

COLONIAL HEIGHTS CITY COUNCIL AGENDA

REGULAR MEETING CITY HALL

Council Members

Michael A. Cherry
Kenneth B. Frenier
W. Joe Green, Jr.
John E. Piotrowski
John T. Wood
Elizabeth G. Luck, Vice-Mayor
T. Gregory Kochuba, Mayor

January 14, 2020
VA

201 James Avenue, Colonial Heights,

7:00 PM

1. Call To Order
2. Roll Call
3. Devotion - The Honorable Michael A. Cherry
4. Pledge Of Allegiance
5. Adoption Of Agenda
6. Declarations Of Personal Interest
7. Commendations And Presentations
 - A. Recognizing Mr. Michael Souders, Tussing Elementary School Choir Director
 - B. New Employees Introduction
Introduction of New City Employees Hired By The Finance Department And The Fire And EMS Department.

Documents:

[EX SUMMARY NEW EMP INTRODUCTIONS.PDF](#)
 - C. Presentation Of Awards For Winners Of The 2019 Annual Colonial Heights Christmas Parade

Documents:

[2019 CHRISTMAS PARADE WINNERS.PDF](#)
8. Reading Of Manner Of Addressing Council.
ANY MEMBER OF THE PUBLIC addressing the Council shall approach the lectern, give his name and address in an audible tone of voice for the record, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. Unless further time is granted by the Council, ANY MEMBER OF THE PUBLIC shall address the Council for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss. PROVIDED however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.
9. Written Petitions And Communications

- A. Ms. Shannon Farthing To Thank Council For Their Support Of The Installation Of Crosswalks At The Intersection Of Conduit Road And Ellerslie Avenue.

10. Advertised Public Hearing

11. Hearing Of Citizens Generally On Non-Agenda Items

12. Consideration Of Uncontested Minutes, Ordinances, Resolutions, And Motions In Accordance With The Consent Agenda

A. AN ORDINANCE NO 19-26

(Second Reading) To change the land use classification of a tract of approximately 0.1358 acre of real property on the Land Use Plan Map, which is part of the City Comprehensive Plan (i.e., Master Plan), from Transitional Office to Community Commercial. The approximate 0.1358 acre tract is known as Chesterfield Highlands, Block 5, Lots 19, 19A, 20, and 20A, parcel identification numbers 4000010520 and 4000010520A; with a physical address of 137 Pickwick Avenue.

Documents:

[EX SUMMARY ORDINANCE NO 19-26.PDF](#)
[PC RESO 19-5 SIGNED.PDF](#)
[Z19-1_PICKWICK_STAFF REPORT.PDF](#)
[APPLICATION.PDF](#)
[CURRENT LAND USE PLAN 2019.PDF](#)
[CURENT LAND USE PLAN 19-26.PDF](#)
[AN ORDINANCE NO 19-26.PDF](#)

B. AN ORDINANCE NO 19-27

(Second Reading) To change the zoning classification of an approximate 0.0819 acre parcel with parcel identification number 40000105020, and of an approximate 0.0539 acre parcel with parcel identification number 40000105020A, collectively known as 137 Pickwick Avenue, from RO Residential Office District to BB Boulevard Business District; and to amend the Zoning Map accordingly.

Documents:

[EX SUMMARY ORDINANCE NO 19-27.PDF](#)
[PC RESOL 19-6 SIGNED.PDF](#)
[Z19-1_PICKWICK_STAFF REPORT.PDF](#)
[APPLICATION.PDF](#)
[ZONING MAP 2019.PDF](#)
[ZONING MAP 2019 ORDINANCE 19-27.PDF](#)
[AN ORDINANCE NO 19-27.PDF](#)

C. AN ORDINANCE NO 19-30

(Second Reading) Approving the Chief Elected Officials Consortium Agreement as part of the Crater Regional Workforce Development Board for Local Workforce Area 15 and authorizing the Mayor to execute the Agreement.

Documents:

[EX SUMMARY ORD 19-30.PDF](#)
[CRWDB CEO CONSORTIUM AG-FINAL.PDF](#)
[AN ORDINANCE NO 19-30.PDF](#)

13. Introduction And Consideration Of Ordinances And Resolutions

A. AN ORDINANCE NO 20-FIN-1

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$8,280, which consists of: 1) \$5,280 in miscellaneous donations to the Sheriff's Department; and 2) \$3,000 in grant funds received from the Virginia Department of Emergency Management for Communications.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations \$197,116 to appropriate anticipated federal and state funds for the Boulevard at Westover Intersection Improvements Project.

Documents:

[EX SUMMARY 20-FIN-1.PDF](#)
[BUDGET SUMMARY 20-FIN-1.PDF](#)
[BLVD AT WESTOVER APP A-1.PDF](#)
[SHERIFF DONATION LETTER.PDF](#)
[AN ORDINANCE 20-FIN-1.PDF](#)

B. A RESOLUTION NO 20-2

Specifying the regular meeting dates of the Colonial Heights City Council.

Documents:

[EX SUMMARY RESO 20-2.PDF](#)
[A RESOLUTION NO 20-2.PDF](#)

14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

A. AN ORDINANCE NO 19-19, AS AMENDED

(Second Reading) Amending § 244-14 of Chapter 244, Solid Waste, of the Colonial Heights City Code, by providing an exception for the location of solid waste and recycling cans and containers for the owners or tenants of certain multifamily housing, and providing an exception for those customers receiving certain assistance in rolling cans and containers to the street and rolling them back toward a residence.

Documents:

[EX SUMMARY ORDINANCE NO 19-19.PDF](#)
[AN ORDINANCE NO 19-19, AS AMENDED.PDF](#)

B. AN ORDINANCE NO 19-28

(Second Reading) Amending § 286-200 of Chapter 286, Zoning, of the Colonial Heights City Code by adding a definition of "donation collection bin" and adding a § 286-530.26 to Chapter 286, prohibiting the placement or location of donation collection bins anywhere in the City.

Documents:

[EX SUMMARY ORDINANCE NO 19-28.PDF](#)
[PC RESO 19-8 SIGNED.PDF](#)
[AN ORDINANCE NO 19-28.PDF](#)

15. Reports Of Officers And Documents Related Thereto

A. City Manager

1. General Activity Report

Documents:

[EX SUM CM ACTIVITY REPORT.PDF](#)
[DATES OF INTEREST - JAN 2020.PDF](#)

B. City Attorney

C. Director Of Planning And Community Development

1. January 2020 Planning Department And Planning Commission Summary

Documents:

[EX SUMMARY PLANNING SUMMARY.PDF](#)
[202001_PC_AGENDA.PDF](#)

16. Adjournment



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Meeting

MEETING DATE: January 14, 2020

ITEM: New Employee Introductions

DEPARTMENTS: Finance and Fire & EMS

PROPOSED ACTION: Introduction of new employees to City Council

BACKGROUND: The following individuals are new City employees:

Finance

Tiffany Fenner – Deputy Director of Finance

Fire & EMS

Lakeisha Bailey – Communications Officer

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

N/A

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



City of Colonial Heights
Christmas Parade

2019 Parade Award Winners

Congratulations to the 2019 Christmas Parade Winners:

Mayors Award:

Angel DeSouza's School of Dance

Judges Choice:

1st Place B & T Towing
2nd Place ACCA Shriner's Mini-Patrol

Band Category:

1st Place Petersburg High School
2nd Place Colonial Heights High School

Dance Category:

1st Place Genia Johnson Dance Company
2nd Place Dance Kraze

Float Category:

1st Place Boy Scouts of America Troop 160
2nd Place Front Door Realty Group

Parade Presented by:





Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: January 14, 2020

ITEM: ORDINANCE NO. 19-26 (*Second Reading*)

DEPARTMENT: Planning & Community Development

PROPOSED ACTION: City Council to have second reading on Ordinance No. 19-26

BACKGROUND:

(*Second Reading*) Ordinance No. 19-26 will change the land use classification of a tract of approximately 0.1358 acre of real property on the Land Use Plan Map, which is part of the City Comprehensive Plan (i.e., Master Plan), from Transitional Office to Community Commercial. The approximate 0.1358 acre tract is known as Chesterfield Highlands, Block 5, Lots 19, 19A, 20, and 20A, parcel identification numbers 4000010520 and 4000010520A; with a physical address of 137 Pickwick Avenue.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION:

Planning Commission recommended approval (6-0-1) of Ordinance No. 19-26 to the City Council.

ATTACHMENTS:

ORDINANCE NO. 19-26; Planning Commission Resolution 19-5.
Staff Report; Maps; Application.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

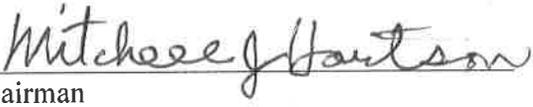
Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

PLANNING COMMISSION RESOLUTION NO. 19-5

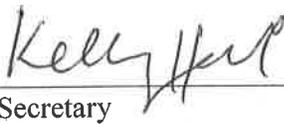
Recommending the approval of Ordinance 19-26, to change the land use classification of a tract of approximately 0.1358 acres of real property on the Land Use Plan map, which is part of the City Comprehensive Plan (i.e., Master Plan), from Transitional Office to Community Commercial. The approximate 0.1358 acre tract is known as Chesterfield Highlands, Block 5, Lots 19, 19A, 20, and 20A, parcel identification numbers 40000105020 and 4000010520A, with a physical address of 137 Pickwick Avenue.

Approved this 6th day of November 2019.

APPROVED:


Chairman

ATTEST:


Secretary



Z-19-1
Rezoning Request
Parcel IDs 40000105020 and 4000010520A
Rezoning from RO Residential Office District
to BB Boulevard Business District

The applicant for this rezoning request is Pickwick Development LLC, represented by Mr. Joseph “Joey” Cummings and Mr. Mark Cummings. Mr. Mark Cummings owns the subject property and is also business owner of Pickwick Laundromat. The property owner’s son, Mr. Joey Cummings, is the representative on this application. Mr. Joey Cummings is owner of the SouthernSpun LLC, a southern-style food truck and currently serves at the Colonial Heights Farmers Market. Mr. Joey Cummings proposes to turn his food truck business into a bricks-and-mortar restaurant at this subject property and to use the attached vacant lot as parking for the business.

To change the land use classification of a tract of approximately 0.1358 acre of real property on the Land Use Plan map, which is part of the City Comprehensive Plan (i.e., Master Plan), from Transitional Office to Community Commercial. The approximate 0.1358 acre tract is known as Chesterfield Highlands, Block 5, Lots 19, 19A, 20, and 20A, parcel identification numbers 40000105020 and 4000010520A; with a physical address of 137 Pickwick Avenue.

To change the zoning classification of an approximate 0.0819 acre parcel with parcel identification number 40000105020, and of an approximate 0.0539 acre parcel with parcel identification number 4000010520A, collectively known as 137 Pickwick Avenue, from RO Residential Office District to BB Boulevard Business District; and to amend the Zoning Map accordingly.

Location

The location of the rezoning request is two adjacent parcels under the same ownership. The parcels are located on the southeast corner of Pickwick and Danville Avenues. Parcel ID 40000105020 is comprised of Lots 19 and 20, Block 5, of the Chesterfield Highlands Subdivision. Parcel ID 4000010520A is the rear 47.52 feet of the property, denoted as Lots 19A and 20A, Block 5, of the Chesterfield Highlands Subdivision.

Parcel ID 40000105020 is a vacant parcel. Parcel ID 4000010520A is addressed as 137 Pickwick Avenue and contains a 2,062 square foot masonry, single-story building.

Pickwick Development, LLC acquired the two parcels on 5/13/2019.

Existing & Land Use Plan

The existing land use of the parcels are currently classified as Commercial and the Land Use Plan identifies the properties as Transitional Office.

Surrounding Land Use

North – For all parcels north of the subject parcels, the existing land use is Institutional/Public and are identified as Civic/Institutional in the Land Use Plan.

South – For the parcels immediately south of the subject parcels, the existing land use is Commercial and are the parcels are identified as Community Commercial in the Land Use Plan.

East – For all parcels adjacent to the east of the subject parcels, the existing land use is Residential – Single Family and the parcels are identified as Low Density Single-Family in the Land Use Plan.

West – The parcel west of the subject parcel on the corner of Pickwick and Danville Avenues has the existing land use of Commercial and is classified as Transitional Office in the Land Use Plan. The parcels west of the subject parcel, located immediately behind the corner parcel, have the existing land use of Commercial and are classified as Community Commercial due to a reclassification that occurred in 2016.

Existing Zoning

The existing zoning is currently RO – Residential Office

Surrounding Zoning

North – For all adjacent parcels north of the subject parcel, the zoning is RL – Low Density Residential.

South – For all adjacent parcels south of the subject parcel, the zoning is BB – Boulevard Business.

East – For all adjacent parcels east of the subject parcel, the zoning is RL – Low Density Residential.

West – The parcel west of the subject parcel on the corner of Pickwick and Danville Avenues is zoned RO – Residential Office. The parcels west of the subject parcel, located immediately behind the corner parcel, were rezoned to BB – Boulevard Business in 2016.

Relationship to Comprehensive Plan

Chapter 2 from the Comprehensive Plan provides the visions, goals and objectives to be the foundation of this community's vision for the future. The objectives of the Comprehensive Plan are organized under four goals; community character, quality of life, economic prosperity, sustainable development.

The following Comprehensive Plan objectives align with this proposed rezoning request:

Community Character:

- Promote high-quality curb appeal that is inviting and of human scale (CC-3).

Economic Prosperity:

- Improve the physical appearance and capacity of City businesses (EP-3).
- Generate and sustain successful small businesses (EP-4).
- Diversify the economic base (EP-6).
- Improve the overall condition of infrastructure in the City (EP-7).

Sustainable Development:

- Strengthen and promote the City's commercial areas (SD-2).

The following Comprehensive Plan objectives do not align with this proposed rezoning request:

Community Character:

- Promote compatible land uses that protect and preserve the City's neighborhoods (CC-4).

Analysis of Request

On May 23, 2019, ownership changed from Bruce and Milton Rose to Pickwick Development, LLC and the parcel is referred to as 137 Pickwick Avenue. The parcel, and the surrounding parcels, have not changed zoning or land use designations since the purchase of the property.

The structure at 137 Pickwick Avenue has been used as a religious institution (Faith Heritage Church) from 1993-2019 with brief periods of vacancy. There are no records prior to the use of the religious institution, institutional knowledges recalls the structure being used as a record store.

In 2016, 138 and 140 Pickwick Avenue rezoned from Residential Office to Boulevard Business. 138 and 140 Pickwick Avenue is an attached brick structure that faces into the Pickwick Avenue parking lot. It is similarly situated to the subject property of this rezoning in regards to the size, massing, and distance from the closest residential property. Although the properties across the street are still being used as Residential Office, the HVAC equipment servicing the building is located in the rear within 10 feet of the adjacent residential structure. This differs from 137 Pickwick Avenue, the subject property in the rezoning as the zero-lot line in the rear of the property will require equipment to be located and screened on the side of the building. The applicant proposes locating all trash and grease disposal in a screened area on the side of the building.

The proposed rezoning of 137 Pickwick Avenue does not provide any more or less of an encroachment than 138 and 140 Pickwick Avenue.

Staff Recommendation

The recommendation from staff is to approve Planning Commission Resolutions 19-5 and 19-6 which recommends passage of Ordinance Numbers 19-26 and 19-27 by City Council.

Attachments

Rezoning Application
Application Attachments (Site Renderings)

Map – Parcels
Map - Existing Land Use
Map - Future Land Use Plan
Map - Zoning

Kelly Hall

From: noreply@civicplus.com
Sent: Monday, August 19, 2019 10:28 AM
To: Brandi Payne; Kelly Hall
Subject: Online Form Submittal: Request for Rezoning

Request for Rezoning

Step 1

Date of Request	8/12/2019
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Address of Request	137 Pickwick Avenue, Colonial Heights, VA 23834
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Applicant Information

Property Owner	Pickwick Development, LLC
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Contact Name	Mark Cummins / Joey Cummins
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Address of Owner	408 Nottingham Drive, Colonial Heights, VA 23834
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Telephone No.	804-467-6756
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Fax No.	<i>Field not completed.</i>
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Email Address	markcummins9955@yahoo.com
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Applicant Information (continued)

Developer (if applicable)	<i>Field not completed.</i>
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Engineer (if applicable)	<i>Field not completed.</i>
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Contact Name	Joseph Cummins, 14201 Cherry St, Chester, VA 23831
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Telephone No.	8049439371
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Fax No.	<i>Field not completed.</i>
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Email Address	southernspunva@gmail.com
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Statement	All information is accurate to the best of my ability. By checking this box, you are agreeing to sign and take responsibility for the work on this permit.
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Site Plan Information

Site Acreage	Total - .1358 (2 Parcels)
Parcel Identification	40000105020A and 40000105020
Current Zoning	Residential Office
Existing Square Footage of Structure(s)	2348
Proposed Square Footage of Structure(s)	N/A
Name of Subdivision	Chesterfield Highlands
Proposed Land Use Activity	"Restaurant, Fast Food" & "Retail Sales"
Vehicles per Peak Hour (VPH)	<i>Field not completed.</i>
Traffic Impact Analysis	<i>Field not completed.</i>

Attachments

Attachments Adjacent Property Owners Form, Thirteen Copies of the Plat of the Subject Property and Preliminary Plans, Responses to Questions on following page, Required \$1,500 fee for Zoning Request

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 and County Assessor if applicable.

Parcel ID # 4000010515A
4000010516A

4000040014A

40000106008
40000106011
40000106021

40000105008

40000105010

40000105014

40000105016

40000105022

40000105024

40000105026

Name

NOBELS PROPERTIES LLC

HARRISON, VERNON L AND CATHERINE R

COLONIAL HEIGHTS PRESBYTERIAN CHURCH, INC

LANDMARK ASSOC. LLC OF VA

BOGESE,
JO ANN E

BULIFANT,
PAUL A AND LESLEY S

BADIN, BRYAN S

GOUDREAUULT, THOMAS AND PATRICIA P

DENNIS,
LARRY D

Street Address	310 MAPLE AVE, COLONIAL HEIGHTS, VA 23834
	270 N E 3RD ST, BOCA RATON, FL 33432
	211 LYNCHBURG AVE, COLONIAL HEIGHTS, VA 23834
	127 DANVILLE AVE, COLONIAL HEIGHTS, VA 23834
	206-D TEMPLE AVE, COLONIAL HEIGHTS, VA 23834
	1105 DUKE OF GLOUCESTER ST, COLONIAL HEIGHTS, VA 23834
	11801 REXMOOR CT, RICHMOND, VA 23236
	215 DANVILLE AVE, COLONIAL HEIGHTS, VA 23834
	219 DANVILLE AVE, COLONIAL HEIGHTS, VA 23834

Rezoning Questions

Explain how this request is consistent with the Comprehensive Plan	<p>Improvements to the property will be made to give it a high quality curb appeal and visually improve the separation between the zoning districts. (CC-3) With the location of the property, these improvements will complement the substantial public investments made along the Boulevard as stated in the Land Use Plan section of Chapter 3.</p> <p>This request would provide additional opportunities for local small businesses (EP-4) and enhance appearance (EP-3) of a property located within the Boulevard Commercial Strategy Area outlined in the Economic Development Opportunities section of Chapter 6 of the Comprehensive Plan.</p> <p>The addition of an attractive small local business will provide an increased flow of customers to the walkable shopping area, helping to strengthen and promote the local businesses. (SD-2) The parking area added will support the additional traffic to the area without detracting from the current available parking for those surrounding businesses.</p> <p>By working with the other small businesses in the shopping center and enhancing the appearance of the property, opportunities will be available for the planning of community</p>
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events in the area to aid in the preservation of the small town feel and character of Colonial Heights. (CC-1)

What is the Land Use and Transportation Plan Map designation of the subject property?

Transitional Office

Describe in Detail the Proposed Use of the Property.

The building on the property will be home to a small locally owned non-chain fast food style restaurant serving made from scratch southern inspired food with a combination of unique and traditional menu items that utilize some local ingredients. The restaurant will serve breakfast and lunch with approximate hours of operation from 7:00 am - 3:00 pm, Tuesday through Saturday. The restaurant will offer take out as well as a small seating area with preliminary plans for the dining area to include seating for up to 24 guests. Initially the restaurant estimates to serve up to 150 meals per day from a combination of dine in and take out service.

Preliminary plans also include for building to contain a small retail shop that will be compatible with other shops in the area and will be consistent with the characteristics of the area. Lot of land (Parcel ID - 40000105020 will be primarily used for a paved parking lot. Preliminary plans include up to 8 parking spaces (1 handicap accessible space) with curb cut to provide 2 way entry/exit onto Pickwick Avenue. Lot will also contain an area with a privacy fence to screen trash/grease disposal as well as HVAC equipment. Developers will work directly with the planning commission and/or the Director of Planning and Community Development to establish suitable buffer yards for the parking area.

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

The initial impact of the rezoning will provide the opportunity to enhance the appearance of a transition from a residential area to part of the Boulevard Business Corridor while supporting the continued progress and development of an original shopping center within the city. Expanding the options of business types to be located on the property will also provide continued opportunities for a variety of small businesses in the future.

List any sensitive environmental or unique features of the property.

The property is located on the fringe of a Residential Office zoning area while also serving as a threshold to part of the Boulevard Business Corridor. The building on the property fronts Pickwick Avenue with a design that is consistent with adjacent commercial properties zoned for Boulevard Business.

Have you prepared a conceptual plan of the

Conceptual plan for exterior of the building is to be included with application. This will include parking lot configuration and

proposed development, including proposed uses, general lot configurations and road locations? landscaping, as well as location of screened area to contain trash/grease disposal, HVAC equipment, etc. Plans also include to face the building on the property with glass windows to enhance curb appeal. Signage for the business/businesses contained within the structure on the property will be added and will be consistent with the appearance and characteristics of the neighboring businesses within the shopping center.

What provisions will be made to provide safe and adequate access to the subject property? Lot of land (Parcel ID - 40000105020 will be primarily used for a paved parking lot. Preliminary plans include up to 8 parking spaces (1 handicap accessible space) with curb cut to provide 2 way entry/exit onto Pickwick Avenue subject to Engineering Department's approval.

Please identify any known or suspected historic resources on both the subject property and adjacent properties. The subject property is a contributing structure located within the Chesterfield Highlands Historic District. "137 Pickwick Avenue is a free-standing, one-story brick commercial building. The building features a shallow, full-width, pent with asphalt shingle covering, a flat roof hidden behind a parapet, and brick walls laid in seven-course American bond. There are three large window openings, covered with boards and two door openings, one of which is boarded. The building is currently occupied by Faith Heritage Church"

Conditional Zoning Application

Approval

The City Clerk on behalf of the City Council will send a letter to the applicant, with the approved ordinance including all proffers approved with the rezoning. Upon consideration of the proposed rezoning, the City Council shall consider the following factors and shall concur therein before acceptance of any of the additional conditions proffered.

Proffered Conditions *Field not completed.*

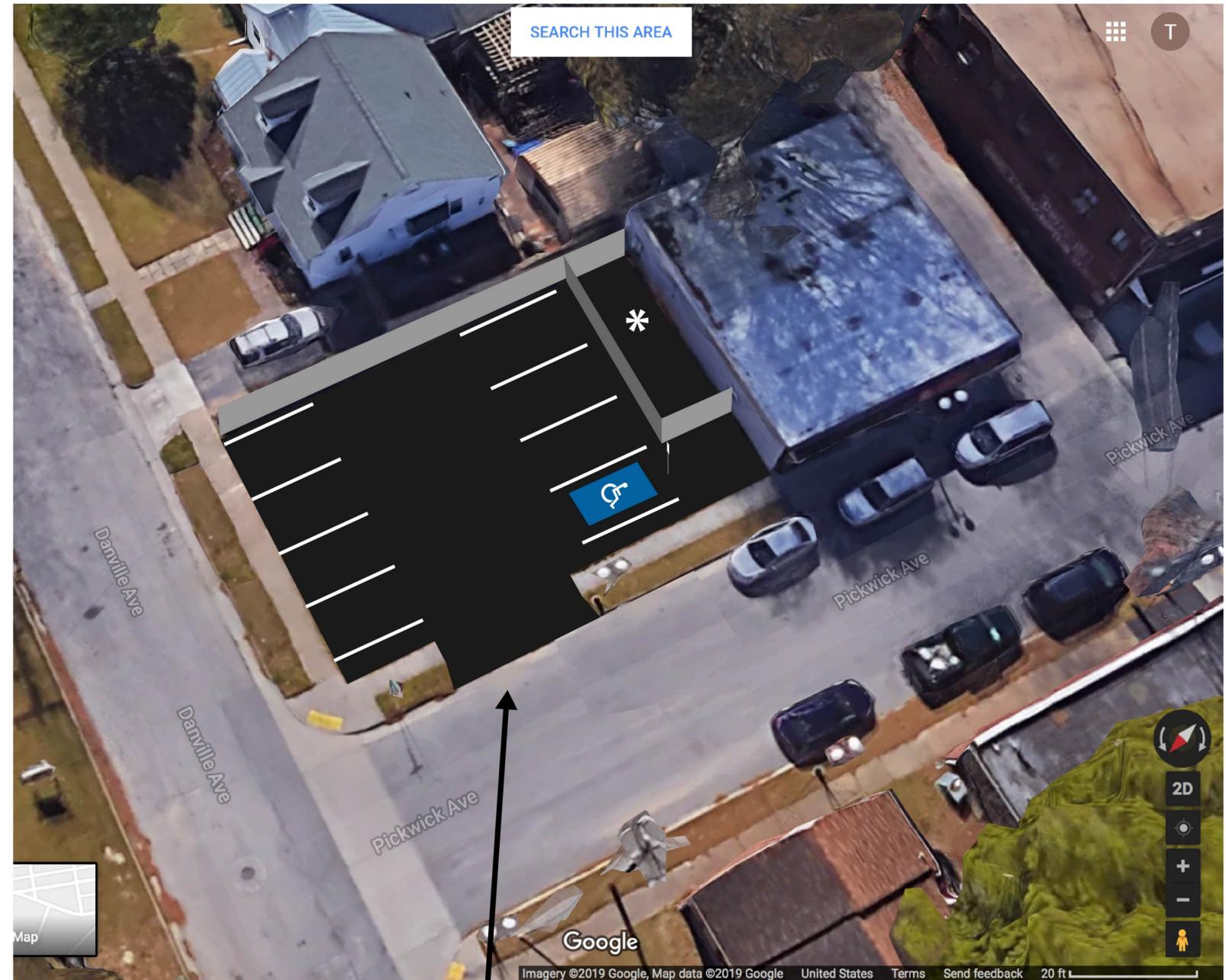
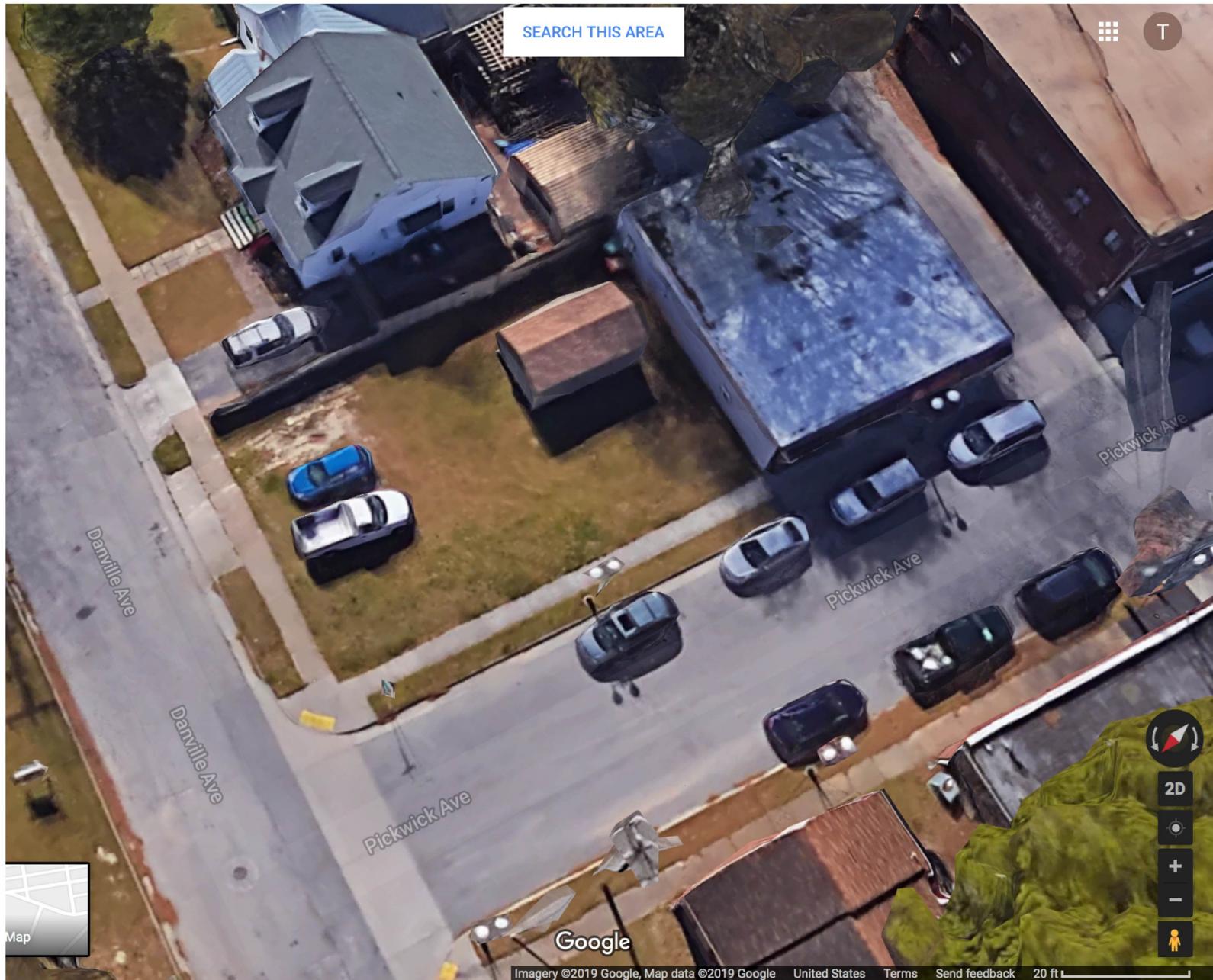
Please explain the manner in which the proposed zoning itself gives rise to the need for the additional conditions, relationship to the rezoning and the physical operation of the property and consistency with the Comprehensive Plan. *Field not completed.*

Statement

With the signing of this form, the property owner certifies that no cash contribution

to the City has been solicited or offered as part of the proffer; as has no mandatory dedication of real or personal property, on- or off-site, for open space, parks, schools, fire departments or other public facilities.

Email not displaying correctly? [View it in your browser.](#)



**Proposed Entry
2- Way**

***FENCED AREA
-Trash cans/Grease Disposal**



PICKWICK
DEVELOPMENT, LLC



**Parking Lot & Facade Update
Proposed Concept**



Existing



Proposed Concept

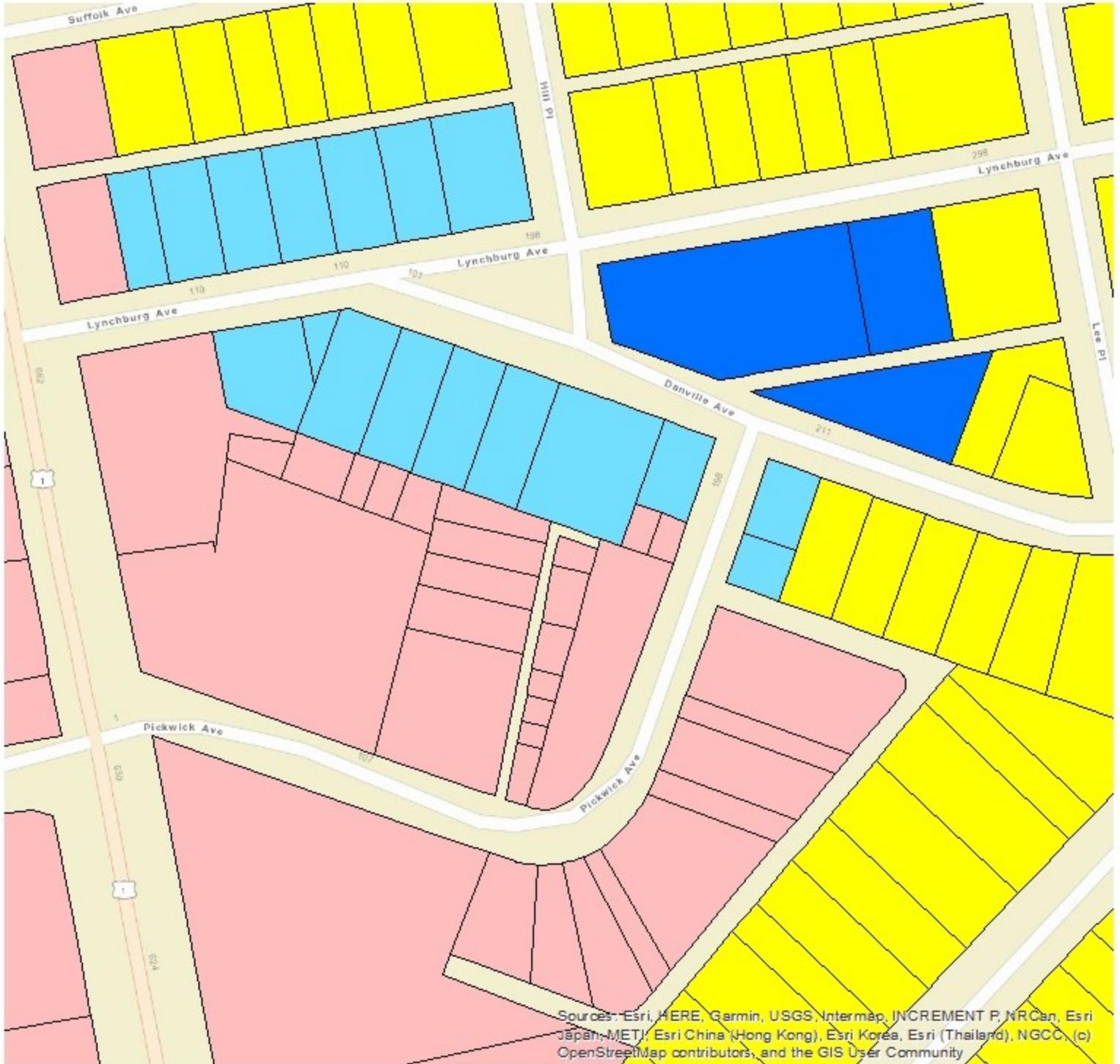


Parking Lot & Facade Update

* FENCED AREA
-Trash cans/Grease Disposal

Proposed Entry
2-Way

City of Colonial Heights Comprehensive Plan 2044 Land Use Plan



Map 2

<all other values>	Civic/Institutional	Industrial	Mixed Use
Comp_Plan1	Community Commercial	Low Density Single-Family	Multi-Family
	General Commercial	Medium Density Single-Family	Public and Open Space
			Transitional Office

AN ORDINANCE NO. 19-26

To change the land use classification of a tract of approximately 0.1358 acre of real property on the Land Use Plan Map, which is part of the City Comprehensive Plan (i.e., Master Plan), from Transitional Office to Community Commercial. The approximate 0.1358 acre tract is known as Chesterfield Highlands, Block 5, Lots 19, 19A, 20, and 20A, parcel identification numbers 4000010520 and 4000010520A; with a physical address of 137 Pickwick Avenue.

WHEREAS, City Council has adopted a Comprehensive Plan (i.e., Master Plan) for the City as a guide for the City's orderly development; and

WHEREAS, upon application of Pickwick Development, LLC, it is appropriate to change the land use classification of the two parcels consisting of an aggregate of 0.1358 acre (consisting of 0.0819 acre and 0.0539 acre) (the "parcel") on the Comprehensive Plan's Land Use and Transportation Plan map from "Transitional Office" to "Community Commercial"; and

WHEREAS, the aggregate 0.1358 acre parcel, consisting of the 0.0819 acre and 0.0539 acre parcels, is part of Block 5, Chesterfield Highlands, Lots 19, 19A, 20, and 20A; has parcel identification numbers 40000105020 and 4000010520A; and has a street address of 137 Pickwick Avenue ; and

WHEREAS, after consideration and a public hearing, the Planning Commission recommended that City Council approve the Comprehensive Plan change, this Ordinance, and Planning Commission Resolution No. 19-5 , which is attached to and made a part of this Ordinance; and

WHEREAS, City Council has held a public hearing to receive citizen comment on the proposed Comprehensive Plan change; and

WHEREAS, the determination of City Council is that the public necessity, convenience, general welfare, and good planning and zoning practice require that the Comprehensive Plan change be approved; NOW, THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That after public hearing and consideration, the City Council approves amending the Comprehensive Plan's Land Use and Transportation Plan map so as to change from "Transitional Office" to "Community Commercial" the land use classification of a parcel consisting of approximately 0.1358 acre that is part of Block 5, Chesterfield Highlands, Lots 19, 19A, 20, and 20A; has parcel identification numbers 40000105020 and 40000105020A; and has a street address of 137 Pickwick Avenue.

2. That the change in land use classification is depicted on the attached copy of the Land Use and Transportation Plan map, which is made a part of this ordinance.

3. That the City Planning and Community Development staff shall proceed with incorporating the amendment into the Colonial Heights Comprehensive Plan.

4. That upon final approval, the City Clerk shall provide the Colonial Heights Circuit Court Clerk with a certified copy of this ordinance and its attachments; and the Circuit Court Clerk shall promptly file the ordinance and its attachments.

5. That this ordinance shall be in full force and effect upon its approval 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 Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: January 14, 2020

ITEM: ORDINANCE NO. 19-27 (*Second Reading*)

DEPARTMENT: Planning & Community Development

PROPOSED ACTION: City Council to have second reading on Ordinance No. 19-27

BACKGROUND:

(*Second Reading*) Ordinance No 19-27 will change the zoning classification of an approximate 0.0819 acre parcel with parcel identification number 40000105020, and of an approximate 0.0539 acre parcel with parcel identification number 40000105020A, collectively known as 137 Pickwick Avenue, from RO Residential Office District to BB Boulevard Business District; and to amend the Zoning Map accordingly.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION:

Planning Commission recommended approval (5-1) of Ordinance No. 19-27 to the City Council.

ATTACHMENTS:

ORDINANCE NO. 19-27; Planning Commission Resolution 19-6.
Staff Report; Maps; Application.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

PLANNING COMMISSION RESOLUTION NO. 19-6

Recommending the approval of Ordinance 19-27, to change the zoning classification of an approximate 0.0819 acre parcel with parcel identification number 40000105020 and of an approximate 0.0539 acre parcel with parcel identification number 4000010520A from "RO Residential Office District" to "BB Boulevard Business District"; and to amend the Zoning Map accordingly.

Approved this 6th day of November 2019.

APPROVED:

Mitchell J. Hartson
Chairman

ATTEST:

Kelly Hart
Secretary



Z-19-1
Rezoning Request
Parcel IDs 40000105020 and 4000010520A
Rezoning from RO Residential Office District
to BB Boulevard Business District

The applicant for this rezoning request is Pickwick Development LLC, represented by Mr. Joseph “Joey” Cummings and Mr. Mark Cummings. Mr. Mark Cummings owns the subject property and is also business owner of Pickwick Laundromat. The property owner’s son, Mr. Joey Cummings, is the representative on this application. Mr. Joey Cummings is owner of the SouthernSpun LLC, a southern-style food truck and currently serves at the Colonial Heights Farmers Market. Mr. Joey Cummings proposes to turn his food truck business into a bricks-and-mortar restaurant at this subject property and to use the attached vacant lot as parking for the business.

To change the land use classification of a tract of approximately 0.1358 acre of real property on the Land Use Plan map, which is part of the City Comprehensive Plan (i.e., Master Plan), from Transitional Office to Community Commercial. The approximate 0.1358 acre tract is known as Chesterfield Highlands, Block 5, Lots 19, 19A, 20, and 20A, parcel identification numbers 40000105020 and 4000010520A; with a physical address of 137 Pickwick Avenue.

To change the zoning classification of an approximate 0.0819 acre parcel with parcel identification number 40000105020, and of an approximate 0.0539 acre parcel with parcel identification number 4000010520A, collectively known as 137 Pickwick Avenue, from RO Residential Office District to BB Boulevard Business District; and to amend the Zoning Map accordingly.

Location

The location of the rezoning request is two adjacent parcels under the same ownership. The parcels are located on the southeast corner of Pickwick and Danville Avenues. Parcel ID 40000105020 is comprised of Lots 19 and 20, Block 5, of the Chesterfield Highlands Subdivision. Parcel ID 4000010520A is the rear 47.52 feet of the property, denoted as Lots 19A and 20A, Block 5, of the Chesterfield Highlands Subdivision.

Parcel ID 40000105020 is a vacant parcel. Parcel ID 4000010520A is addressed as 137 Pickwick Avenue and contains a 2,062 square foot masonry, single-story building.

Pickwick Development, LLC acquired the two parcels on 5/13/2019.

Existing & Land Use Plan

The existing land use of the parcels are currently classified as Commercial and the Land Use Plan identifies the properties as Transitional Office.

Surrounding Land Use

North – For all parcels north of the subject parcels, the existing land use is Institutional/Public and are identified as Civic/Institutional in the Land Use Plan.

South – For the parcels immediately south of the subject parcels, the existing land use is Commercial and the parcels are identified as Community Commercial in the Land Use Plan.

East – For all parcels adjacent to the east of the subject parcels, the existing land use is Residential – Single Family and the parcels are identified as Low Density Single-Family in the Land Use Plan.

West – The parcel west of the subject parcel on the corner of Pickwick and Danville Avenues has the existing land use of Commercial and is classified as Transitional Office in the Land Use Plan. The parcels west of the subject parcel, located immediately behind the corner parcel, have the existing land use of Commercial and are classified as Community Commercial due to a reclassification that occurred in 2016.

Existing Zoning

The existing zoning is currently RO – Residential Office

Surrounding Zoning

North – For all adjacent parcels north of the subject parcel, the zoning is RL – Low Density Residential.

South – For all adjacent parcels south of the subject parcel, the zoning is BB – Boulevard Business.

East – For all adjacent parcels east of the subject parcel, the zoning is RL – Low Density Residential.

West – The parcel west of the subject parcel on the corner of Pickwick and Danville Avenues is zoned RO – Residential Office. The parcels west of the subject parcel, located immediately behind the corner parcel, were rezoned to BB – Boulevard Business in 2016.

Relationship to Comprehensive Plan

Chapter 2 from the Comprehensive Plan provides the visions, goals and objectives to be the foundation of this community's vision for the future. The objectives of the Comprehensive Plan are organized under four goals; community character, quality of life, economic prosperity, sustainable development.

The following Comprehensive Plan objectives align with this proposed rezoning request:

Community Character:

- Promote high-quality curb appeal that is inviting and of human scale (CC-3).

Economic Prosperity:

- Improve the physical appearance and capacity of City businesses (EP-3).
- Generate and sustain successful small businesses (EP-4).
- Diversify the economic base (EP-6).
- Improve the overall condition of infrastructure in the City (EP-7).

Sustainable Development:

- Strengthen and promote the City's commercial areas (SD-2).

The following Comprehensive Plan objectives do not align with this proposed rezoning request:

Community Character:

- Promote compatible land uses that protect and preserve the City's neighborhoods (CC-4).

Analysis of Request

On May 23, 2019, ownership changed from Bruce and Milton Rose to Pickwick Development, LLC and the parcel is referred to as 137 Pickwick Avenue. The parcel, and the surrounding parcels, have not changed zoning or land use designations since the purchase of the property.

The structure at 137 Pickwick Avenue has been used as a religious institution (Faith Heritage Church) from 1993-2019 with brief periods of vacancy. There are no records prior to the use of the religious institution, institutional knowledges recalls the structure being used as a record store.

In 2016, 138 and 140 Pickwick Avenue rezoned from Residential Office to Boulevard Business. 138 and 140 Pickwick Avenue is an attached brick structure that faces into the Pickwick Avenue parking lot. It is similarly situated to the subject property of this rezoning in regards to the size, massing, and distance from the closest residential property. Although the properties across the street are still being used as Residential Office, the HVAC equipment servicing the building is located in the rear within 10 feet of the adjacent residential structure. This differs from 137 Pickwick Avenue, the subject property in the rezoning as the zero-lot line in the rear of the property will require equipment to be located and screened on the side of the building. The applicant proposes locating all trash and grease disposal in a screened area on the side of the building.

The proposed rezoning of 137 Pickwick Avenue does not provide any more or less of an encroachment than 138 and 140 Pickwick Avenue.

Staff Recommendation

The recommendation from staff is to approve Planning Commission Resolutions 19-5 and 19-6 which recommends passage of Ordinance Numbers 19-26 and 19-27 by City Council.

Attachments

Rezoning Application
Application Attachments (Site Renderings)

Map – Parcels
Map - Existing Land Use
Map - Future Land Use Plan
Map - Zoning

Kelly Hall

From: noreply@civicplus.com
Sent: Monday, August 19, 2019 10:28 AM
To: Brandi Payne; Kelly Hall
Subject: Online Form Submittal: Request for Rezoning

Request for Rezoning

Step 1

Date of Request	8/12/2019
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Address of Request	137 Pickwick Avenue, Colonial Heights, VA 23834
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Applicant Information

Property Owner	Pickwick Development, LLC
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Contact Name	Mark Cummins / Joey Cummins
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Address of Owner	408 Nottingham Drive, Colonial Heights, VA 23834
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Telephone No.	804-467-6756
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Fax No.	<i>Field not completed.</i>
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Email Address	markcummins9955@yahoo.com
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Applicant Information (continued)

Developer (if applicable)	<i>Field not completed.</i>
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Engineer (if applicable)	<i>Field not completed.</i>
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Contact Name	Joseph Cummins, 14201 Cherry St, Chester, VA 23831
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Telephone No.	8049439371
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Fax No.	<i>Field not completed.</i>
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Email Address	southernspunva@gmail.com
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Statement	All information is accurate to the best of my ability. By checking this box, you are agreeing to sign and take responsibility for the work on this permit.
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Site Plan Information

Site Acreage	Total - .1358 (2 Parcels)
Parcel Identification	40000105020A and 40000105020
Current Zoning	Residential Office
Existing Square Footage of Structure(s)	2348
Proposed Square Footage of Structure(s)	N/A
Name of Subdivision	Chesterfield Highlands
Proposed Land Use Activity	"Restaurant, Fast Food" & "Retail Sales"
Vehicles per Peak Hour (VPH)	<i>Field not completed.</i>
Traffic Impact Analysis	<i>Field not completed.</i>

Attachments

Attachments Adjacent Property Owners Form, Thirteen Copies of the Plat of the Subject Property and Preliminary Plans, Responses to Questions on following page, Required \$1,500 fee for Zoning Request

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 and County Assessor if applicable.

Parcel ID #	4000010515A 4000010516A 4000040014A 40000106008 40000106011 40000106021 40000105008
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40000105010

40000105014

40000105016

40000105022

40000105024

40000105026

Name

NOBELS PROPERTIES LLC

HARRISON, VERNON L AND CATHERINE R

COLONIAL HEIGHTS PRESBYTERIAN CHURCH, INC

LANDMARK ASSOC. LLC OF VA

BOGESE,
JO ANN E

BULIFANT,
PAUL A AND LESLEY S

BADIN, BRYAN S

GOUDREAUULT, THOMAS AND PATRICIA P

DENNIS,
LARRY D

Street Address	310 MAPLE AVE, COLONIAL HEIGHTS, VA 23834
	270 N E 3RD ST, BOCA RATON, FL 33432
	211 LYNCHBURG AVE, COLONIAL HEIGHTS, VA 23834
	127 DANVILLE AVE, COLONIAL HEIGHTS, VA 23834
	206-D TEMPLE AVE, COLONIAL HEIGHTS, VA 23834
	1105 DUKE OF GLOUCESTER ST, COLONIAL HEIGHTS, VA 23834
	11801 REXMOOR CT, RICHMOND, VA 23236
	215 DANVILLE AVE, COLONIAL HEIGHTS, VA 23834
	219 DANVILLE AVE, COLONIAL HEIGHTS, VA 23834

Rezoning Questions

Explain how this request is consistent with the Comprehensive Plan	<p>Improvements to the property will be made to give it a high quality curb appeal and visually improve the separation between the zoning districts. (CC-3) With the location of the property, these improvements will complement the substantial public investments made along the Boulevard as stated in the Land Use Plan section of Chapter 3.</p> <p>This request would provide additional opportunities for local small businesses (EP-4) and enhance appearance (EP-3) of a property located within the Boulevard Commercial Strategy Area outlined in the Economic Development Opportunities section of Chapter 6 of the Comprehensive Plan.</p> <p>The addition of an attractive small local business will provide an increased flow of customers to the walkable shopping area, helping to strengthen and promote the local businesses. (SD-2) The parking area added will support the additional traffic to the area without detracting from the current available parking for those surrounding businesses.</p> <p>By working with the other small businesses in the shopping center and enhancing the appearance of the property, opportunities will be available for the planning of community</p>
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events in the area to aid in the preservation of the small town feel and character of Colonial Heights. (CC-1)

What is the Land Use and Transportation Plan Map designation of the subject property?

Transitional Office

Describe in Detail the Proposed Use of the Property.

The building on the property will be home to a small locally owned non-chain fast food style restaurant serving made from scratch southern inspired food with a combination of unique and traditional menu items that utilize some local ingredients. The restaurant will serve breakfast and lunch with approximate hours of operation from 7:00 am - 3:00 pm, Tuesday through Saturday. The restaurant will offer take out as well as a small seating area with preliminary plans for the dining area to include seating for up to 24 guests. Initially the restaurant estimates to serve up to 150 meals per day from a combination of dine in and take out service.

Preliminary plans also include for building to contain a small retail shop that will be compatible with other shops in the area and will be consistent with the characteristics of the area. Lot of land (Parcel ID - 40000105020 will be primarily used for a paved parking lot. Preliminary plans include up to 8 parking spaces (1 handicap accessible space) with curb cut to provide 2 way entry/exit onto Pickwick Avenue. Lot will also contain an area with a privacy fence to screen trash/grease disposal as well as HVAC equipment. Developers will work directly with the planning commission and/or the Director of Planning and Community Development to establish suitable buffer yards for the parking area.

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

The initial impact of the rezoning will provide the opportunity to enhance the appearance of a transition from a residential area to part of the Boulevard Business Corridor while supporting the continued progress and development of an original shopping center within the city. Expanding the options of business types to be located on the property will also provide continued opportunities for a variety of small businesses in the future.

List any sensitive environmental or unique features of the property.

The property is located on the fringe of a Residential Office zoning area while also serving as a threshold to part of the Boulevard Business Corridor. The building on the property fronts Pickwick Avenue with a design that is consistent with adjacent commercial properties zoned for Boulevard Business.

Have you prepared a conceptual plan of the

Conceptual plan for exterior of the building is to be included with application. This will include parking lot configuration and

proposed development, including proposed uses, general lot configurations and road locations?	landscaping, as well as location of screened area to contain trash/grease disposal, HVAC equipment, etc. Plans also include to face the building on the property with glass windows to enhance curb appeal. Signage for the business/businesses contained within the structure on the property will be added and will be consistent with the appearance and characteristics of the neighboring businesses within the shopping center.
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What provisions will be made to provide safe and adequate access to the subject property?	Lot of land (Parcel ID - 40000105020 will be primarily used for a paved parking lot. Preliminary plans include up to 8 parking spaces (1 handicap accessible space) with curb cut to provide 2 way entry/exit onto Pickwick Avenue subject to Engineering Department's approval.
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Please identify any known or suspected historic resources on both the subject property and adjacent properties.	The subject property is a contributing structure located within the Chesterfield Highlands Historic District. "137 Pickwick Avenue is a free-standing, one-story brick commercial building. The building features a shallow, full-width, pent with asphalt shingle covering, a flat roof hidden behind a parapet, and brick walls laid in seven-course American bond. There are three large window openings, covered with boards and two door openings, one of which is boarded. The building is currently occupied by Faith Heritage Church"
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Conditional Zoning Application

Approval
The City Clerk on behalf of the City Council will send a letter to the applicant, with the approved ordinance including all proffers approved with the rezoning. Upon consideration of the proposed rezoning, the City Council shall consider the following factors and shall concur therein before acceptance of any of the additional conditions proffered.

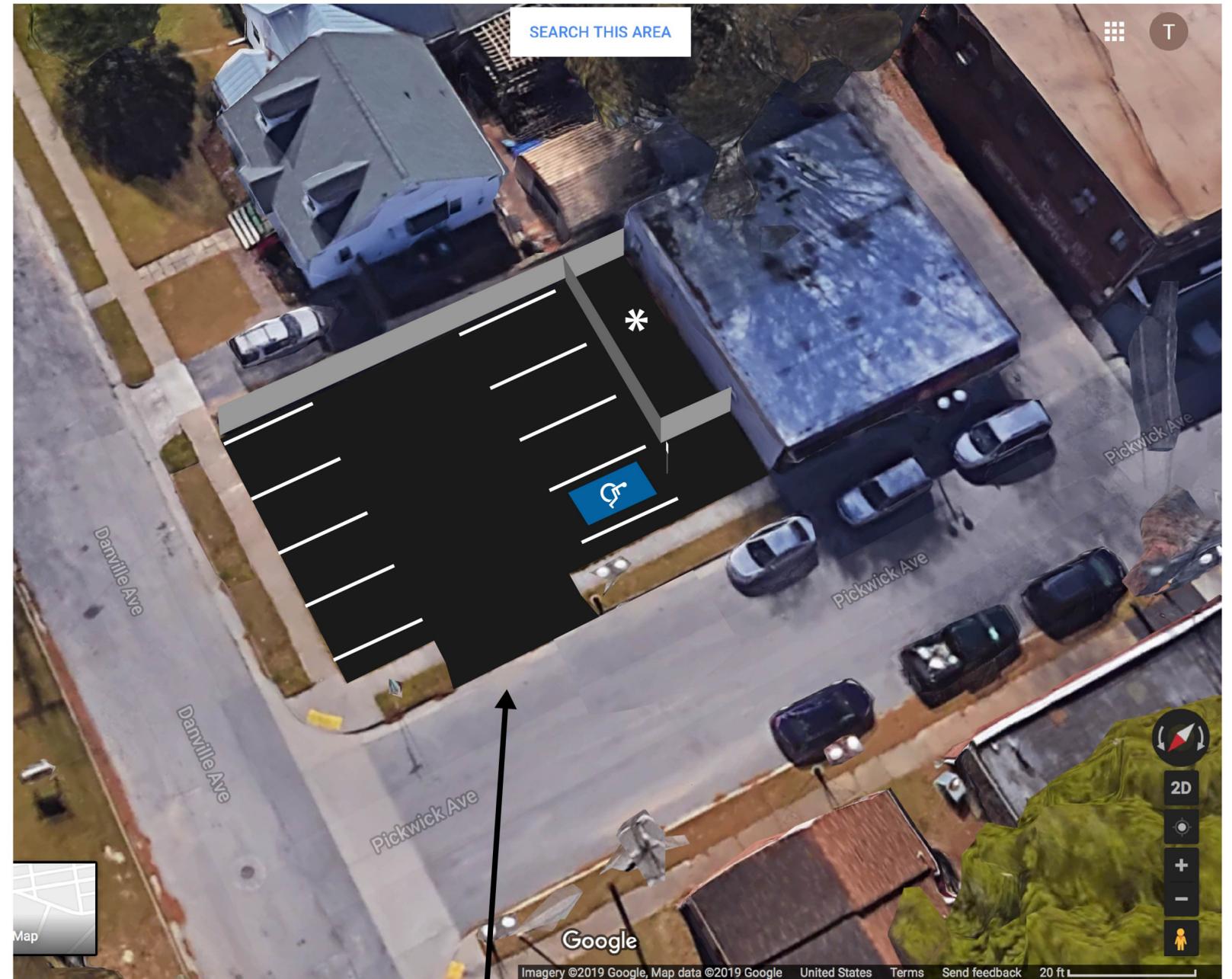
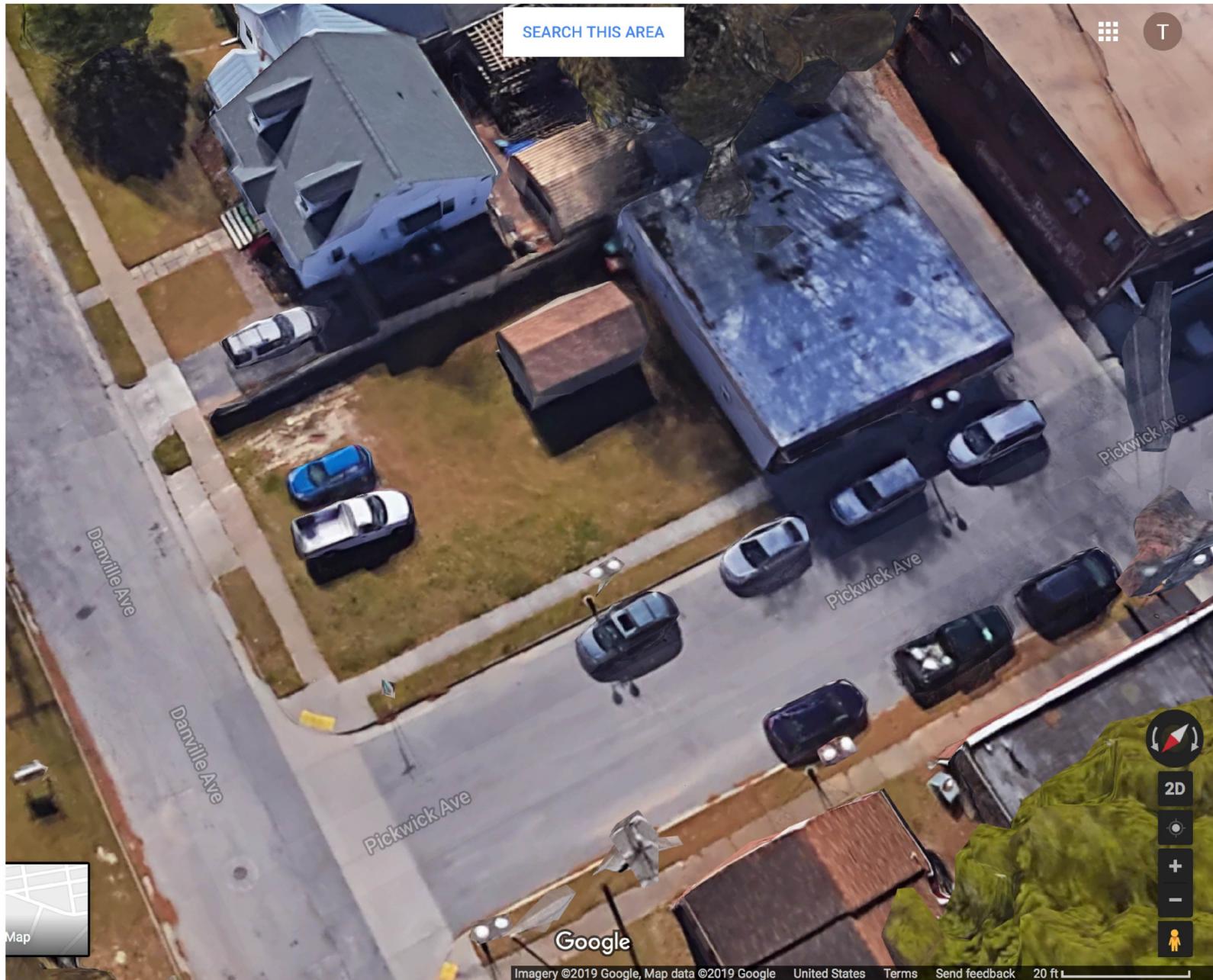
Proffered Conditions	<i>Field not completed.</i>
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Please explain the manner in which the proposed zoning itself gives rise to the need for the additional conditions, relationship to the rezoning and the physical operation of the property and consistency with the Comprehensive Plan.	<i>Field not completed.</i>
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Statement
With the signing of this form, the property owner certifies that no cash contribution

to the City has been solicited or offered as part of the proffer; as has no mandatory dedication of real or personal property, on- or off-site, for open space, parks, schools, fire departments or other public facilities.

Email not displaying correctly? [View it in your browser.](#)



**Proposed Entry
2- Way**

***FENCED AREA
-Trash cans/Grease Disposal**



PICKWICK
DEVELOPMENT, LLC



**Parking Lot & Facade Update
Proposed Concept**



Existing



Proposed Concept

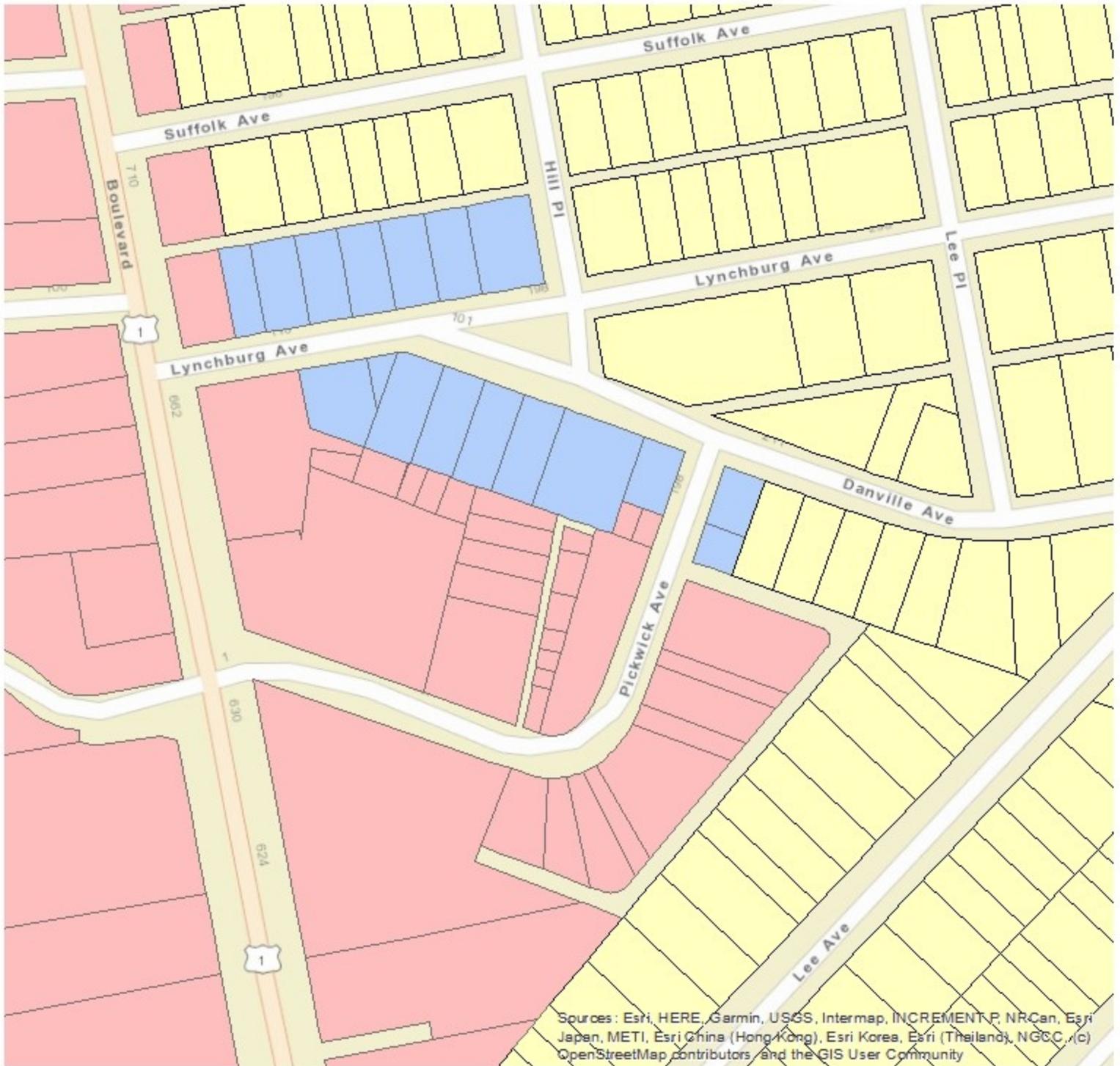


Parking Lot & Facade Update

* FENCED AREA
-Trash cans/Grease Disposal

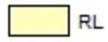
Proposed Entry
2-Way

City of Colonial Heights Zoning Districts

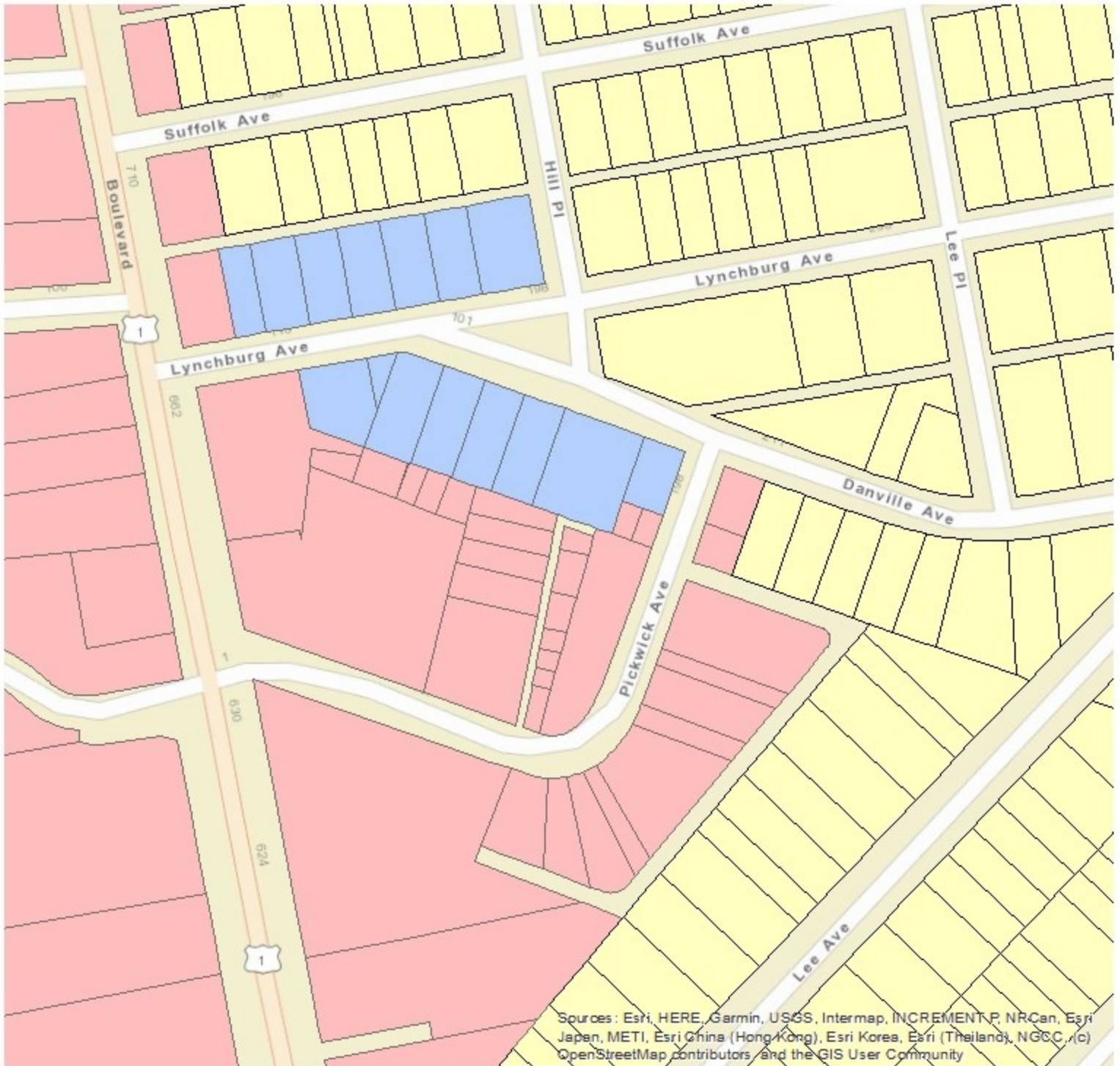


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Legend

 RH	 BB
 RL	 GB
 RM	 I
 RO	 PUD

City of Colonial Heights Zoning Districts Ordinance No. 19-27



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Legend

 RH	 BB
 RL	 GB
 RM	 I
 RO	 PUD

AN ORDINANCE NO. 19-27

To change the zoning classification of an approximate 0.0819 acre parcel with parcel identification number 40000105020, and of an approximate 0.0539 acre parcel with parcel identification number 40000105020A, collectively known as 137 Pickwick Avenue, from RO Residential Office District to BB Boulevard Business District; and to amend the Zoning Map accordingly.

WHEREAS, Pickwick Development, LLC has filed an application to rezone an approximate 0.30819 acre parcel and an approximate 0.0539 acre parcel, for a total of approximately 0.1358 acre to be rezoned; and

WHEREAS, the aggregate 0.1358 acre parcel is known as Lots 19, 19A, 20, and 20A, Block 5, Chesterfield Highlands; parcel identification numbers 40000105020 and 40000105020A; with a street address of which is located at 137 Pickwick Avenue; and

WHEREAS, the applicant requests that the zoning classification of the approximate 0.1358 acre parcel be changed from "RO Residential Office District" to "BB Boulevard Business District", and that the Zoning Map be amended accordingly; and

WHEREAS, after consideration and a public hearing, the Planning Commission recommended that City Council approve the change in zoning classification, this Ordinance, and Resolution No. 19-6, which is attached to and made a part of this Ordinance; and

WHEREAS, City Council has held a public hearing to receive citizen comment on the proposed changes to the zoning classification and the Zoning Map; and

WHEREAS, the determination of City Council is that the public necessity, convenience, general welfare, and good planning and zoning practice require that the rezoning be approved; NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That after public hearing and consideration, the City Council approves changing the zoning classification from "RO Residential Office District" to "BB Boulevard Business District", and amending the Zoning Map accordingly, of the above-referenced two parcels with a total of

approximately 0.1358 acre, which consist of Lots 19, 19A, 20, and 20A, Block 5, Chesterfield Highlands; parcel identification numbers 40000105020 and 40000105020A; and have a street address of 137 Pickwick Avenue.

2. That the attached map, which is made a part of this Ordinance, depicts the zoning reclassification.

3. That upon final approval, the City Clerk shall provide the Colonial Heights Circuit Court with a certified copy of this ordinance and its attachments; and the Circuit Court Clerk shall promptly file the ordinance and its attachments.

4. That this ordinance shall be in full force and effect upon its approval 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 Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: January 14, 2020

ITEM: Ordinance No. 19-30

DEPARTMENT: City Attorney

PROPOSED ACTION: Approve Ordinance No. 19-30 on second reading.

BACKGROUND: The Workforce Innovation and Opportunity Act of 2014 requires that regions create “workforce development boards” to receive funds under the Act. The workforce development board for this region is the Crater Regional Workforce Development Board (the “Board”). Pursuant to the Act, each workforce development board should help young people and persons with significant barriers to employment to find high-quality jobs and help employees hire and retain skilled workers. Legal counsel for the Crater Regional Workforce Development Board has drafted the Board’s Chief Elected Officials Consortium Agreement, and the Board’s Executive Director has asked the governing body of each member locality to approve the Agreement in a resolution. Resolution No. 19-59 is such a resolution. The resolution endorses the creation of a Chief Elected Officials Consortium, the main purposes of which are to establish polices and ensure the Board’s fiscal responsibility and to appoint the members of the Board’s Board of Directors. The Agreement and the resolution specify that the Mayor of Colonial Heights shall be the City’s representative on the Consortium.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: Approve Ordinance No. 19-30 on second reading.

ATTACHMENTS: Ordinance 19-30
C RWDB CEO Consortium Ag-Final

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

**Crater Regional Workforce Development Board
Local Workforce Area 15
Chief Elected Officials Consortium Agreement**

THIS CHIEF ELECTED OFFICIALS CONSORTIUM AGREEMENT (the “Agreement”), dated for identification purposes as of _____, is made by and among the localities that execute this Agreement (the “Localities”) as described below.

RECITALS:

A. The Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128, codified at 29 U.S.C. § 3100 *et seq.*) (“WIOA”) is a federal statutory scheme designed to strengthen and improve the nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. The goal of WIOA, in colloquial terms, is to provide job training in in-demand sectors and to match the newly-trained individuals with open job positions.

B. Title I of WIOA provides for regions to create and maintain “workforce development boards” (“WDBs”) to receive funds under WIOA and that are authorized to determine the mix of service provision, eligible providers, and types of training programs, among other decisions. WDBs are a component of a *demand-driven* workforce training and development system, in that such WDBs represent public-private partnerships but a majority of their members must be representatives of businesses.

C. The WDB for the Local Workforce Area 15 is the “Crater Regional Workforce Development Board” (the “CRWDB”). The CRWDB also constitutes a “local workforce development board” under the provisions of Virginia Code § 2.2-2470 *et seq.* The CRWDB has a Board of Directors (the “BOD”) that is responsible for governing its affairs and designing its policies and programs. The CRWDB has the responsibility to lead the development and implementation of workforce

programs and services in the Local Workforce Area 15 Local Workforce Development Area.

D. Pursuant to Section 107(c)(1)(B)(i) of WIOA (codified at 29 U.S.C. § 3122(c)(1)(b)(i)), when more than one locality is under the jurisdiction of a WDB, the various localities under the WDB may “execute an agreement that specifies the respective roles of the individual chief elected officials— (I) in the appointment of the members of the local board [i.e., the BOD of the CRWDB] from the individuals nominated or recommended to be such members in accordance with the criteria established under subsection (b); and (II) in carrying out any other responsibilities assigned to such officials under this subchapter.”

E. The Localities enter into this Agreement with the intent of making an agreement as described in 29 U.S.C. § 3122(c)(1)(b)(i) to provide procedures for the appointment of members of the BOD of the CRWDB and to discharge the other responsibilities assigned to the chief elected officials of the Localities under WIOA.

F. Virginia Code § 15.2-1303 empowers the Localities to “form and maintain associations for the purpose of promoting, through investigation, discussion and cooperative effort, the interest and welfare of the several political subdivisions of the Commonwealth, and to promote a closer relation between the several political subdivisions of the Commonwealth.” In negotiating, executing, and implementing this Agreement, the Localities exercise the powers granted to them under Virginia Code § 15.2-1303 to form the “Chief Elected Officials Consortium”, all as described herein.

G. Moreover, in addition to the municipal powers granted to the Localities as described in Recital F above, Virginia Code § 15.2-1300 also empowers the Localities to exercise their powers jointly by agreement, provided that such agreement meets certain criteria described in that statute. The Localities intend for this Agreement to be an agreement contemplated under Virginia Code § 15.2-1300 in order for the Localities to exercise, on a joint basis, the powers and responsibilities of their chief elected officials under Virginia Code § 2.2-2472(H).

NOW, THEREFORE, the Localities agree as follows:

1. **Creation of Consortium.** The Localities hereby create an association known as the “Crater Regional Workforce Chief Elected Officials Consortium” (the “Consortium”). The Consortium shall have the powers described in this Agreement or otherwise allocated to the Localities’ Chief Elected Officials under WIOA, but no other powers, and shall exercise its powers through the votes of its voting members.
2. **Purpose of Consortium.** The purpose of the Consortium shall be to plan, establish, and operate a Local Workforce Development Area (the “Area”) and Workforce Development Services Delivery System through the CRWDB according to the provisions of WIOA and the regulations promulgated thereunder, together with any and all other subsequent and relevant federal and Commonwealth of Virginia statutes, policies and interpretations.
3. **Area to be Served.** The Area to be served shall be known as the Local Workforce Area 15, shall be co-extensive with the area served by the CRWDB, and shall include the jurisdictions of the Counties of Dinwiddie, Greensville, Prince George, Surry, and Sussex, and the Cities of Colonial Heights, Emporia, Hopewell, and Petersburg, Virginia.

4. **Structure, Duties, and Responsibilities of the Consortium.**

(a) The Board of the Consortium shall be composed of 9 members; the Chief Elected Official (“CEO”) of each locality.

(b) The voting members of the Consortium shall be the CEO, or that official’s duly appointed designee. In Counties, the Chief Elected Official shall be the Chairman of the County’s Board of Supervisors. In Cities, the Chief Elected Official shall be the Mayor. In the event that the voting member of the Locality is to be the designee of the CEO, rather than the CEO personally, each Locality may determine how such designee is to be appointed and shall certify such appointment to the Consortium in writing as long as the designee is an elected member of the locality’s governing body. Each Locality may also designate one or more alternates, periodically, and shall provide in writing for alternates as long as the designee is an elected member of the locality’s governing body, a County Administrator or City Manager, or a Department Head to serve as voting members of the Consortium in the event that the CEO or the CEO’s designee, as applicable, is not present at a meeting of the Consortium; but no Locality shall be entitled to more than one voting member at any meeting of the Consortium. The attendance of a Locality’s alternate representative does not relieve such Locality of its fiscal liability or other responsibilities under this agreement and all applicable laws, regulations and policies.

(c) The term of office for a Consortium voting member or designee shall coincide with the term of the CEO term who serves on the Consortium.

(d) The consortium may adopt operational and procedural by-laws consistent with this Agreement, applicable federal and state laws, and rules and regulations pursuant thereto. Such by-laws shall be adopted or amended by a majority of the members

of the Consortium Board. The Consortium Board shall meet as determined by its members and consistent with applicable law.

(e) Each voting member of the Consortium shall have one (1) vote.

(f) The Consortium shall hold regular meetings. A quorum is required for the Consortium to conduct business. A simple majority of the voting membership (5 of 9 jurisdictions) of the Consortium constitutes a quorum. The action of a simple majority of the members present and voting at a meeting at which a quorum is present is the action of the Consortium.

5. **Powers and Responsibilities of Consortium.** The Consortium shall collectively perform the following functions on behalf of the Localities, which functions are the responsibilities delegated to Chief Elected Officials under WIOA:

(a) Designate one of the Localities to serve as local grant recipient for the WIOA funds,

(b) Designate the CRWDB to serve as fiscal agent for the Consortium.

In its capacity as the fiscal agent of the Consortium, the CRWDB shall perform the following functions:

(i) Receive funds;

(ii) Ensure sustained fiscal integrity and accountability for expenditures of CRWDB funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and Commonwealth of Virginia policies;

(iii) Respond to audit financial findings;

(iv) Maintain proper accounting records and adequate documentation;

(v) Prepare financial reports;

(vi) Provide technical assistance to sub recipients regarding fiscal issues;

(vii) Procure contracts or obtain written agreements;

(viii) Conduct financial monitoring of service providers;

(ix) Ensure independent audit of all employment and training programs; and

(x) Report periodically to the Localities regarding the CRWDB's finances.

(c) Designate the signatory authorities for the CRWDB fiscal agent to be the Executive Director, Secretary/Treasurer of the CRWDB and the CEO Consortium Chair.

(d) Determine the composition of the Statement of Economic Interest required annually from all members of the BOD of the CRWDB.

(e) Set policy for the local workforce development system in coordination with the CRWDB;

(f) Collaborate with the CRWDB to provide oversight of local Youth, Adult and Dislocated Worker programs and regional workforce development initiatives;

(g) Approve the annual local operating budget developed by the CRWDB;

- (h) Perform other duties as may be prescribed from time to time for

Chief Elected Officials under the WIOA or Virginia law; and,

- (i) Establish such bylaws and such other rules as it deems necessary to

govern its operations.

6. **Joint Responsibilities.** In addition, the Consortium may collaborate with the CRWDB on the following initiatives, each of which shall be subject to the final approval of the Consortium:

- (a) A local strategic workforce plan;
- (b) Selection of the One Stop Operator or a One-Stop Consortium;
- (c) An annual local operating budget;
- (d) Local performance measures for approval by the Governor;
- (e) An annual strategy for career pathways for youth opportunity;
- (f) Oversight of local youth activities and local employment and training activities.

7. **Appointment of members to the BOD of the CRWDB.** The BOD of the CRWDB consists of members, who are appointed by the Consortium. The Consortium shall ensure the membership and appointment of the CRWDB members are in accordance with WIOA and applicable State criteria. The CEO of each Locality may appoint up to three members to the BOD of the CRWDB. Appropriate consideration should be given to diversity considerations when appointing members to the BOD of the CRWDB to ensure racial, ethnic, and cultural diversity, as well as the diversity of individuals with disabilities from labor markets within the Area. All appointments of members shall be made in accordance with the requirements of WIOA, as amended from time to time, and in accordance with the requirements contained in the governing documents of the CRWDB and applicable law.

8. **Misuse of Funds.** When the CRWDB receives WIOA funds, the Commonwealth also provides an allocation (the “Allocation”) stating the percentage of such funds that are attributable to services provided to each Locality. As required under WIOA, each Locality shall be responsible, on a pro rata basis in accordance with the Allocation, for any misuse of funds received by the CRWDB under WIOA. Designation of a Locality or other entity as local grant recipient or fiscal agent does not relieve any other Locality from liability for any misuse of WIOA funds.

9. **Insurance.** The Consortium shall insure that the CRWDB procures and maintains insurance sufficient to safeguard the Consortium and its voting members, the Localities, CRWDB officers and members, and CRWDB employees from errors, omissions, and misuse of funds received and held by the Consortium, its grant recipient, fiscal agent, and the CRWDB.

10. **Conflicts of Interest.** Section 107(h) of WIOA (codified at 29 U.S.C. § 3122(h)) prohibits a member of the Consortium from voting on a matter under consideration by the Consortium when:

(a) The matter concerns the provision of services by the member or by an entity that the member represents; or

(b) The matter would provide direct financial benefit to the member or the Immediate Family of the member; or

(c) The matter concerns any other activity deemed a conflict of interest as specified in the State and Local Government Conflict of Interest Act, VA Code §2.2-3100 et. seq. and as specified under Virginia Workforce Development Board Policy 200-02 or CRWDB Policy OP 15-03. The term “Immediate Family” means wife, husband, son,

daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandson, granddaughter, grandparent, stepparent, stepchild, or any person residing in the same household.

11. **Confidentiality and Disclosure.**

(a) All information, whether transmitted orally or in writing, that is of such a nature that it is not, at that time, a matter of public record or public knowledge, is confidential. Members shall not disclose confidential information obtained in the course of or by reason of such member's membership on the Consortium to any person or entity not directly involved with the business of the Consortium.

(b) No member shall use confidential information obtained in the course of or by reason of such member's membership on the Consortium in any matter with intent to obtain financial gain for the member, the member's Immediate Family, or any business with which the member is associated. No member shall disclose confidential information obtained in the course of or by reason of his/her membership on the Consortium in any manner with the intent to obtain financial gain for any other person.

(c) Nothing in the foregoing provisions shall be construed to prevent any Locality from complying with its responsibilities under the Virginia Freedom of Information Act ("FOIA"). To the extent that FOIA is applicable to the Consortium (if any at all), the Consortium shall comply with FOIA.

12. **Termination, New Members, Withdrawal, and Amendment.**

(a) This Agreement shall be terminated upon the repeal of WIOA or successor legislation pertaining to workforce development, or upon mutual consent of at least two-thirds (2/3) of the voting members of the Consortium.

(b) A political subdivision of the Commonwealth of Virginia may petition the Consortium for membership provided that such political subdivision is part of the Area (as designated by the Governor in accordance with the provisions of WIOA). Upon approval of the voting members of the Consortium, such political subdivision shall become a member of the Consortium.

(c) Any Locality shall have the right to withdraw from the Consortium after providing at least ninety (90) days written notification to the Consortium.

(d) This Agreement may be amended by unanimous consent of the Localities.

(e) Nothing in this Agreement shall be construed to waive any sovereign immunity to which a Locality is entitled.

(f) The parties do not anticipate that the Consortium will have any property; rather, WIOA funds are the property of the CRWDB. No Locality shall be obligated to make any appropriation under this Agreement except in the event that the CRWDB misuses funds that it received under WIOA, and then only as described in paragraph 8 above and to the extent that insurance or other funds are not otherwise available to make the repayments required under WIOA. Upon the termination of this Agreement any property of the Consortium shall become the property of the CRWDB.

13. **Severability.** If any of the provisions of this Agreement shall be found void or unenforceable for whatever reason by any court of law or equity, it is expressly intended that such provision(s) be severable and the remainder of the Agreement shall remain in force and effect.

14. **Effective Date.** This Agreement shall become effective upon full execution by each Locality and remain in effect for five years from the effective date. Should changes to this Agreement be required prior to the conclusion of the five-year effective period, the document will be updated for compliance with federal and state regulations and presented to the Consortium and to the Localities for consideration and renewal.

15. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be valid as an original. It is not necessary that each Locality execute each counterpart, so long as each Locality has executed at least one counterpart. Facsimile or scanned signatures shall be valid as originals.

[signatures to follow on subsequent pages]

IN WITNESS WHEREOF each Locality has caused this Agreement to be executed in its name and on its behalf by its duly authorized agent:

DINWIDDIE COUNTY, VIRGINIA

By (SEAL)

_____ (Printed Name)

Its: _____ (Title)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid this _____ day of _____, 2020, by _____, _____ for Dinwiddie County, Virginia as evidenced by the attached ordinance.

My commission expires: _____.

My registration number is: _____.

Notary Public

GREENSVILLE COUNTY, VIRGINIA

By (SEAL)

_____ (Printed Name)

Its: _____ (Title)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid this _____ day of _____, 2020, by _____, _____ for County of Greenville, Virginia as evidenced by the attached ordinance.

My commission expires: _____.

My registration number is: _____.

Notary Public

PRINCE GEORGE COUNTY, VIRGINIA

By (SEAL)

_____ (Printed Name)

Its: _____ (Title)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid this
____ day of _____, 2020, by _____,
_____ for the County of Prince George, Virginia as
evidenced by the attached ordinance.

My commission expires: _____.

My registration number is: _____.

Notary Public

SURRY COUNTY, VIRGINIA

By (SEAL)

_____ (Printed Name)

Its: _____ (Title)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid this _____ day of _____, 2020, by _____, _____ for the County of Surry, Virginia as evidenced by the attached ordinance.

My commission expires: _____.

My registration number is: _____.

Notary Public

SUSSEX COUNTY, VIRGINIA

By (SEAL)

_____ (Printed Name)

Its: _____ (Title)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid this
_____ day of _____, 2020, by _____,
_____ for County of Sussex, Virginia as evidenced by the
attached ordinance.

My commission expires: _____.

My registration number is: _____.

Notary Public

CITY OF COLONIAL HEIGHTS, VIRGINIA

By (SEAL)

_____ (Printed Name)

Its: _____ (Title)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid this
_____ day of _____, 2020, by _____,
_____ for the City of Colonial Heights, Virginia as
evidenced by the attached ordinance.

My commission expires: _____.

My registration number is: _____.

Notary Public

CITY OF EMPORIA, VIRGINIA

By (SEAL)

_____ (Printed Name)

Its: _____ (Title)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid this _____ day of _____, 2020, by _____, _____ for the City of Emporia, Virginia as evidenced by the attached ordinance.

My commission expires: _____.

My registration number is: _____.

Notary Public

CITY OF HOPEWELL, VIRGINIA

By (SEAL)

_____ (Printed Name)

Its: _____ (Title)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid this
____ day of _____, 2020, by _____,
_____ for the City of Hopewell, Virginia as evidenced by
the attached ordinance.

My commission expires: _____.

My registration number is: _____.

Notary Public

CITY OF PETERSBURG, VIRGINIA

By (SEAL)

_____ (Printed Name)

Its: _____ (Title)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid this
____ day of _____, 2020, by _____,
_____ for City of Petersburg, Virginia as evidenced by the
attached ordinance.

My commission expires: _____.

My registration number is: _____.

Notary Public

AN ORDINANCE NO. 19-30

Approving the Chief Elected Officials Consortium Agreement as part of the Crater Regional Workforce Development Board for Local Workforce Area 15 and authorizing the Mayor to execute the Agreement.

WHEREAS, Workforce Development Boards were created under The Workforce Innovation and Opportunity Act (“WIOA”) of 2014 (Public Law 113-128, codified at 29 U.S.C. § 3100 *et seq.*); and

WHEREAS, § 107 of the WIOA authorizes localities to establish Workforce Development Boards; and the Crater Regional Workforce Development Board was established pursuant to the WIOA and Virginia Code § 2.2-2470 *et seq.*; and

WHEREAS, the City of Colonial Heights, along with the cities of Hopewell, Emporia, and Petersburg; and the counties of Dinwiddie, Greensville, Prince George, Surry, and Sussex, are members of Local Workforce Area 15, the Board of which is known as the Crater Regional Workforce Development Board (“CRWDB”); and

WHEREAS, Virginia Code §§ 15.2-1300 and 15.2-1303 empower and authorize localities to form the “Chief Elected Officials Consortium” (the “Consortium”) for the purposes of collaboratively setting policy and ensuring the fiscal responsibility for the CRWD, as well as appointing members to the Board of Directors of the CRWDB as described in the WIOA; and

WHEREAS, a Chief Elected Officials Consortium Agreement (the “Agreement”) has been drafted; and the Agreement designates the Chief Elected Official (“CEO”) to be the Mayor for cities and the Chairman of the Board of Supervisors for counties, and allows the CEO of each locality to designate an alternate to serve as a voting member of the Consortium in his absence, as long as the alternate is designated in writing and is either an elected member of the locality’s governing body, a County Administrator or City Manager, or a Department Head; and

WHEREAS, the Agreement specifies that the term of the Mayor as the City’s CEO on the Consortium shall be concurrent with his term in office; NOW, THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That the Council approves the Chief Elected Officials Consortium Agreement, a copy of which is attached hereto and made a part of this Ordinance; and Council designates the Mayor as the Chief Elected Official of the City of Colonial Heights.

2. That the Mayor is authorized to execute the Chief Elected Officials Consortium Agreement.

3. That the Mayor is authorized to select an alternate member as outlined in the Agreement to serve and vote in his absence.

4. That the Mayor's term on the Consortium shall be concurrent with his term in office.

5. That this ordinance shall be in full force and effect upon approval on second reading.

Approved:

Mayor

Attest:

City Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: January 14, 2020

ITEM: (First Reading 20-FIN-1) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations \$8,280 1) to appropriate \$5,280 in donations made to the Sheriff's Office, 2) to appropriate a \$3,000 grant received by Communications from the Virginia Department of Emergency Management.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations \$197,116 to appropriate anticipated federal and state funds for the Boulevard at Westover Intersection Improvements project.

DEPARTMENT: Finance

PROPOSED ACTION: This item is for first reading of requested budgetary changes.

BACKGROUND: The Sheriff's office has received various donations in the amount of \$5,280 and requests appropriation of these donations for their intended purposes. Communications has received a PSAP Education Program grant from the Virginia Information Technology Agency (VITA) for staff training.

In the Capital Projects fund, the Engineering department has secured additional state and federal funding for the construction of a westbound right turn lane on Boulevard onto Westover Avenue. The project was included in the CIP for a total of \$800,000 over three years; the updated plan provides \$1,087,216 for the whole project. The current year appropriation is \$125,000; this item would appropriate \$195,000 for land acquisition and right-of-way (originally planned for FY21), as well as an additional \$2,116 for project design. Note the current App A (attached) references a westbound left turn lane on Westover Avenue; staff is working with VDOT to revise the description/ scope.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: The Director of Finance recommends approval.

ATTACHMENTS:

BUDGET SUMMARY 20-FIN-1; Blvd at Westover App A-1; Sheriff Donation Letter; ORDINANCE 20-FIN-1

- Staff will be making a detailed presentation on this agenda item at the meeting.**
- Staff will provide brief comments and answer questions on this item at the meeting.**
- This is a routine procedural item and no presentation is planned for the meeting.**

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

City of Colonial Heights
 Ordinance/Resolution Recap Worksheet
 January 2020

	Boulevard at Westover	Sheriff Donations	Communications Grant	Total
GENERAL FUND				
<u>REVENUE:</u>				
Intergovernmental Revenues			\$3,000	3,000
Miscellaneous		\$5,280		5,280
Fund Balance/ Reserves				-
Total	\$0	\$5,280	\$3,000	\$8,280
<u>EXPENDITURES:</u>				
Judical		5,280		5,280
Public Safety			3,000	3,000
Total	\$0	\$5,280	\$3,000	\$8,280
CAPITAL PROJECTS				
<u>REVENUE:</u>				
Intergovernmental Revenue	\$197,116			197,116
Total	\$197,116	\$0	\$0	\$197,116
<u>EXPENDITURES:</u>				
Boulevard at Westover #100501	\$197,116			197,116

Appendix A - Revision 1

Date: 7/30/2019

Project Number: U000-106-137 UPC: 100501 CFDA # 20.205 Locality: City of Colonial Heights

Project Location ZIP+4: 23834-2803	Locality DUNS # 010043883	Locality Address (incl ZIP+4): 201 James Avenue Colonial Heights, VA 23834-2803
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Project Narrative

Work Description:	Route 1 and Westover Avenue intersection - Add a westbound left turn lane on Westover Avenue.		
From:	Route 1		
To:	.2 miles east of Route 1		
Locality Project Manager Contact Info:	Chuck Henley 804-520-9334	henleyvc@colonialheightsva.gov	
Department Project Coordinator Contact Info:	Evan Austin (804) 524-6398	evan.austin@vdot.virginia.gov	

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$127,116	\$195,000	\$765,100	\$1,087,216
Estimated VDOT Project Expenses	\$20,000	\$5,000	\$22,950	\$47,950
Estimated Total Project Costs	\$147,116	\$200,000	\$788,050	\$1,135,166

Project Cost and Reimbursement

Phase	147116	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$147,116	CMAQ	0%	\$0	\$147,116	
				\$0	\$0	
Total PE	\$147,116			\$0	\$147,116	\$127,116
Right of Way & Utilities	\$200,000	CMAQ	0%	\$0	\$200,000	
				\$0	\$0	
Total RW	\$200,000			\$0	\$200,000	\$195,000
Construction	\$788,050	CMAQ	0%	\$0	\$788,050	
				\$0	\$0	
Total CN	\$788,050			\$0	\$788,050	\$765,100
Total Estimated Cost	\$1,135,166			\$0	\$1,135,166	\$1,087,216

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$1,135,166
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$1,087,216

Project Financing

CMAQ	CMAQ - State Match				Aggregate Allocations
\$908,133	\$227,033				\$1,135,166

Program and Project Specific Funding Requirements

- This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality shall complete project scoping on or before 8/19/2019.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$1,135,166
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- This Project is funded with federal-aid Congestion Mitigation and Air Quality Program (CMAQ) funds. These funds must be obligated within 12 months of allocation and expended within 36 months of the obligation.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the Project be altered by the LOCALITY subsequent to Project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.

This attachment is certified and made an official attachment to this document by the parties to this agreement.

 8-1-19
Authorized Locality Official and Date

 8-1-19
Authorized VDOT Official and Date

W E CHUCK HENLEY
Typed or printed name of person signing

Evan Austin
Typed or printed name of person signing



TODD B. WILSON
SHERIFF

OFFICE OF THE SHERIFF

City of Colonial Heights

550 Boulevard P.O. Box 3401
Colonial Heights, Virginia 23834
Email: sheriff@colonialheightsva.gov



Phone: 804 520-9352
Fax: 804 520-9248

December 18, 2019

TO: Douglas Smith
City Manager

FROM: Sheriff Todd Wilson

RE: Donation

DATE:

The Sheriff's Office has received and deposited into account 1356-5275 the following donations:

GENERAL DONATIONS

\$1,000.00 Donated by: Royce Publications, Inc. (General Donation)
\$80.00 Donated by: Deputies for No Shave November

BIKES FOR KIDS

\$500.00 Donated by: American Legion Post 284
\$500.00 Donated by: Fraternal Order of Eagles Ladies Auxiliary
\$2,000.00 Donated by: Asset Protection Group, LLC
\$1,000.00 Donated by: Fraternal Order of Eagles #882
\$150.00 Donated by: Colonial Heights Moose Lodge, 1783

PATCH FUNDRAISER

\$50.00 Donated by: Individuals that purchased patches

TOTAL= \$5,280.00

I am requesting City Council to appropriate **\$5,280.00** into the Sheriff's Office account 1356-5275 to support Sheriff's community projects, Bikes for Kids and Patch Project. Please add this request to the regular scheduled meeting agenda on **January 14, 2020**.

Should you need any additional information to complete this request, please do not hesitate to contact me.

Thank you.

TBW: ecw
cc: Sheila Minor, Director of Finance

AN ORDINANCE NO. 20-FIN-1

To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$8,280, which consists of: 1) \$5,280 in miscellaneous donations to the Sheriff's department; and 2) \$3,000 in grant funds received from the Virginia Department of Emergency Management for Communications.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations \$197,116 to appropriate anticipated federal and state funds for the Boulevard at Westover Intersection Improvements project.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 19-FIN-20, the General Fund Budget, is hereby amended and re-ordained as follows:

a. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, 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	\$	202,001	
General and Financial Administration		4,423,583	
Judicial Administration		5,874,470	5,879,750
Public Safety		42,138,964	12,141,964
Public Works		5,686,930	
Health and Social Services		1,180,201	
Culture and Recreation		2,646,898	
Community Development		577,980	
Human Services		486,530	
Nondepartmental		600,901	
Debt Service		3,780,340	
Operating Transfers Out		<u>22,626,652</u>	
TOTAL		\$60,225,450	60,233,730

b. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2019:

General Property Taxes	\$23,790,977
Other Local Taxes	19,185,475
Licenses, Permits & Fees	3,707,262
Fines and Forfeitures	375,077
Use of Money & Property	322,738

Intergovernmental Revenues	7,432,109	7,435,109
Charges for Current Services	2,577,996	
Miscellaneous	2,134,132	2,139,412
Fund Balance/Reserves	<u>699,684</u>	
TOTAL	\$60,225,450	60,233,730

2. That the capital project fund, as previously adopted by Council, is amended as follows:

a. That there shall be appropriated from the resources and revenues available to the City of Colonial Heights for the following items in its Capital Projects Fund, until such appropriation is amended by the City Council or the subject project is completed or abandoned, the following sum:

REVENUES

Intergovernmental (Blvd at Westover)	\$125,000	322,116
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b. That the foregoing appropriation is to be made from resources and revenues available for these projects, and anticipated as follows:

EXPENDITURES

Boulevard at Westover	\$125,000	322,116
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3. That this ordinance shall be effective upon approval 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 Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: January 14, 2020

ITEM: Resolution 20-2

DEPARTMENT: City Attorney

PROPOSED ACTION: Approval of Resolution 20-2.

BACKGROUND: City Council traditionally sets its regular meeting dates for the next twelve months at its first meeting in January.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: Approve Resolution 20-2.

ATTACHMENTS: Resolution 20-2

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

A RESOLUTION NO. 20-2

Specifying the regular meeting dates of the Colonial Heights City Council.

WHEREAS, City Council's Rules of Procedure provide that Council's regular meetings shall be held in Council Chambers of City Hall on the second Tuesday of each month at 7:00 p.m., unless changed; and

WHEREAS, Council wishes to specify the dates for future regular meetings; NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That Council's regular meetings shall be held in Council Chambers beginning at 7:00 p.m. on the following Tuesdays, unless changed hereafter:

February 11, 2020

March 10, 2020

April 14, 2020

May 12, 2020

June 9, 2020

July 14, 2020

August 11, 2020

September 8, 2020

October 13, 2020

November 10, 2020

December 8, 2020

January 12, 2021.

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

Approved:

Mayor

Attest:

City Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: January 14, 2020

ITEM: ORDINANCE NO. 19-19 (*Second Reading*)

DEPARTMENT: Planning & Community Development

PROPOSED ACTION: City Council to have second reading on Ordinance No. 19-19

BACKGROUND:

Ordinance No. 19-19 will amend § 244-14 of Chapter 244, Solid Waste, of the Colonial Heights City Code, by providing an exception for the location of solid waste and recycling cans and containers for the owners or tenants of certain multifamily housing, and providing an exception for those customers receiving certain assistance in rolling cans and containers to the street and rolling them back toward a residence. The ordinance has been amended per Council's determination at the December 10, 2019 meeting.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION:

Staff recommends approval of Ordinance No. 19-19 to the City Council.

ATTACHMENTS:

ORDINANCE NO. 19-19

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

AN ORDINANCE NO. 19-19, AS AMENDED

Amending § 244-14 of Chapter 244, Solid Waste, of the Colonial Heights City Code, by providing an exception for the location of solid waste and recycling cans and containers for the owners or tenants of certain multifamily housing, and providing an exception for those customers receiving certain assistance in rolling cans and containers to the street and rolling them back toward a residence.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That § 244-14 of Chapter 244, Solid Waste, of the Colonial Heights City Code is amended as follows:

§ 244-14. Supervision of collection; cans and containers.

- E. Solid waste and recyclable material shall be placed in the manner required by this section in the City right-of-way between the extended side lot lines of, and in front of, the residence or commercial establishment from which it is to be collected, unless some other public place, including but not limited to a location near or in an alley in the rear of the property, has been designated for a specific residence or commercial establishment by the Director of Public Works in the interest of the public or convenience and safety. In no event shall any solid waste can or container, or recycling can or container, be placed in the City right-of-way, or other designated place, prior to 12:00 noon of the day preceding the scheduled collection day. For the purposes of this subsection, the term "solid waste" shall include tree limbs, shrubbery, brush cuttings, hedge trimmings, lawn rakings, leaves and similar materials, which are regulated by § 244-21 of this Code. All solid waste cans and containers, and recycling cans and containers, after being emptied, shall be removed from the City right-of-way by the owners or tenants by 7:00 p.m. of the day following collection. Except for the time period specified in this subsection that a can or container may remain in the City right-of-way, all solid waste and recycling cans and containers shall remain in a location behind the front plane of the residence or business. Provided, however, that for

any housing for which there is both no side yard and no legal right to place the cans and containers in the rear of a home, the home's owner or tenant shall be deemed to be in compliance with this subsection if he keeps his solid waste and recycling cans and containers out of the City right-of-way and as close as possible to the front of the home, except for the time period this subsection provides for leaving a can or container in the right-of-way to be emptied. Provided further, however, that if a customer has an arrangement with the City's solid waste and recycling collectors for the collectors to roll the cans and containers to the street, empty them, and roll them back toward the customer's residence, the cans and containers may also be placed anywhere out of the City right-of-way when the cans and containers are not being rolled out for collection. The Director of the Department of Planning and Community Development or his designee shall enforce these provisions relating to the placement in, and removal from, the City right-of-way of cans and containers.

2. This ordinance shall be effective upon approval 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 Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice-Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice-Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: January 14, 2020

ITEM: ORDINANCE NO. 19-28 (*Second Reading*)

DEPARTMENT: Planning & Community Development

PROPOSED ACTION: City Council to have second reading on Ordinance No. 19-28

BACKGROUND:

(*Second Reading*) Ordinance No. 19-28 will amend § 286-200 of Chapter 286, Zoning, of the Colonial Heights City Code by adding a definition of “donation collection bin” and adding a § 286-530.26 to Chapter 286, prohibiting the placement or location of donation collection bins anywhere in the City. This ordinance is a follow up to City Council’s discussion at the October 15, 2019 worksession.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION:

Planning Commission recommended approval (approved 6-0-1) of Ordinance No. 19-28 to the City Council.

ATTACHMENTS:

ORDINANCE NO. 19-28; Planning Commission Resolution 19-8

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

PLANNING COMMISSION RESOLUTION NO. 19-8

Recommending the approval of Ordinance 19-28, amending § 286-200 of Chapter 286, Zoning, of the Colonial Heights City Code by adding a definition of “donation collection bin” and adding a § 286-530.26 to Chapter 286, prohibiting the placement or location of donation collection bins anywhere in the City.

Approved this 6th day of November 2019.

APPROVED:

Mitchell J. Hartson
Chairman

ATTEST:

Kelly Hart
Secretary

AN ORDINANCE NO. 19-28

Amending § 286-200 of Chapter 286, Zoning, of the Colonial Heights City Code by adding a definition of “donation collection bin” and adding a § 286-530.26 to Chapter 286, prohibiting the placement or location of donation collection bins anywhere in the City.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That Chapter 286, Zoning, of the Colonial Heights City Code, is amended by adding the following sections:

§ 286-200. Definitions.

C. The words and terms listed below shall have the following meanings:

DISTRICT – A zoning district as described and permitted by § 15.2-2280 et seq. of the Code of Virginia.

DONATION COLLECTION BIN – Any portable outdoor container intended or used for the collection and temporary storage of donated goods, such as but not limited to clothing, shoes, toys, books, and similar household items. The term “donation collection bin” shall not include solid waste or recycling containers or receptacles.

DRIVEWAY – A private roadway providing access for vehicles to a parking space, garage, dwelling, or other structure.

§ 286-530.26. Donation collection bins prohibited.

Donation collection bins shall not be placed or located anywhere in the City.

2. This ordinance shall be effective upon approval 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 Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice-Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice-Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Approved as to form:

City Clerk

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: January 14, 2020

ITEM: General Activity Report

DEPARTMENT: City Manager

PROPOSED ACTION: This item allows for updates for various city projects or issues.

BACKGROUND: This item provides opportunities for updates and comments by the staff; and Q&A with the City Council relative to on-going projects and/or issues.

BUDGET/FINANCIAL IMPACT:

Funding for this item was included not included in the current-year budget N/A

RECOMMENDATION:

N/A

ATTACHMENTS: Dates of Interest.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

JANUARY 2020

DATES OF INTEREST

<u>January</u>	<u>February</u>	<u>March</u>
January 17-18 th (2:00 pm) City Council Retreat – Smithfield Plantation	February 4 th (7:00 pm) – Planning Commission Meeting – Council Chambers	March 4 th (7:00 pm) – Planning Commission Meeting – Council Chambers
	February 11 th (7:00 pm) – City Council Regular Meeting – Council Chambers	March 10 th (7:00 pm) – City Council Regular Meeting – Council Chambers
	February 18 th (6:00 pm) City Council Special Meeting – Council Chambers	March 17 th (6:00 pm) City Council Special Meeting – Council Chambers

Community Events

- **Democratic Presidential Primary Election:** 6:00am-7:00pm on March 3rd, 2020.

HOLIDAYS

- **January 20, 2020:** City Holiday – Lee-Jackson-King Day (Government Offices Closed.)
- **February 17, 2020:** City Holiday – President’s Day (Government Offices Closed.)



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: January 14, 2020

ITEM: Boards & Commission Planning Summary

DEPARTMENT: Planning & Community Development

PROPOSED ACTION: No Council action proposed or requested. This item is to provide a summary of various Boards and Commissions actions.

BACKGROUND:

Planning Commission met on Tuesday, January 7th. Public Hearings occurred for PC Reso 20-1 (approved 6-0-1), PC Reso 20-2 (approved 6-0-1), PC Reso 20-3 (approved 6-0-1), PC Reso 20-4 (approved 6-0-1), and PC Reso 20-5 (approved 6-0-1).

Planning Commission will be meeting in February.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

January 7, 2020 Planning Commission Meeting Agenda

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



**CITY OF COLONIAL HEIGHTS, VIRGINIA
MEETING OF THE PLANNING COMMISSION
Tuesday, January 7, 2020
7:00 p.m.**

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Determination of Quorum**
- IV. Approval of Agenda**
- V. Annual Organization Meeting**
 - Election of Chairman and Vice-Chairman
 - Appointment of Secretary
 - Adoption of Rules of Procedure
 - 2019 Annual Report
 - Adoption of Planning Commission Meeting Schedule for the Next 12 Months
- VI. Approval of Minutes for December 4, 2019 meeting**
- VII. Hearing of Citizens Generally**
- VIII. Public Hearings**
 - A. Planning Commission Resolution 20-1**

To recommend to City Council the approval of Ordinance 20-1, to amend § 286-202.04 of Chapter 286, Zoning, of the Colonial Heights City Code by updating terminology in the definition of “Group Home”.
 - B. Planning Commission Resolution 20-2**

To grant a special use permit to Colonial Heights School Board to upgrade existing signage and allow for a 21.47 square foot internally illuminated sign and a 26.65 square foot electronic message board on the existing freestanding sign structure at Colonial Heights High School, 3600 Conduit Road, also known as parcel identification number 68090000023 and being zoned RL – Low Density Residential District.

C. Planning Commission Resolution 20-3

To grant a special use permit to Colonial Heights School Board to upgrade existing signage and allow for a 13.44 square foot internally illuminated sign and a 23.22 square foot electronic message board on the existing freestanding sign structure at Colonial Heights Middle School, 500 Conduit Road, also known as parcel identification number 43000600001 and being zoned RL – Low Density Residential District.

D. Planning Commission Resolution 20-4

To grant a special use permit to Colonial Heights School Board to upgrade existing signage and allow for a 11 square foot internally illuminated sign and a 15.28 square foot electronic message board on the existing freestanding sign structure at Lakeview Elementary School, 401 Taswell Avenue, also known as parcel identification number 1900010N024 and being zoned RL – Low Density Residential District.

E. Planning Commission Resolution 20-5

To grant a special use permit to Colonial Heights School Board to upgrade existing signage and allow for a 11 square foot internally illuminated sign and a 15.28 square foot electronic message board on the existing freestanding sign structure at North Elementary School, 3201 Dale Avenue, also known as parcel identification number 6300010J000 and being zoned RL – Low Density Residential District.

IX. Old Business

X. New Business/Reports

Reports

- 1. Chairman**
- 2. Director of Planning and Community Development – Ms. Hall**
- 3. City Engineer or Designee – Asst. Director of Public Works – Mr. Flippen**
- 4. Others, as necessary or appropriate**
 - a. City Manager – Mr. Smith**
 - b. City Attorney – Mr. Fisher**

XI. Adjournment