



**CITY OF COLONIAL HEIGHTS, VIRGINIA  
MEETING OF THE PLANNING COMMISSION  
Tuesday, May 3, 2022  
7:00 p.m.**

**MINUTES**

- I. Call to Order**  
The meeting was called to order at 7:00 p.m.
- II. Roll Call**  
Present:  
Mr. Hartson  
Mrs. Schiff  
Mrs. Hamilton  
Mr. Kohan  
Mr. Kwiek  
Mr. Wade  
Absent:  
Mrs. Levenson-Melvin
- III. Determination of Quorum**  
A quorum was determined.
- IV. Approval of Minutes for April 5, 2022 meeting**  
Mrs. Schiff made a motion to approve the April meeting minutes, and Mr. Kohan seconded the motion, with all commissioners in favor.
- V. Approval of Agenda**  
Mr. Wade made a motion to approve the agenda and Mrs. Schiff seconded the motion with all commissioners in favor.
- VI. Hearing of Citizens Generally**  
No citizens spoke.
- VII. Plans of Development/Preliminary Subdivision Plans**
  - A. PD 22-02 505 Lakeview Ave, Christian Life Center, Inc.  
Parcel ID #1900010Y001 & Parcel ID #1900010Y002**  
The proposed plan is for the development of an expansion to the front and side of the

existing sanctuary. The site is identified as parcel ID #1900010Y001 and Parcel ID #1900010Y002; and is zoned RL – Low-Density Residential.

This proposal would allow an 8000 sq. ft. single-story expansion to the existing religious facility. The sanctuary is located at 505 Lakeview Ave and is surrounded by low-density, single-family residential neighborhoods.

Mrs. Brown shared a presentation including visuals of the proposed expansion. She reminded Commissioners of the Special Use Permit which had been approved in February 2022.

Staff recommended approval.

Mr. Townes and Mr. Pavie were present to answer questions.

Mrs. Schiff asked if there were comments from the neighborhood. Mr. Hartson stated that he was unaware of any opposition and there had been no opposition in February.

Mrs. Schiff made a motion to adopt PD 22-02 and Mr. Wade seconded the motion.

Vote:

Yes:

Mr. Hartson

Mrs. Schiff

Mrs. Hamilton

Mr. Kohan

Mr. Kwiek

Mr. Wade

No: None

**Motion:** Unanimous Approval

## **B. SUB 22-03 706 Conduit Rd, Magnolia Hill**

### **Parcel ID #47000400001**

Property Owner, Integrity Building Design LLC, proposes a preliminary subdivision of Parcel ID #47000400001 that will include 11 new lots.

This parcel consists of 3.495 acres and is situated between Conduit Road, Hardy Avenue, and Lynchburg Avenue. At the time of the meeting, there was one single-family dwelling on the property. It was shown on the preliminary plan to remain intact. The property is located in the RL – Residential Low-density zoning district. The proposed 11 lots meet the minimum requirements for this zoning district. Mrs. Brown presented visuals, demonstrating the arrangement of the lots. Staff recommended approval subject to addressing all staff comments.

Mr. Hartson clarified that the property is located across the street from Colonial Heights Middle School. He asked about the layout, and which directions the houses would be facing. Mrs. Brown explained that the houses would be facing out on the different streets.

Mrs. Schiff stated that the traffic in the area was already terrible. Mr. Hartson suggested that a traffic light may need to be added on Conduit Road if traffic is too bad. Mr. Campbell stated that this development is not large enough to warrant that.

Mr. Kwiek voiced that he was concerned about the amount of traffic the development will create during school hours. Continuing, he stated that as a father of school children, he was worried about the potential dangers of an active construction site so close to school grounds. Mr. Kwiek further stated that the traffic impact of the construction may lead to backup on Conduit Road.

Mrs. Schiff stated that the existing and surrounding homes were constructed in the 1940s so she understood the hardship to the neighborhood.

Mrs. Hamilton stated that she felt the development did not have enough green space and that the 11 lots were too densely packed. Mrs. Brown stated that Planning Commission could consider creating new tree requirements. Mr. Fisher stated that because it was a plan of development subdivision and because the applicant meets the code requirements there was not much that staff could do. Mrs. Hamilton asked if all 11 homes would be the same design, and that she would like to see homes be compatible with existing homes. Mrs. Brown stated that the only requirement in the code is that they are a minimum of 1100 square feet.

Mr. Hartson stated that while he sympathized with her concerns, it was out of their hands.

Mr. Wade asked about storm drain and plumbing. Mrs. Brown stated that it would be addressed in the final plan.

Mr. Wade made a motion to approve Subdivision 22-03 and Mrs. Schiff seconded the motion.

Vote:

Yes:

Mr. Hartson

Mrs. Schiff

Mrs. Hamilton

Mr. Kohan

Mr. Kwiek

Mr. Wade

No: None

Motion: Unanimous Approval

**C. PD 22-03 706 Conduit Rd, Magnolia Hill**

**Parcel ID #47000400001**

Property Owner, Integrity Building Design LLC, proposes a plan of development of Parcel ID #47000400001 that will include 11 single-family homes.

Mrs. Brown reiterated the previously stated information from the subdivision proposal. She provided further visuals of the site. Staff recommended approval.

Mr. Townes was present to answer questions.

Mr. Wade stated that he did not see anything additional to discuss.

Mrs. Schiff made a motion to adopt PD 22-03 and Mr. Wade seconded the motion.

Vote:

Yes:

Mr. Hartson

Mrs. Schiff

Mrs. Hamilton

Mr. Kohan

Mr. Kwiek

Mr. Wade

No: None

**Motion:** Unanimous Approval

## **VIII. Old Business**

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

#### **A. PC Resolution 22-06**

Adoption of Electronic Meeting Policy for the Planning Commission

Mr. Hartson summarized the resolution. This resolution would allow virtual participation, but there would still need a quorum present in person. Mr. Fisher verified that four members would need to be present in person, but the remaining members would be allowed to call in. Mr. Hartson stated this was prompted by City Council adopting a similar policy and felt it an important policy to adopt. Mrs. Hamilton agreed it was a great idea.

Mr. Fisher stated that upon reviewing the resolution, an additional paragraph would need to be added to the resolution. The additional paragraph would be inserted above the resolution's approval date and would state that the Planning Commission approves the attached policy for Participation in Meetings by Electronic Communication. By consensus, the Commissioners gave their consent for Mr. Fisher to add such paragraph to Resolution 22-06. Mr. Fisher also went over important sections of the policy including requirements in the minutes.

Mrs. Schiff made a motion to approve Resolution 22-06 with Mr. Fisher's amendment, and Mr. Kwiek seconded the motion.

Vote:

Yes:

Mr. Hartson

Mrs. Schiff

Mrs. Hamilton

Mr. Kohan

Mr. Kwiek  
Mr. Wade  
No: None

Motion: Unanimous Approval

### **Reports**

1. **Chairman-** Mr. Hartson discussed the Tri-cities Area Metropolitan Planning Organization (MPO) Plan 2045. He asked if the executive director could be invited to a meeting to discuss it.
2. **Director of Planning and Community Development – Mrs. Brown**  
She stated that one site plan was received for the June Meeting and she would pursue reaching out to the executive director of the MPO.
3. **City Engineer or Designee – Asst. Director of Public Works – Mr. Campbell**  
Mr. Campbell explained the notice to comply at 415 and 401 Temple Avenue which was delaying the opening of the Valvoline and Royal Farms. He also shared that the new entrance to Ace Hardware in the Dunlop Village Shopping Center still needed an additional month to proceed. Mr. Campbell stated that Public Works staff have had good cooperation with the church regarding the Sanctuary project. Mr. Campbell shared staff had just finished an old manhole at Cal's junkyard, erosion at Greenwood had been settled, and that the Pavement Preservation Project was set to start at Lafayette Avenue the following week.

Mr. Wade asked about the status of 5200 Conduit Rd. and the drainage issues there. Mr. Campbell stated that they were waiting on contractors' estimates.

Mr. Kwiek thanked Mr. Campbell for the department's efforts in Dunlop Farms and addressed two concerns regarding streets.

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

#### **a. City Manager – Mr. Smith**

Mr. Smith stated that the City Website was advertising the VDOT public hearing Thursday, May 5, at the Hilton Garden Inn regarding the proposed trail location. He asked Commissioners to contact him to submit comments. He reminded Commissioners of the Ft. Clifton event on Saturday. Mr. Smith thanked those who participated in the City cleanup event. He shared that the Royal Farms opening would be pushed back to early June, but that it was coming along.

Mr. Kohan asked what was going on with the Mall apartment project. Mr. Smith stated that they were in a waiting period to hear back from CBL Properties.

#### **b. City Attorney – Mr. Fisher**

Mr. Fisher stated that the Westover Intersection Improvement Project is moving forward with taking owners to court to file certificates of take filed in Circuit Court. Just compensation would be resolved in the courts later. He stated that they are typically settled before going to trial. The City had offered approximately \$60,000 to McDonald's and the property owner was asking for \$150,000. Mr.

Fisher explained that the parcel has multiple owners and a tenant (McDonald's), which makes it more complicated. He also stated that the City is a part of Richmond Region Tourism, which wants everyone to adopt a tourism improvement district.

Mr. Hartson asked if adopting a tourism improvement district provided tax benefits. Mr. Fisher stated that it is supposed to have great marketing benefits.

Mrs. Hamilton asked Mr. Smith about what could be done to clean Cal's Junkyard. Mr. Smith stated that he would go over the document he put together with Mr. Meadows to see what could be done. She stated that it continues to get worse and more people need to be involved. Mr. Fisher stated that the junkyard is grandfathered and that he agreed with Mr. Smith to go over the Memorandum of Understanding between the City and Mr. Meadows.

**B. Adjournment**

Mrs. Schiff made a motion to adjourn and Mr. Wade seconded the motion with all commissioners in favor.

The meeting was adjourned at 7:59 pm.

X *Mitchell J. Hartson*  
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Mitchell Hartson  
Chairman

X *Brandi Payne*  
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Brandi Payne  
Secretary