



CITY OF COLONIAL HEIGHTS

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

City Hall • 201 James Avenue • P.O. Box 3401
Colonial Heights, Virginia 23834

George W. Schanzenbacher,
A.I.C.P., Director

MEMORANDUM

To: Honorable Mayor and Members of City Council
Mr. Thomas L. Mattis, City Manager

From: George W. Schanzenbacher, Director

Date: January 3, 2013

Subject: Planning Commission Actions at January 2, 2013 meeting

The following actions were taken:

1. Approved minutes of the December 5, 2012 meeting (attached).
2. Held Annual meeting of the Planning Commission
Mr. Townes was reelected Chairman and Mr. Freeland reelected vice chairman
Approved Annual Report (copy attached)
Approved by-laws as currently written
3. Held public hearing on special use permit request of the City of Colonial Heights Schools for a 224 square foot sign at the Stadium Press Box. The Commission unanimously recommends approval of the sign as submitted. Please see attached resolutions and sign plan.

CITY OF COLONIAL HEIGHTS, VIRGINIA
Minutes of the Regular Meeting
of the Planning Commission
Wednesday, December 5, 2012

I. Call to Order

Chairman Townes called the meeting to order at 6:00 p.m.

II. Roll Call/Determination of Quorum

Mr. Schanzenbacher, Director of Planning and Community Development, called the roll.

Present: Mr. Townes
Mr. Kollman
Mr. O'Connell
Mrs. Hamilton
Mr. Hartson
Mrs. Schiff
Mr. Freeland

Mr. Schanzenbacher stated there was a quorum.

Also Present: City Attorney Hugh P. Fisher, III, Planning Director George W. Schanzenbacher, Jamie Sherry, Neighborhood Revitalization Planner and Assistant Director of Public Works Brian Copple.

III. Approval of Minutes of October 2012

The minutes were approved on a roll call vote with no changes.

IV. Approval of Agenda

There were no changes to the agenda.

V. Hearing of Citizens Generally

There were no citizens in the audience that wanted to be heard.

VI. Public Hearings

There were no public hearings.

VII. Site Plan /Subdivisions

SP-12-3 United States Postal Service-1205 Boulevard

Mr. Townes stated the post office had requested to withdraw their site plan. The Commission approved the request to accept the withdraw of SP-12-3 on a roll call vote.

SP -12-6 Southpark Square Shopping Center-1891 Southpark Boulevard

Mr. Schanzenbacher stated the proposed plan is for the conversion of a 10,747 square foot enclosed former garden center to additional retail space, additional parking and the addition of a proposed 3,000 sq. ft. restaurant as an out parcel. In addition, a right in right out connection from Temple Ave is proposed. Mr. Copple stated that the Temple Avenue improvements were approved by the Commonwealth Transportation Board today.

Mr. Gregory Reed from McCormick Realty LP stated that they had been working on this project for some time. He stated that the shopping center is bound by a complicated real estate agreement so any modification require both property owners and all parties over 20,000 square feet to be in agreement. He stated that the entire center is in need of redevelopment, particularly the parking area where they are proposing landscaping and buffer plan along Temple Avenue. They are also proposing storefronts facing Temple Avenue along with parking. He stated the plan includes removing the tall sign and replacing it with a ground mounted sign with landscaping. The plan also includes a pad site; however, he does not have a tenant committed. If approved, they plan to begin construction in the spring with tenants open in the summer.

Mr. Mattis stated that this plan had been in the works for quite a while and is a good example of a partnership between the city and a developer. The landscaping and other improvements goes beyond minimum standards. Additionally, there may be other opportunities for other pad sites by other owners.

Mr. Schanzenbacher stated that a couple of years ago the City did a study to identify possible new parcel sites in the mall area. This was one of the areas identified. He expected that there may be additional opportunities to develop other one acre parcel sites.

Commission member comments were overall very positive. SP -12-6 passed unanimously on a roll call vote.

VIII. Old Business

There was no old business.

IX. New Business

Chesterfield Highlands Tax Credit District

Ms. Sherry made a presentation on the proposed Chesterfield Highlands Tax Credit District. She stated that the process began several years earlier when the community, with the help of City staff, worked to create two historic districts: the Chesterfield Highlands District and the Violet Bank District. She stated that the City received a small grant from the State Department of Historic Resources this spring that allowed the City to hire an intern and a consultant to update the survey work and to complete a nomination for the Chesterfield Highlands District to the Virginia Landmarks Register and the National Register of Historic Places. The survey work was completed this summer and the district nomination was submitted this fall. A state sponsored public hearing was held in which over 30 attendees expressed their support of the district. This nomination is scheduled to be considered by the Department of Historic Resources at its December 13, 2012 Joint Board Meeting. At this meeting, the board may recommend approval of this district.

She continued by stated that listing in the national and state registers is honorary. National and state register listings do not place any restrictions on private property owners unless property owners choose to apply for tax credits. Ms. Sherry continued by stating that these tax credits would offer property owners an option to save money on improvements to a structure while preserving its importance in history with no cost to the city.

Mrs. Hamilton stated her concerned about the name being a “tax credit” District. She stated that it took away from the real intention of the district. Mr. Mattis was concerned that the name “historic” district implies restrictions and controls. It was suggested that staff have a discussion with DHR to get their suggestions as to what the district should be called.

Comprehensive Plan Update

Ms. Sherry presented the draft Goals and Objectives for the Comprehensive Plan Update that was prepared by the Citizen Planning Committee. She stated that she was hoping to present them to the City Council in early 2013 before posting them for public comment. The comments from the commission were positive.

Future Use of Electronic Materials for Planning Commission Meetings

Mr. Schanzenbacher stated that the City has substantially updated its ability to prepare and transmit materials electronically and then to present them at the City Council Chambers. He stated that now might be an opportune time to discuss, how and if, the Planning Commission might also take advantage of this upgraded and enhanced technology. He stated Ipads were currently not in the budget; however, the packet could be emailed and the Commission members could view the packet on their personal computers. There was some discussion about viewing plans electronically. Mr. Schanzenbacher stated that he could still provide hardcopies of the plans for those who still wanted them that way. Mr. Mattis stated that there would be some cost savings by sending the packets electronically. The Commission agreed to try to get the meeting packet electronically beginning in January.

2013 Meeting Schedule

Mr. Schanzenbacher stated that he provided the Commission members with a draft meeting schedule for 2013. Mr. Fisher suggested that the January meeting be moved to 6:00 because, by charter, City Council must have their organizational meeting that evening at 7:30. The schedule was approved on roll call vote as amended.

X. Committee Reports to the Commission

Mr. Mattis did not have a report.

Mr. Schanzenbacher did not have a report.

Mr. Copple gave a very brief update on the engineering projects on the Boulevard.

Mr. Fisher did not have a report.

Mr. Townes wished everyone a Merry Christmas and a wonderful holiday season.

XI. Adjournment

Meeting adjourned at 6:55 p.m.

Respectfully,

George W. Schanzenbacher

George W. Schanzenbacher

Director, Department of Planning and Community Development

APPROVAL:

Charles E. Townes

Charles E. Townes

Chairman

RESOLUTION NO. 13-1(PC)

Recommending approval of an ordinance number 13-1 to grant a special use permit to the Colonial Heights School Board for property located at 515 Conduit Road, parcel #45000100001, which property is zoned RL Low Density Residential District, to allow the Colonial Heights School Board to install a 224 square foot sign on the press box at the football field.

WHEREAS, the Planning Commission has considered attached ordinance number 13-1, relating to the installation of a sign for the City of Colonial Heights School Board totaling approximately 224 square feet, on the press box at the football field; and

WHEREAS, the Planning Commission on January 2, 2013, held a public hearing on the special use permit request; and

WHEREAS, the Planning Commission has determined that the public necessity, convenience, general welfare, and good planning practice support the special uses request; and

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

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

That the Planning Commission recommends to City Council that the attached ordinance number 13-1 be approved and that a special use permit be issued to the City of Colonial Heights School Board for the installation of a wall sign on the press box at the football field totaling approximately 224 square feet.

Approved this 2nd day of January, 2013.

APPROVED:

Charles E. Townes

Chairman

ATTEST:

George W. Schanzenbacher

Secretary

AN ORDINANCE NO. 13-1

To grant a special use permit to the Colonial Heights School Board to install a 224 square foot sign on the press box building located at 515 Conduit Road (parcel #45000100001); which property is zoned RL Low Density Residential District.

WHEREAS, §§ 286-300.04 and 286-524.66 of the Zoning Ordinance of the City of Colonial Heights stipulate the types of structures and signs which can be erected in a RL Low Density Residential District without the issuance of a special use permit; and

WHEREAS, the Planning Commission, at its meeting on January 2, 2013, held a public hearing on the issuance of a special use permit to the Colonial Heights School Board, for property located at 515 Conduit Road, which property is zoned RL Low Density Residential District, to allow the School Board to install a sign on the press box that will be 224 square feet; 15 feet long; and 7 feet high; and

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

WHEREAS, pursuant to §17.11-1 of the Colonial Heights City Charter and Va. Code § 15.2-2204, City Council advertised a public hearing in *The Progress Index* and held a public hearing at its Regular Meeting on February 12, 2013, to receive citizen comment on the issuance of a special use permit; and

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

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Council finds, after investigation by the Colonial Heights' Planning Commission, that issuance of a special use permit to the Colonial Heights School Board, for property located at 515 Conduit Road, will not be detrimental to the safety, health, morals and general welfare of the community involved; will conform to the principles of good planning; will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved; will not create hazards from fire, panic or other dangers; will not tend to overcrowding of land and cause an undue concentration of population; will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; and will not interfere with adequate light and air.

2. That the Colonial Heights School Board be and is hereby granted a special use signage; being 15 feet long and 7 feet high, which will comply substantially with the attached drawing.

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

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

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

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

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

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable Gregory Kochuba, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Diane H. Yates, Councilwoman: _____.

The Honorable C. Scott Davis, Mayor: _____.

Adopted on its second reading on _____.

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

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

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable Gregory Kochuba, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Diane H. Yates, Councilwoman: _____.

The Honorable C. Scott Davis, Mayor: _____.

City Clerk

Approved as to form

City Attorney

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2012 ANNUAL REPORT

CITY OF COLONIAL HEIGHTS PLANNING COMMISSION

I. RESOLUTIONS ACTED ON BY THE PLANNING COMMISSION

ZONING ORDINANCE, SUBDIVISION REGULATIONS, SPECIAL USE PERMIT, ALLEY AND CITY PARCEL VACCATIONS RECOMMENDATIONS

RESOLUTION NO. 12-2 (PC)-Special use permit to KHJ Colonial, LLC for property located at 880 West Roslyn Road

To recommend to City Council an ordinance to grant a special use permit to KHJ Colonial, LLC for property located at 880 West Roslyn Road; which property is presently zoned IN Industrial District, has parcel identification numbers 6805380004A, 68050000012C and 6805000012B, and comprises 11.5 acres, to allow for the property to be partially used for a restaurant not to exceed 2,000 square feet, which would be located in the existing farm museum building; and a free standing pole sign not exceeding 45 feet in height and 192 square feet in size, to be located within 500 feet of the Interstate 95 highway right-of-way.

RESOLUTION NO. 12-3 (PC)-Chapter 286, Zoning

To recommend that City Council approve an Ordinance No. 12-14, to amend and reordain sections 286-300.06, 286-302.06, 286-304.06, 286-306.06, 286-308.04, 286-308.06, 286-310.04, 286-310.06, 286-326.46, 286-506, 286-512.12, 286-518.04, 286-518.18, and 286-530.20 of Chapter 286, Zoning, of the Colonial Heights City Code by adding new side-yard set back requirements for corner lots; exempting the conversion of single family homes and duplexes to other uses from the site plan approval process; making minor changes to landscaping, parking and fencing regulations; and changing when the site plan review process is required in the Chesapeake Bay Overlay District; and

To recommend that City Council approve an Ordinance No. 12-16, significantly changing the City's Floodplain Overlay District provisions so as to comply with the National Flood Insurance Act of 1968, as amended. Among other changes, the Ordinance has: (i) new provisions that specify the responsibilities of the City Floodplain Administrator; (ii) new provisions relating to permitting, development, and construction in a floodplain district; (iii) more details regarding the establishment of a floodplain district; and (iv) its own definitional section.

RESOLUTION NO. 12-5 (PC)-Special use permit to United Refrigeration, Inc. for property located at 1104 West Roslyn Road

Recommending for approval in ordinance to grant a special use permit to United Refrigeration, Inc. for property located at 1104 West Roslyn Road; which property is presently zoned IN Industrial District and has parcel identification number 68053800004, to allow it to use a free standing pole sign not exceeding 35 feet in height and 143 square feet in size, that would be located within 500 feet of Interstate 95 highway right- of- way lines.

RESOLUTION NO. 12-6 (PC)- Special use permit to CBL and Associates Properties Inc. for property located at 324 Southpark Circle

Recommending approval of an ordinance number 12-23 to grant a special use permit to CBL and Associates Properties Inc. for property located at 324 Southpark Circle; which property is zoned GB General Business District, to allow CBL and Associates Properties Inc. to install a new pylon sign at Conduit Road and refurbish two existing pylon signs at Temple Avenue and Southpark Boulevard, all of which are located at the three intersections of Southpark Mall.

RESOLUTION NO. 12-7 (PC)-Special use permit to CBL and Associates Properties Inc. for property located at 324 Southpark Circle

Recommending approval of an ordinance number 12-24 to grant a special use permit to CBL and Associates Properties Inc. for property located at 324 Southpark Circle (parcel #68034700011), which property is zoned GB General Business District, to allow Dick's Sporting Goods to install wall signs totaling approximately 680 square feet, on the building formerly occupied by Dillard's department store.

II SUBDIVISION/RESUBDIVISION

None

III. PLANS OF DEVELOPMENT (SITE PLANS)

SP-12-1 Colonial Square Fuel Station- 2960 Boulevard

SP-12-2 Family Dollar-1600 Boulevard

SP-12-4 Yew Avenue Medical Office Building-3611 Boulevard

SP-12-5 Riverview Medical Clinic Addition-439 Jennick Drive

**SP-12-6 Southpark Square Shopping Center- Building addition/parking and restaurant-
1891 Southpark Blvd**

IV. MISCELLANEOUS

Resolution of the Colonial Heights Planning Commission Recognizing Harry B. Hargis

**RESOLUTION NO. 12-4 (PC) To recommend to City Council that the City Manager's
proposed 2012-2017 Capital improvement Program be approved.**

