAPING BUFFERS  
DEPENDING ON THE TYPE OF USE AND SETBACK PROVISIONS**

5. Permitted Home Occupations would be based on neighborhood impact, not just limited uses

**PROVIDES SPECIFIC DEVELOPMENT STANDARDS TO ALLOW  
HOME OCCUPATIONS IN THE LR LOW DENSITY RESIDENTIAL  
DISTRICT. SPECIFIC IMPACT FINDINGS WOULD BE APPLICABLE  
TO ALL HOME OCCUPATIONS INCLUDING: TRAFFIC IMPACT,  
NOISE AND VISUAL IMPACT.**

6. Zoning permits and certificates of zoning compliance to be issued for uses and activities

**AS PART OF THE BUILDING PERMIT AND CERTIFICATE OF  
OCCUPANCY PROCESSES ALL APPLICATIONS WILL HAVE  
ZONING PERMITS ISSUED.**

7. Updates all zoning maps to be in compliance with new ordinance and use districts.

**ALL BASE MAPS HAVE BEEN UPDATED TO CORRESPOND WITH  
THE TEXT AND USE DISTRICTS.**

The entire proposed ordinance and a summary zoning map are available on line at [www.colonial-heights.com](http://www.colonial-heights.com). The detailed base maps are available at the Dept of Planning and Community Development.

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