

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

February 11, 2020

201 James Avenue, Colonial Heights, VA

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. Presentation By Jennifer Tunstall, Executive Director, District 19 Community Services Board
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
10. Advertised Public Hearing
 - A. AN ORDINANCE NO 20-1
(First Reading) Amending § 286-202.04 of Chapter 286, Zoning, of the Colonial Heights City Code by updating terminology in the definition of "Group Home".

Documents:

[EX SUMMARY ORD 20-1.PDF](#)
[PC RESO 20-1.PDF](#)
[AN ORDINANCE NO 20-1.PDF](#)

- B. AN ORDINANCE NO 20-2
(First Reading) To grant a special use permit, with conditions, to the Colonial Heights

School Board to upgrade existing signage to 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.

Documents:

[EX SUMMARY ORDINANCE NO 20-2.PDF](#)
[SUP20-1_APPLICATION_SCHOOLBOARD_COLONIALHEIGHTSHIGH.PDF](#)
[SUP20-1_COLONIALHEIGHTSHIGH_EXISTING.PDF](#)
[SUP20-1_COLONIALHEIGHTSHIGH_PROPOSED.PDF](#)
[SUP20-1_STAFFREPORT.PDF](#)
[PCRESO 20-2_SIGNED.PDF](#)
[AN ORDINANCE NO 20-2.PDF](#)

C. AN ORDINANCE NO 20-3

(First Reading) To grant a special use permit, with conditions, to the Colonial Heights School Board to upgrade existing signage to 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.

Documents:

[EX SUMMARY ORDINANCE NO 20-3.PDF](#)
[SUP20-2_APPLICATION_SCHOOLBOARD_COLONIALHEIGHTSMIDDLE.PDF](#)
[SUP20-2_COLONIALHEIGHTSMIDDLE_EXISTING.PDF](#)
[SUP20-2_COLONIALHEIGHTSMIDDLE_PROPOSED.PDF](#)
[SUP20-2_STAFFREPORT.PDF](#)
[PCRESO 20-3_SIGNED.PDF](#)
[AN ORDINANCE NO 20-3.PDF](#)

D. AN ORDINANCE NO 20-4

(First Reading) To grant a special use permit, with conditions, to the Colonial Heights School Board to upgrade existing signage to 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.

Documents:

[EX SUMMARY ORDINANCE NO 20-4.PDF](#)
[SUP20-3_APPLICATION_SCHOOLBOARD_LAKEVIEWELEM.PDF](#)
[SUP20-3_LAKEVIEWELEM_EXISTING.PDF](#)
[SUP20-3_LAKEVIEWELEM_PROPOSED.PDF](#)
[SUP20-3_STAFFREPORT.PDF](#)
[PCRESO 20-4_SIGNED.PDF](#)
[AN ORDINANCE NO 20-4.PDF](#)

E. AN ORDINANCE NO 20-5

(First Reading) To grant a special use permit, with conditions, to the Colonial Heights School Board to upgrade existing signage to 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.

Documents:

[EX SUMMARY ORDINANCE NO 20-5.PDF](#)
[SUP20-4_APPLICATION_SCHOOLBOARD_NORTHELEM.PDF](#)
[SUP20-4_NORTHELEM_EXISTING.PDF](#)
[SUP20-4_NORTHELEM_PROPOSED.PDF](#)

[SUP20-4_STAFFREPORT.PDF](#)
[PCRESO 20-5_SIGNED.PDF](#)
[AN ORDINANCE NO 20-5.PDF](#)

F. A RESOLUTION NO 20-1

Revising the City's policy for providing a group health insurance credit for eligible City retirees.

Documents:

[EX SUMMARY RESOLUTION 20 -1.PDF](#)
[PRIOR RESOLUTIONS 95-3 AND 11-25.PDF](#)
[A RESOLUTION 20-1.PDF](#)

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 20-FIN-1

(Second 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](#)

13. Introduction And Consideration Of Ordinances And Resolutions

A. A RESOLUTION NO 20-5

Designating SunTrust Bank as depository for the City of Colonial Heights for a five-year period beginning July 1, 2019 and ending June 30, 2024.

Documents:

[EX SUMMARY RESOLUTION 20 -5.PDF](#)
[SUNTRUST PROPOSAL.PDF](#)
[A RESOLUTION NO 20-5.PDF](#)

B. A RESOLUTION NO 20-6

To revise the job descriptions for Director of Public Works/City Engineer and Automotive Maintenance Superintendent.

Documents:

[EX SUM RES NO 20-6.PDF](#)

DIRECTOR OF PW-CITY ENGINEER REVISED JOBDESCRIPTION.PDF
AUTOMOTIVE MAINTENANCE SUPT REVISED JOB DESCRIPTION.PDF
A RESOLUTION NO 20-6.PDF

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

15. Reports Of Officers And Documents Related Thereto

A. City Manager

1. Request For Placement Of A Historical Marker

The Heights Baptist Church is requesting placement of a historical marker on the site of the former Colonial Heights Baptist Church, commemorating their 100th Anniversary.

Documents:

EX SUM HISTORIC MARKER.PDF
THE HEIGHTS BAPTIST CHURCH HISTORIC MARKER REQUEST
LETTER.PDF

2. General Activity Report

Documents:

EX SUM CM ACTIVITY REPORT.PDF
DATES OF INTEREST - FEB 2020.PDF

B. City Attorney

C. Director Of Planning And Community Development

16. Adjournment



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: February 11, 2020

ITEM: Ordinance No. 20-1

DEPARTMENT: City Attorney

PROPOSED ACTION: Approve first reading of Ordinance No. 20-1.

BACKGROUND: Ordinance No. 20-1 updates the terminology in the definition of "Group Home" in City Code Section 286-202.04 of Chapter 286, Zoning.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Approve first reading of Ordinance No. 20-1.

ATTACHMENTS: Ordinance No. 20-1

- 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.



PLANNING COMMISSION RESOLUTION NO. 20-1

Recommending 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".

Approved this 7th day of January 2020.

APPROVED:

Mitchael J. Hartson
Chairman

ATTEST:

Kelly
Secretary

AN ORDINANCE NO. 20-1

Amending § 286-202.04 of Chapter 286, Zoning, of the Colonial Heights City Code by updating terminology in the definition of "Group Home".

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

- 1. That § 286-202.04 of Chapter 286, Zoning, of the Colonial Heights City Code is amended as follows:

§ 286-202.04. Residential use types.

GROUP HOME

A building used as a dwelling unit where not more than eight mentally ill, ~~mentally retarded~~ intellectually disabled, or other developmentally disabled persons, not related by blood or marriage, reside, with one or more resident counselors or other staff persons and for which the Virginia Department of ~~Mental Health, Mental Retardation and Substance Abuse Services~~ Behavioral Health and Developmental Services is the licensing authority, pursuant to § 15.2-2291 of the Code of Virginia. Excluded from this definition are drug or alcohol rehabilitation centers, halfway houses and similar uses.

- 2. 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 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: February 11, 2020

ITEM: ORDINANCE NO. 20-2

DEPARTMENT: Planning & Community Development

PROPOSED ACTION: City Council to have first reading on Ordinance No. 20-2

BACKGROUND:

The Colonial Heights School Board is requesting a special use permit to upgrade the 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. This item was before the Planning Commission at their January 7, 2020 meeting. Ordinance No. 20-2, if adopted by City Council, will grant the special use permit with conditions.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Planning Commission recommended approval (with conditions) of Ordinance No. 20-2 to the City Council.

ATTACHMENTS:

ORDINANCE NO. 20-2; Planning Commission Resolution 20-2; various additional attachments.

- 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.

From: noreply@civicplus.com
To: [Brandi Payne](#); [Kelly Hall](#); [Karen Epps](#)
Subject: Online Form Submittal: Request for Special Use Permit
Date: Monday, December 2, 2019 8:52:45 AM

Request for Special Use Permit

Step 1

Date of Request	12/2/2019
Name of Project	colonial heights HS
Address of Request	3600 conduit rd, colonial heights, va.
Description of Request	install electronic message sign

Applicant Information

Property Owner	colonial heights public schools
Owner Contact Name	troy hedblom
Address of Owner	512 boulevard, colonial heights, va.
Telephone No.	8045243400
Fax No.	<i>Field not completed.</i>
Email Address	troy_hedblom@colonialhts.net

Applicant Information (continued)

Developer (if applicable)	<i>Field not completed.</i>
Engineer (if applicable)	<i>Field not completed.</i>
Contact Name & Address	marty wells, 901 old bermuda hundred rd, chester, va.
Telephone No.	8048952091
Fax No.	<i>Field not completed.</i>
Email Address	mwells@moosigncorp.com
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.

Site Plan Information

Site Acreage *Field not completed.*

Parcel Identification block21.40 lot 23 68090000023

Existing/Proposed Square Footage of Structure(s) (if applicable) *Field not completed.*

Proposed Land Use Activity school

Vehicles per Peak Hour (VPH) *Field not completed.*

Traffic Impact Analysis *Field not completed.*

Attachments

Attachments Adjacent Property Owners Form, Thirteen Copies of the Plat of the Subject Property, Responses to Questions on following page, Owner's Power of Attorney Affidavit, if not applicant, Required \$1,500 fee, Traffic Impact Analysis Fee (\$500-100VPH or less, \$1,000-more than 100VPH)

Please email attachments to hallk@colonialheightsva.gov to include with your submission.

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 # 0

Name *Field not completed.*

Street Address 0

Questions

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

Describe in Detail the school

Proposed Use of the Property.

Explain how this request is consistent with the Comprehensive Plan.

N/A

List any sensitive environmental or unique features of the property.

N/A

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

inform community

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

n/a

What provisions will be made to provide safe and adequate access to the subject property?

n/a

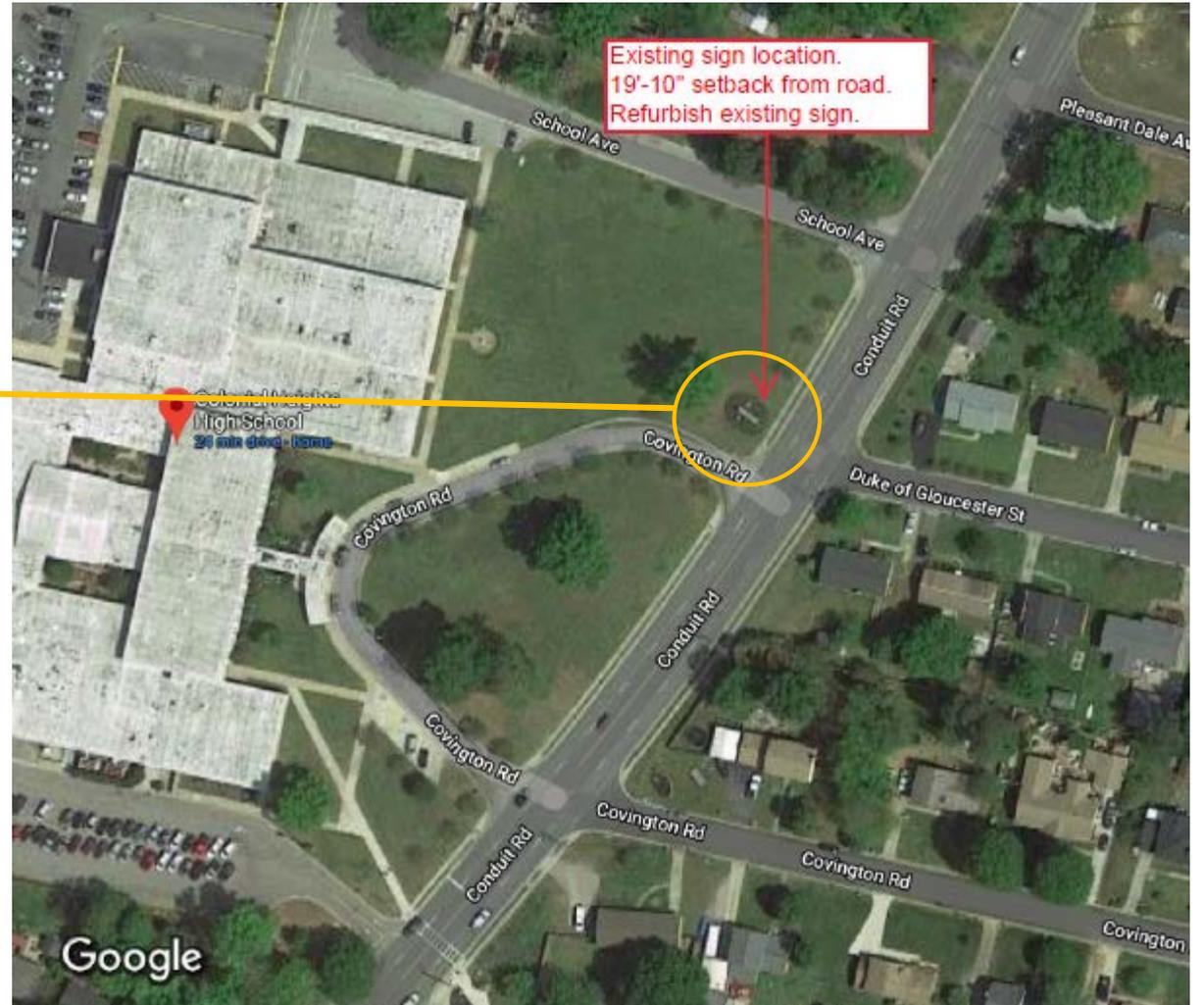
Please identify any known or suspected historic resources on both the subject property and adjacent properties.

n/a

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

PC RESO 20-2

SUP-20-1: Colonial Heights High School – Electronic Message Board Existing Conditions



PC RESO 20-2

SUP-20-1: Colonial Heights High School – Electronic Message Board Proposed Conditions

Refurbishment of the
existing sign.
ID portion: 21.47 sq.
LED: 26.65



REMOVE EXISTING READERBOARD AND INSTALL NEW EMC W/ FILLER METAL
(2" RETAINERS / 1/2" DIVIDER BAR)

OPTION A:
FULL COLOR LED ELECTRONIC MESSAGE CENTER

OPTION B:
RED MONOCHROME LED ELECTRONIC MESSAGE CENTER





SUP – 20-1
Special Use Permit
3600 Conduit Road, Parcel ID 68090000023
Electronic Message Board

Colonial Heights High School is requesting a special use permit 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.

Below, you will find more detailed information regarding the location, zoning, land use, and staff analysis.

Location

Colonial Heights High School is located at 3600 Conduit Road, also known as parcel identification number 68090000023. The 19-acre parcel is bounded by Conduit Road to the east, Yorkshire Road to the south, Interstate 95 (Northbound) to the west, and Dogwood Drive to the north.

Zoning

The official zoning map shows this property zoned as RL – Residential Low Density.

Surrounding Zoning

West: PUD-Planned Unit Development, Dunlop Farms separated by Interstate 95

South: RL – Residential Low Density

East: RL – Residential Low Density

North: RL – Residential Low Density

Existing Land Use

The existing land use is “Public.” The City’s Land Use Plan identifies the parcel as “Public.”

Surrounding Land Use

Existing Land Uses:

West: Residential-Multi-Family

South: Residential-Single Family

East: Residential-Single Family

North: Residential-Single Family

Land Use Plan:

West: Residential-Multi-Family
South: Residential-Single Family
East: Residential-Single Family
North: Residential-Single Family

Analysis of Request

The applicant for this Special Use Permit request is Colonial Heights High School, represented by Kristin Janssen, principal of Colonial Heights High School.

Currently, Colonial Heights High School has a freestanding sign structure that houses an approximately 10'-7" x 5'-9" square foot sign that is not internally illuminated. The sign advertises the name of the school and includes a marquee with 5 lines of changeable lettering. The sign structure is located in the front yard and setback approximately 26' from the front property line.

Colonial Heights High School requests a 21.47 square foot internally illuminated sign to advertise the name of the school and a 26.65 square foot electronic message board to replace the changeable letter marquee, utilizing the existing freestanding sign structure.

This request necessitates a Special Use Permit for two reasons. First, electronic message boards are not permitted in RL-Residential Low Density zoning district. Second, signs accessory to residential uses may only be illuminated by a white light shining on the sign.

This is the fourth Special Use Permit application for an electronic message board for a civic use in a residentially zoned area. In 2015, an Ordinance No. 15-28, Mount Pleasant Baptist Church at 3110 Greenwood Avenue requested a 27 square foot electronic message board on the Conduit Road side of the property. An Ordinance No. 15-30, the City of Colonial Height requested an approximately 19.29 square feet electronic message board at the Library located at 1000 Yacht Basin Drive. Both of the ordinances were passed and the electronic message boards exist today. For both ordinances, six conditions were placed on the special use permit. These same conditions are recommended below for this electronic message board request.

In accordance with City Charter §17.11-1 Uniformity of Regulations within a District—Special Use Permits, the City Council has the authority to issue a special use permit by adopting an ordinance; however, prior to such adoption, the planning commission must investigate the circumstances and conditions and hold a public hearing. Once this occurs, “The city planning commission may recommend and the council may impose such conditions upon the use of the land, buildings and structures as will, in its opinion, protect the community and area involved and the public from adverse effects and detriments that may result therefrom”. As provided in this same section of the Charter, the Commission should investigate the circumstances and conditions to determine whether the “special use will not be detrimental to the safety, health, morals and general welfare of the community involved, 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”.

The following documentation is attached:

- Special Use Permit application
- Image of existing signage
- Image of proposed signage

Recommendation

The recommendation from staff is for the Planning Commission to approve Planning Commission Resolution 20-2 which recommends passage of Ordinance Number 20-2 with the following conditions:

- (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation;
- (ii) Any movement including flashing and scrolling is prohibited;
- (iii) The minimal interval between messages is no less than 10 seconds;
- (iv) The maximum brightness allowed is 5,000 nits – day and 500 nits – night;
- (v) The sign must be programmed to dim and brighten automatically in response to changes in ambient light; and
- (vi) The sign must either freeze or go blank if there is a malfunction.



PLANNING COMMISSION RESOLUTION NO. 20-2

To grant a special use permit, with conditions, to the Colonial Heights School Board to upgrade existing signage to 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.

WHEREAS, the City of Colonial Heights Planning Commission has investigated and considered Ordinance No. 20-2 and the School Board's application for a special use permit; and

WHEREAS, the Planning Commission has duly advertised a public hearing on the ordinance in The Progress Index and held a public hearing on January 7, 2020; and

WHEREAS, the Planning Commission has determined that the public necessity, convenience, general welfare, and good planning and zoning practice support the special use permit application; and

WHEREAS, the Planning Commission finds that granting the requested special use permit 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 CITY OF COLONIAL HEIGHTS
PLANNING COMMISSION:

1. That the Planning Commission recommends to City Council the approval of Ordinance No. 20-2, which grants 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.
2. That the Planning Commission also recommends that the City Council make the following conditions part of its approval of the special use permit: (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except

in an emergency situation; (ii) Any movement of the electronic message board, including flashing and scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

Approved this 7th day of January, 2020.

APPROVED:


Chairman

ATTEST:


Secretary

AN ORDINANCE NO. 20-2

To grant a special use permit, with conditions, to the Colonial Heights School Board to upgrade existing signage to 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.

WHEREAS, the Colonial Heights School Board (the "School Board") has filed an application for a special use permit to upgrade existing signage at Colonial Heights High School, located at 3600 Conduit Road, to allow for an internally illuminated sign consisting of 21.47 square feet and an electronic message board consisting of 26.65 square feet; and

WHEREAS, 3600 Conduit Road is also known as parcel identification number 68090000023 and is zoned RL – Residential Low District; and

WHEREAS, after due consideration, the Planning Commission approved Planning Commission Resolution No. 20-2, a copy of which is attached hereto and made a part of this ordinance; and

WHEREAS, the Planning Commission recommended that City Council approve this ordinance; and

WHEREAS, City Council has held a public hearing to receive citizen comment on the issuance of the special use permit; and

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

WHEREAS, City Council further finds, after investigation by the Colonial Heights' Planning Commission, that issuance of the requested special use permit to the School Board for property located at 3600 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; NOW, THEREFORE,

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the School Board is granted a special use permit to upgrade existing signage at Colonial Heights High School, 3600 Conduit Road, to allow for an internally illuminated sign consisting of 21.47 square feet and an electronic message board consisting of approximately 26.65 square feet.

2. That the following conditions are part of Council's approval of the special use permit: (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation; (ii) Any movement of the electronic message board, including flashing and scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

3. That this permit 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 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: February 11, 2020

ITEM: ORDINANCE NO. 20-3

DEPARTMENT: Planning & Community Development

PROPOSED ACTION: City Council to have first reading on Ordinance No. 20-3

BACKGROUND:

The Colonial Heights School Board is requesting a special use permit to upgrade the 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. This item was before the Planning Commission at their January 7, 2020 meeting. Ordinance No. 20-3, if adopted by City Council, will grant the special use permit with conditions.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Planning Commission recommended approval (with conditions) of Ordinance No. 20-3 to the City Council.

ATTACHMENTS:

ORDINANCE NO. 20-3; Planning Commission Resolution 20-3; various additional attachments.

- 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.

From: noreply@civicplus.com
To: [Brandi Payne](#); [Kelly Hall](#); [Karen Epps](#)
Subject: Online Form Submittal: Request for Special Use Permit
Date: Monday, December 2, 2019 8:46:26 AM

Request for Special Use Permit

Step 1

Date of Request	12/2/2019
Name of Project	colonial heights middle school
Address of Request	500 conduit rd. colonial heights va.
Description of Request	Approve electronic message sign

Applicant Information

Property Owner	colonial heights public schools
Owner Contact Name	troy hedblom
Address of Owner	512 boulevard, colonial heights, va
Telephone No.	8045243400
Fax No.	<i>Field not completed.</i>
Email Address	troy_hedblom@colonialhts.net

Applicant Information (continued)

Developer (if applicable)	<i>Field not completed.</i>
Engineer (if applicable)	<i>Field not completed.</i>
Contact Name & Address	marty wells _ Moore Sign Corp., 901 Old bermuda hundred rd, chester, va.
Telephone No.	804-895-2091
Fax No.	<i>Field not completed.</i>
Email Address	mwells@moosigncorp.com
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.

Site Plan Information

Site Acreage	<i>Field not completed.</i>
Parcel Identification	block13.15ac hudson-school conduit rd,1 430000600001
Existing/Proposed Square Footage of Structure(s) (if applicable)	<i>Field not completed.</i>
Proposed Land Use Activity	school
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, Responses to Questions on following page, Owner's Power of Attorney Affidavit, if not applicant, Required \$1,500 fee, Traffic Impact Analysis Fee (\$500-100VPH or less, \$1,000-more than 100VPH)
-------------	---

Please email attachments to hallk@colonialheightsva.gov to include with your submission.

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 #	0
Name	<i>Field not completed.</i>
Street Address	0

Questions

What is the Land Use and Transportation Plan Map designation of the subject property?	school
Describe in Detail the	school

Proposed Use of the Property.

Explain how this request is consistent with the Comprehensive Plan.

school sign

List any sensitive environmental or unique features of the property.

school

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

help inform

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

no

What provisions will be made to provide safe and adequate access to the subject property?

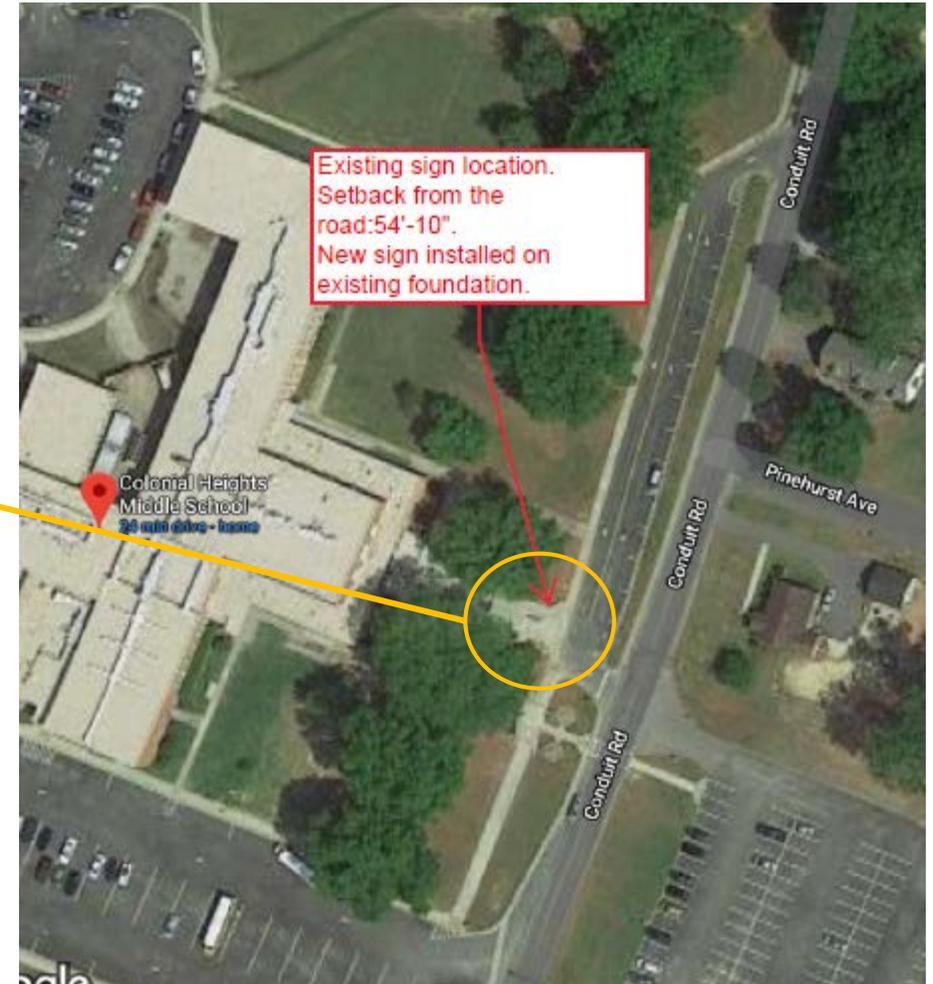
n/a

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

n/a

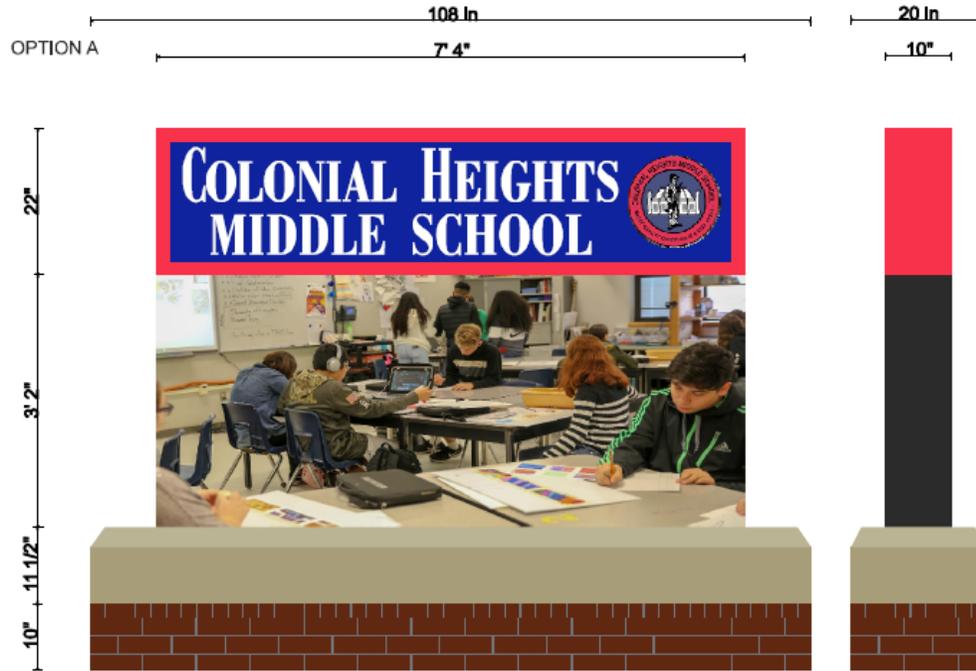
PC RESO 20-3

SUP-20-2: Colonial Heights Middle School – Electronic Message Board Existing Conditions



PC RESO 20-3

SUP-20-2: Colonial Heights Middle School – Electronic Message Board Proposed Conditions



D/F FABRICATED I.D.SIGN. INTERNALLY ILLUMINATED WITH LED.
D/F FULL 20MM COLOR THINK SIGN

END
VIEW

Removing existing sign and install new sign.

ID Cabinet: 13.44 sq. ft.
LED: 23.22 sq. ft.

OPTION B



D/F 20MM MONOCHROME RED THINK SIGN





SUP – 20-2
Special Use Permit
500 Conduit Road, Parcel ID 6809000023
Electronic Message Board

Colonial Heights Middle School is requesting a special use permit 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.

Below, you will find more detailed information regarding the location, zoning, land use, and staff analysis.

Location

Colonial Heights Middle School is located at 500 Conduit Road, also known as parcel identification number 43000600001. The 13.7 acre parcel is bounded by Conduit Road to the east, Ivey Ave to the south, Floral Ave to the west, and Lynchburg Ave to the north.

Zoning

The official zoning map shows this property zoned as RL – Residential Low Density.

Surrounding Zoning

West: RL – Residential Low Density

South: RL – Residential Low Density

East: RL – Residential Low Density

North: RL – Residential Low Density (Northeast corner is Residential Medium Density)

Existing Land Use

The existing land use is “Public.” The City’s Land Use Plan identifies the parcel as “Public.”

Surrounding Land Use

Existing Land Uses:

West: Residential-Single Family

South: Residential-Single Family

East: Residential-Single Family

North: Residential-Single Family

Land Use Plan:

West: Residential-Multi-Family

South: Residential-Single Family
East: Residential-Single Family
North: Residential-Single Family

Analysis of Request

The applicant for this Special Use Permit request is Colonial Heights Middle School, represented by Burke George, principal of Colonial Heights Middle School.

Currently, Colonial Heights Middle School has a freestanding sign structure that houses an approximately The sign structure is located in the front yard and setback approximately 26' from the front property line.

Colonial Heights Middle School requests a 13.44 square foot internally illuminated sign to advertise the name of the school and a 23.22 square foot electronic message board to replace the changeable letter marquee, utilizing a new freestanding sign structure.

This request necessitates a Special Use Permit for two reasons. First, electronic message boards are not permitted in RL-Residential Low Density zoning district. Second, signs accessory to residential uses may only be illuminated by a white light shining on the sign.

This is the fifth Special Use Permit application for an electronic message board for a civic use in a residentially zoned area. In 2015, an Ordinance No. 15-28, Mount Pleasant Baptist Church at 3110 Greenwood Avenue requested a 27 square foot electronic message board on the Conduit Road side of the property. An Ordinance No. 15-30, the City of Colonial Height requested an approximately 19.29 square feet electronic message board at the Library located at 1000 Yacht Basin Drive. Both of the ordinances were passed and the electronic message boards exist today. For both ordinances, six conditions were placed on the special use permit. These same conditions are recommended below for this electronic message board request.

In accordance with City Charter §17.11-1 Uniformity of Regulations within a District—Special Use Permits, the City Council has the authority to issue a special use permit by adopting an ordinance; however, prior to such adoption, the planning commission must investigate the circumstances and conditions and hold a public hearing. Once this occurs, “The city planning commission may recommend and the council may impose such conditions upon the use of the land, buildings and structures as will, in its opinion, protect the community and area involved and the public from adverse effects and detriments that may result therefrom”. As provided in this same section of the Charter, the Commission should investigate the circumstances and conditions to determine whether the “special use will not be detrimental to the safety, health, morals and general welfare of the community involved, 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”.

The following documentation is attached:

- Special Use Permit application
- Image of existing signage
- Image of proposed signage

Recommendation

The recommendation from staff is for the Planning Commission to approve Planning Commission Resolution 20-3 which recommends passage of Ordinance Number 20-3 with the following conditions:

- (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation;
- (ii) Any movement including flashing and scrolling is prohibited;
- (iii) The minimal interval between messages is no less than 10 seconds;
- (iv) The maximum brightness allowed is 5,000 nits – day and 500 nits – night;
- (v) The sign must be programmed to dim and brighten automatically in response to changes in ambient light; and
- (vi) The sign must either freeze or go blank if there is a malfunction.



PLANNING COMMISSION RESOLUTION NO. 20-3

To grant a special use permit, with conditions, to the Colonial Heights School Board to upgrade existing signage to 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 4300060000.

WHEREAS, the City of Colonial Heights Planning Commission has investigated and considered Ordinance No. 20-3 and the School Board's application for a special use permit; and

WHEREAS, the Planning Commission has duly advertised a public hearing on the ordinance in The Progress Index and held a public hearing on January 7, 2020; and

WHEREAS, the Planning Commission has determined that the public necessity, convenience, general welfare, and good planning and zoning practice support the special use permit application; and

WHEREAS, the Planning Commission finds that granting the requested special use permit 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 CITY OF COLONIAL HEIGHTS PLANNING COMMISSION:

1. That the Planning Commission recommends to City Council the approval of Ordinance No. 20-3, which grants 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.
2. That the Planning Commission also recommends that the City Council make the following conditions part of its approval of the special use permit: (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation; (ii) Any movement of the electronic message board, including flashing and

scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

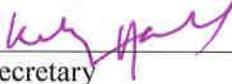
Approved this 7th day of January, 2020.

APPROVED:



Chairman

ATTEST:



Secretary

AN ORDINANCE NO. 20-3

To grant a special use permit, with conditions, to the Colonial Heights School Board to upgrade existing signage to 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.

WHEREAS, the Colonial Heights School Board (the "School Board") has filed an application for a special use permit to upgrade existing signage at Colonial Heights Middle School, located at 500 Conduit Road, to allow for an internally illuminated sign consisting of 13.44 square feet and an electronic message board consisting of 23.22 square feet; and

WHEREAS, 500 Conduit Road is also known as parcel identification number 43000600001 and is zoned RL – Residential Low District; and

WHEREAS, after due consideration, the Planning Commission approved Planning Commission Resolution No. 20-3, a copy of which is attached hereto and made a part of this ordinance; and

WHEREAS, the Planning Commission recommended that City Council approve this ordinance; and

WHEREAS, City Council has held a public hearing to receive citizen comment on the issuance of the special use permit; and

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

WHEREAS, City Council further finds, after investigation by the Colonial Heights' Planning Commission, that issuance of the requested special use permit to the School Board for property located at 500 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; NOW, THEREFORE,

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the School Board is granted a special use permit to upgrade existing signage at Colonial Heights Middle School, 500 Conduit Road, to allow for an internally illuminated sign consisting of 13.44 square feet and an electronic message board consisting of approximately 23.22 square feet.

2. That the following conditions are part of Council's approval of the special use permit: (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation; (ii) Any movement of the electronic message board, including flashing and scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

3. That this permit 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 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: February 11, 2020

ITEM: ORDINANCE NO. 20-4

DEPARTMENT: Planning & Community Development

PROPOSED ACTION: City Council to have first reading on Ordinance No. 20-4

BACKGROUND:

The Colonial Heights School Board is requesting a special use permit 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. This item was before the Planning Commission at their January 7, 2020 meeting. Ordinance No. 20-4, if adopted by City Council, will grant the special use permit with conditions.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Planning Commission recommended approval (with conditions) of Ordinance No. 20-4 to the City Council.

ATTACHMENTS:

ORDINANCE NO. 20-4; Planning Commission Resolution 20-4; various additional attachments.

- 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.

From: noreply@civicplus.com
To: [Brandi Payne](#); [Kelly Hall](#); [Karen Epps](#)
Subject: Online Form Submittal: Request for Special Use Permit
Date: Monday, December 2, 2019 9:00:21 AM

Request for Special Use Permit

Step 1

Date of Request	12/2/2019
Name of Project	lake view elem.
Address of Request	401 taswell ave., colonial heights, va.
Description of Request	instal electronic message sign

Applicant Information

Property Owner	colonial heights public schools
Owner Contact Name	troy hedblom
Address of Owner	512 boulevard, colonial heights, va.
Telephone No.	8045243400
Fax No.	<i>Field not completed.</i>
Email Address	troy_hedblom@colonialhts.net

Applicant Information (continued)

Developer (if applicable)	<i>Field not completed.</i>
Engineer (if applicable)	<i>Field not completed.</i>
Contact Name & Address	marty wells, 901 old bermuda hundred rd., chester, va.
Telephone No.	8048952091
Fax No.	<i>Field not completed.</i>
Email Address	mwells@moosigncorp.com
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.

Site Plan Information

Site Acreage *Field not completed.*

Parcel Identification subdivision prospect heights block n lot 1-24 1900010n024

Existing/Proposed Square Footage of Structure(s) (if applicable) *Field not completed.*

Proposed Land Use Activity school

Vehicles per Peak Hour (VPH) *Field not completed.*

Traffic Impact Analysis *Field not completed.*

Attachments

Attachments Adjacent Property Owners Form, Thirteen Copies of the Plat of the Subject Property, Responses to Questions on following page, Owner's Power of Attorney Affidavit, if not applicant, Required \$1,500 fee, Traffic Impact Analysis Fee (\$500-100VPH or less, \$1,000-more than 100VPH)

Please email attachments to hallk@colonialheightsva.gov to include with your submission.

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 # 0

Name *Field not completed.*

Street Address 0

Questions

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

Describe in Detail the school

Proposed Use of the Property.

Explain how this request is consistent with the Comprehensive Plan. n/a

List any sensitive environmental or unique features of the property. n/a

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

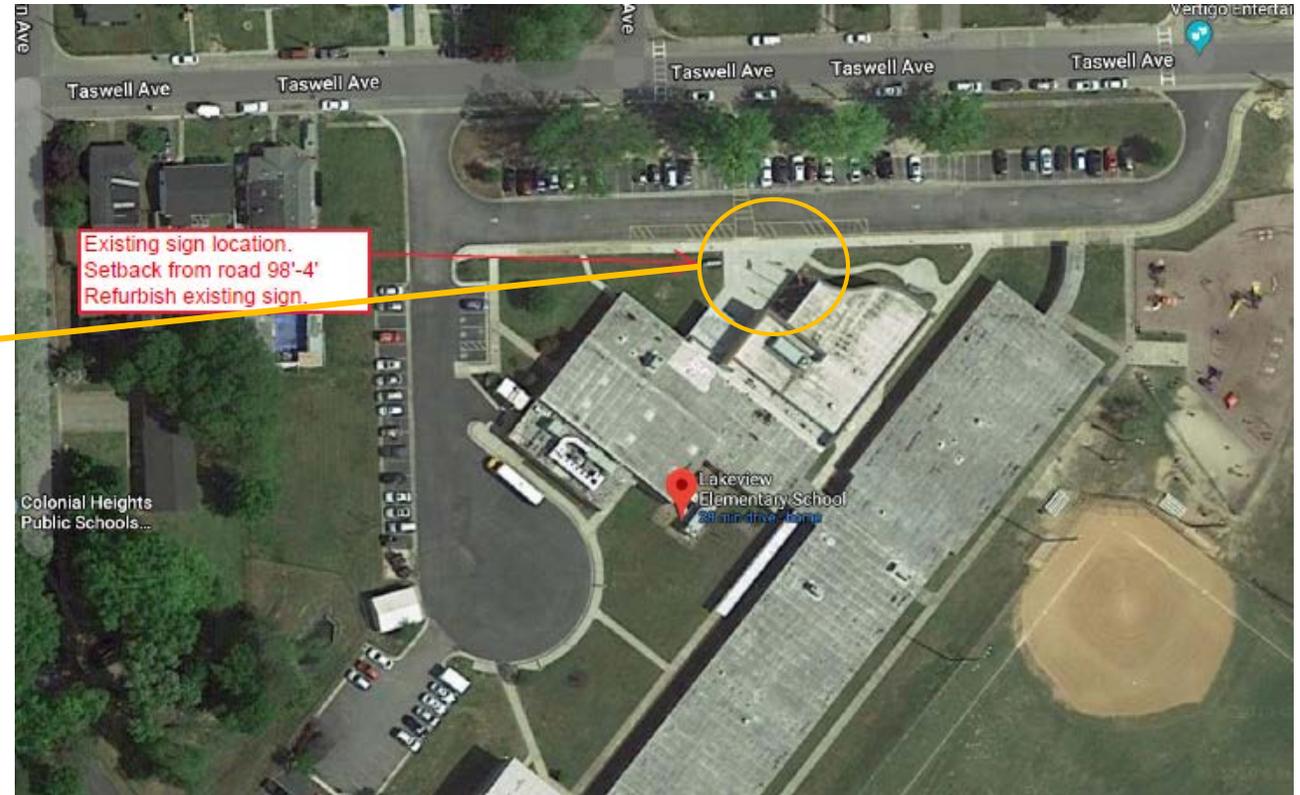
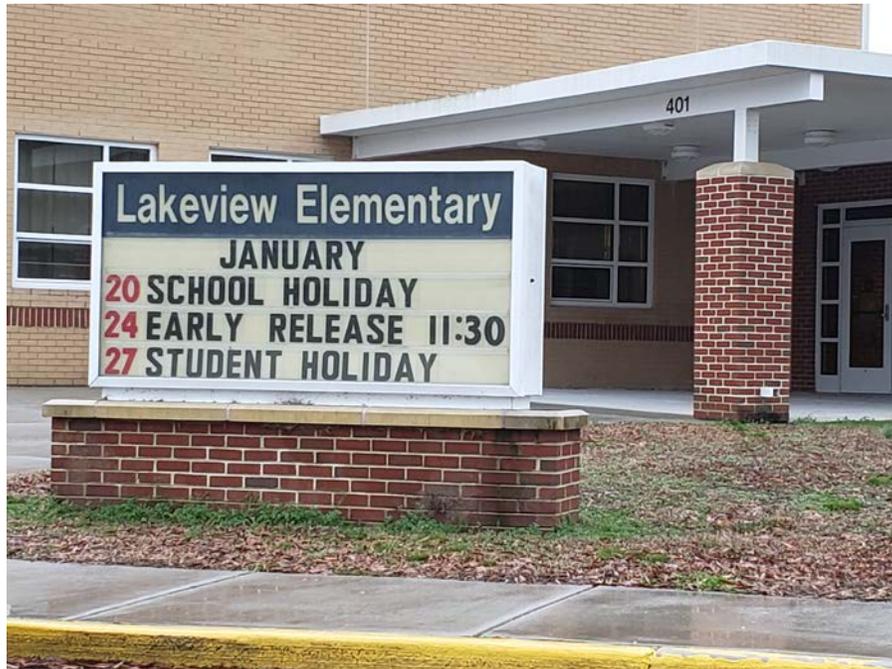
Have you prepared a conceptual plan of the proposed development, including proposed uses, general lot configurations and road locations? n/a

What provisions will be made to provide safe and adequate access to the subject property? n/a

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

PC RESO 20-4

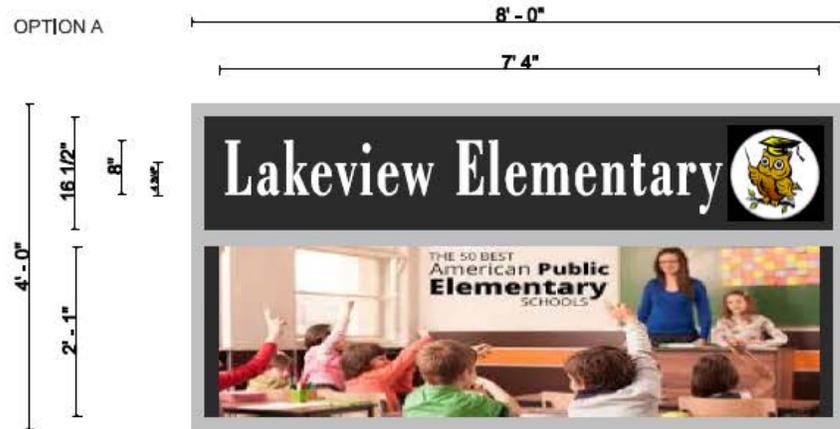
SUP-20-3: Lakeview Elementary School – Electronic Message Board Existing Conditions



PC RESO 20-4

SUP-20-3: Lakeview Elementary School – Electronic Message Board Proposed Conditions

OPTION A



S/F FABRICATED FACE REPLACEMENT, 2 1/2" DIVIDER BAR.
S/F FULL 20MM COLOR THINK SIGN

OPTION B

Refurbishment of
existing sign.
ID: 11 sq. ft.
LED: 15.28 sq. ft



S/F 20MM MONOCHROME RED THINK SIGN





SUP – 20-3
Special Use Permit
401 Taswell Avenue, Parcel ID 1900010N024
Electronic Message Board

Lakeview Elementary School is requesting a special use permit to upgrade existing signage and allow for an 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 Ave, also known as parcel identification number 1900010N024 and being zoned RL – Low Density Residential District.

Below, you will find more detailed information regarding the location, zoning, land use, and staff analysis.

Location

Lakeview Elementary School is located at 401 Taswell Avenue, also known as parcel identification number 1900010N024. The 9.6 acre parcel is bounded by CSX railroad tracks to the south and east and Taswell Ave to the north.

Zoning

The official zoning map shows this property zoned as RL – Residential Low Density.

Surrounding Zoning

West: RL – Residential Low Density

South: RL – Residential Low Density

East: RL – Residential Low Density

North: RL – Residential Low Density (Northeast corner is Residential Medium Density)

Existing Land Use

The existing land use is “Public.” The City’s Land Use Plan identifies the parcel as “Public.”

Surrounding Land Use

Existing Land Uses:

West: Residential-Single Family

South: Residential-Single Family

East: Commercial

North: Residential-Single Family

Land Use Plan:

West: Residential-Multi-Family

South: Residential-Single Family
East: Commercial
North: Residential-Single Family

Analysis of Request

The applicant for this Special Use Permit request is Lakeview Elementary School, represented by Patrick Neuman, principal of Lakeview Elementary School.

Currently, Lakeview Elementary School has a freestanding sign structure that houses an approximately 4' x 8' square foot sign that is not internally illuminated. The sign advertises the name of the school and includes a marquee with 5 lines of changeable lettering. The sign structure is located in the front yard and setback approximately 16' from the front property line.

Lakeview Elementary School requests a 21.47 square foot internally illuminated sign to advertise the name of the school and a 26.65 square foot electronic message board to replace the changeable letter marquee, utilizing the existing freestanding sign structure.

This request necessitates a Special Use Permit for two reasons. First, electronic message boards are not permitted in RL-Residential Low Density zoning district. Second, signs accessory to residential uses may only be illuminated by a white light shining on the sign.

This is the sixth Special Use Permit application for an electronic message board for a civic use in a residentially zoned area. In 2015, an Ordinance No. 15-28, Mount Pleasant Baptist Church at 3110 Greenwood Avenue requested a 27 square foot electronic message board on the Conduit Road side of the property. An Ordinance No. 15-30, the City of Colonial Height requested an approximately 19.29 square feet electronic message board at the Library located at 1000 Yacht Basin Drive. Both of the ordinances were passed and the electronic message boards exist today. For both ordinances, six conditions were placed on the special use permit. These same conditions are recommended below for this electronic message board request.

In accordance with City Charter §17.11-1 Uniformity of Regulations within a District—Special Use Permits, the City Council has the authority to issue a special use permit by adopting an ordinance; however, prior to such adoption, the planning commission must investigate the circumstances and conditions and hold a public hearing. Once this occurs, “The city planning commission may recommend and the council may impose such conditions upon the use of the land, buildings and structures as will, in its opinion, protect the community and area involved and the public from adverse effects and detriments that may result therefrom”. As provided in this same section of the Charter, the Commission should investigate the circumstances and conditions to determine whether the “special use will not be detrimental to the safety, health, morals and general welfare of the community involved, 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”.

The following documentation is attached:

- Special Use Permit application
- Image of existing signage
- Image of proposed signage

Recommendation

The recommendation from staff is for the Planning Commission to approve Planning Commission Resolution 20-4 which recommends passage of Ordinance Number 20-4 with the following conditions:

- (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation;
- (ii) Any movement including flashing and scrolling is prohibited;
- (iii) The minimal interval between messages is no less than 10 seconds;
- (iv) The maximum brightness allowed is 5,000 nits – day and 500 nits – night;
- (v) The sign must be programmed to dim and brighten automatically in response to changes in ambient light; and
- (vi) The sign must either freeze or go blank if there is a malfunction.



PLANNING COMMISSION RESOLUTION NO. 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.

WHEREAS, the City of Colonial Heights Planning Commission has investigated and considered Ordinance No. 20-4 and the School Board's application for a special use permit; and

WHEREAS, the Planning Commission has duly advertised a public hearing on the Ordinance in The Progress Index and held a public hearing on January 7, 2020; and

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

WHEREAS, the Planning Commission finds that granting the requested special use permit 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 CITY OF COLONIAL HEIGHTS
PLANNING COMMISSION:

1. That the Planning Commission recommends to City Council the approval of Ordinance No. 20-4, which grants 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.
2. That the Planning Commission also recommends that the City Council make the following conditions part of its approval of the special use permit: (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except

in an emergency situation; (ii) Any movement of the electronic message board, including flashing and scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

Approved this 7th day of January, 2020.

APPROVED:


Chairman

ATTEST:


Secretary

AN ORDINANCE NO. 20-4

To grant a special use permit, with conditions, to the Colonial Heights School Board to upgrade existing signage to 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.

WHEREAS, the Colonial Heights School Board (the "School Board") has filed an application for a special use permit to upgrade existing signage at Lakeview Elementary School, located at 401 Taswell Avenue, to allow for an internally illuminated sign consisting of 11 square feet and an electronic message board consisting of 15.28 square feet; and

WHEREAS, 401 Taswell Avenue is also known as parcel identification number 1900010N024 and is zoned RL – Residential Low District; and

WHEREAS, after due consideration, the Planning Commission approved Planning Commission Resolution No. 20-4, a copy of which is attached hereto and made a part of this ordinance; and

WHEREAS, the Planning Commission recommended that City Council approve this ordinance; and

WHEREAS, City Council has held a public hearing to receive citizen comment on the issuance of the special use permit; and

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

WHEREAS, City Council further finds, after investigation by the Colonial Heights' Planning Commission, that issuance of the requested special use permit to the School Board for property located at 401 Taswell Avenue will not be detrimental to the safety, health, morals, and general welfare of the community involved; will conform to the principles of good planning; will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved; will not create hazards from fire, panic or other dangers; will not tend to overcrowding of land and

cause an undue concentration of population; will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; and will not interfere with adequate light and air; NOW, THEREFORE,

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the School Board is granted a special use permit to upgrade existing signage at Lakeview Elementary School, 401 Taswell Avenue, to allow for an internally illuminated sign consisting of 11 square feet and an electronic message board consisting of approximately 15.28 square feet.

2. That the following conditions are part of Council's approval of the special use permit: (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation; (ii) Any movement of the electronic message board, including flashing and scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

3. That this permit 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 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: February 11, 2020

ITEM: ORDINANCE NO. 20-5

DEPARTMENT: Planning & Community Development

PROPOSED ACTION: City Council to have first reading on Ordinance No. 20-5

BACKGROUND:

The Colonial Heights School Board is requesting a special use permit 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. This item was before the Planning Commission at their January 7, 2020 meeting. Ordinance No. 20-5, if adopted by City Council, will grant the special use permit with conditions.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Planning Commission recommended approval (with conditions) of Ordinance No. 20-5 to the City Council.

ATTACHMENTS:

ORDINANCE NO. 20-5; Planning Commission Resolution 20-5; various additional attachments.

- 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.

From: noreply@civicplus.com
To: [Brandi Payne](#); [Kelly Hall](#); [Karen Epps](#)
Subject: Online Form Submittal: Request for Special Use Permit
Date: Monday, December 2, 2019 9:06:24 AM

Request for Special Use Permit

Step 1

Date of Request	12/2/2019
Name of Project	north elem.
Address of Request	3201 dale ave., colonial heights, va.
Description of Request	install electronic message sign

Applicant Information

Property Owner	colonial heights public schools
Owner Contact Name	troy hedblom
Address of Owner	512 boulevard, colonial heights, va.
Telephone No.	8045243400
Fax No.	<i>Field not completed.</i>
Email Address	troy_hedblom@colonialhts.net

Applicant Information (continued)

Developer (if applicable)	<i>Field not completed.</i>
Engineer (if applicable)	<i>Field not completed.</i>
Contact Name & Address	marty wells,901 old bermuda hundred rd., chester, va.
Telephone No.	8048952091
Fax No.	<i>Field not completed.</i>
Email Address	mwells@moosigncorp.com
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.

Site Plan Information

Site Acreage	<i>Field not completed.</i>
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Parcel Identification	block jkl-2 lot north elementary school 6300010j000
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Existing/Proposed Square Footage of Structure(s) (if applicable)	<i>Field not completed.</i>
--	-----------------------------

Proposed Land Use Activity	school
----------------------------	--------

Vehicles per Peak Hour (VPH)	<i>Field not completed.</i>
------------------------------	-----------------------------

Traffic Impact Analysis	<i>Field not completed.</i>
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Attachments

Attachments	Adjacent Property Owners Form, Thirteen Copies of the Plat of the Subject Property, Responses to Questions on following page, Owner's Power of Attorney Affidavit, if not applicant, Required \$1,500 fee, Traffic Impact Analysis Fee (\$500-100VPH or less, \$1,000-more than 100VPH)
-------------	---

Please email attachments to hallk@colonialheightsva.gov to include with your submission.

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 #	0
-------------	---

Name	<i>Field not completed.</i>
------	-----------------------------

Street Address	0
----------------	---

Questions

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

Describe in Detail the	school
------------------------	--------

Proposed Use of the Property.

Explain how this request is consistent with the Comprehensive Plan.

n/a

List any sensitive environmental or unique features of the property.

n/a

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

inform community

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

n/a

What provisions will be made to provide safe and adequate access to the subject property?

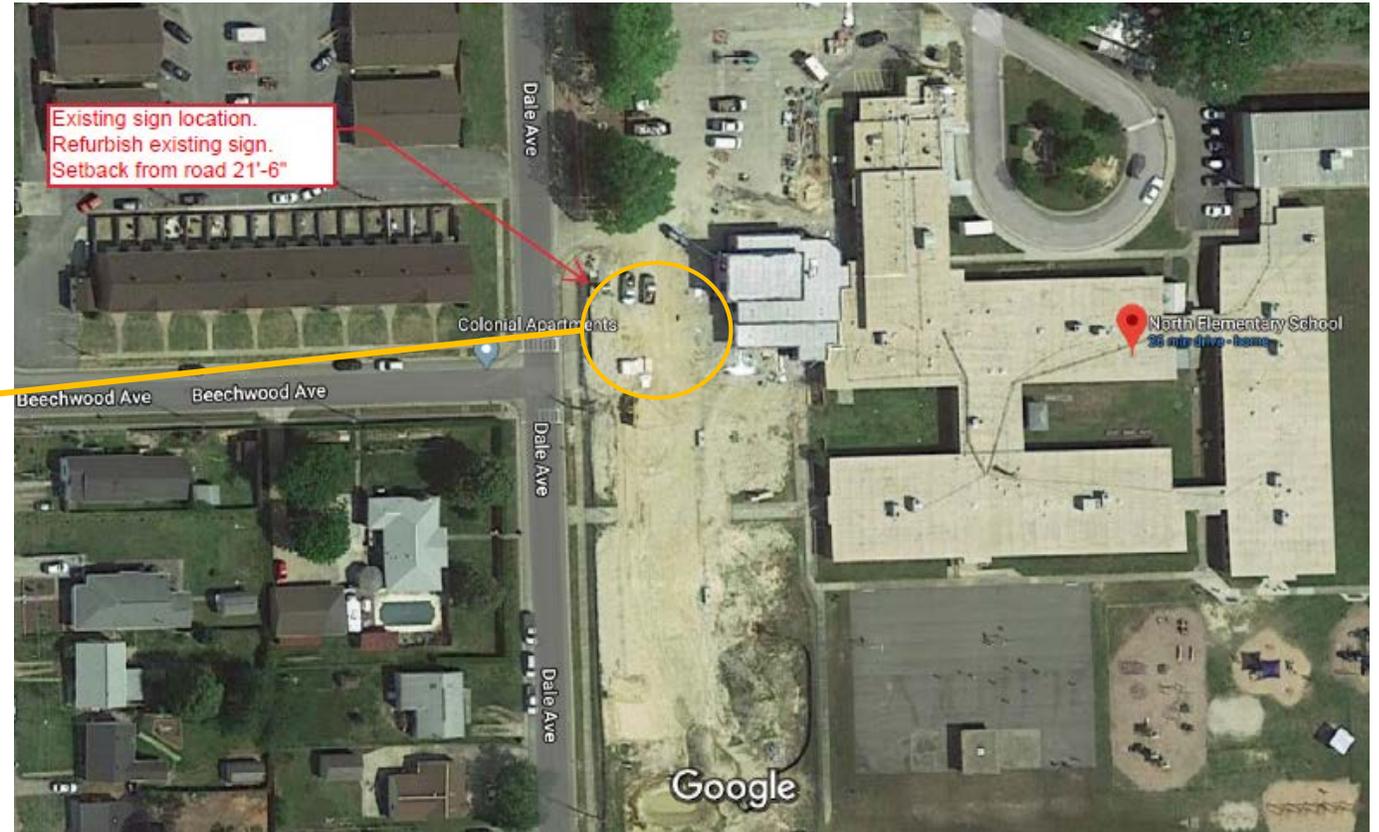
n/a

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

n/a

PC RESO 20-5

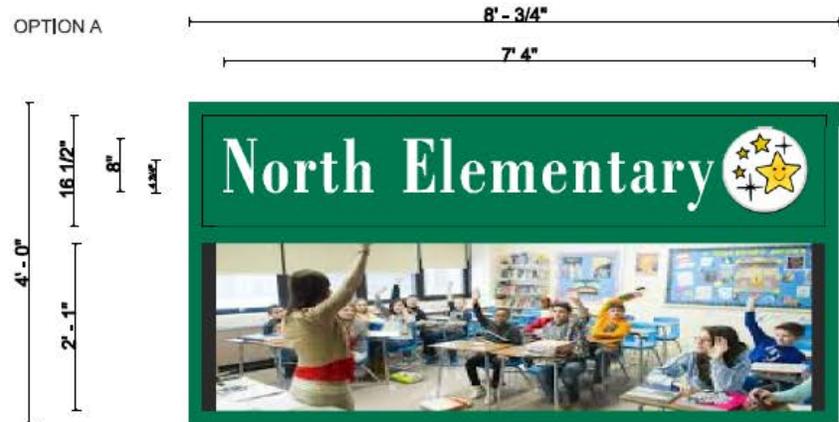
SUP-20-4: North Elementary School – Electronic Message Board Existing Conditions



PC RESO 20-5

SUP-20-4: North Elementary School – Electronic Message Board Proposed Conditions

OPTION A



D/F FABRICATED FACE REPLACEMENT, 2 1/2" DIVIDER BAR.
D/F FULL 20MM COLOR THINK SIGN

OPTION B

Refurbishment of
existing sign.
ID: 11 sq. ft.
LED: 15.28



D/F 20MM MONOCHROME RED THINK SIGN





SUP – 20-4
Special Use Permit
3201 Dale Avenue, Parcel ID 6300010J000
Electronic Message Board

North Elementary School is requesting a special use permit to upgrade existing signage and allow for an 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 Ave, also known as parcel identification number 6300010J000 and being zoned RL – Low Density Residential District.

Below, you will find more detailed information regarding the location, zoning, land use, and staff analysis.

Location

North Elementary School is located at 3201 Dale Avenue, also known as parcel identification number 6300010J000. The 14 acre parcel is bounded by Orange Avenue to the north, Maple Grove Avenue to the south, Dale Avenue to the west and railroad tracks to the east.

Zoning

The official zoning map shows this property zoned as RL – Residential Low Density.

Surrounding Zoning

West: RL – Residential Low Density

South: RL – Residential Low Density

East: RL – Residential Low Density

North: RL – Residential Low Density (Northeast corner is Residential Medium Density)

Existing Land Use

The existing land use is “Public.” The City’s Land Use Plan identifies the parcel as “Public.”

Surrounding Land Use

Existing Land Uses:

West: Residential-Multi Family

South: Residential-Single Family

East: Residential-Single Family

North: Residential-Single Family

Land Use Plan:

West: Residential-Multi Family
South: Residential-Single Family
East: Residential-Single Family
North: Residential-Single Family

Analysis of Request

The applicant for this Special Use Permit request is North Elementary School, represented by Travis Ridley, principal of North Elementary School.

Currently, North Elementary School has a freestanding sign structure that houses an approximately 4' x 8' square foot sign that is not internally illuminated. The sign advertises the name of the school and includes a marquee with 5 lines of changeable lettering. The sign structure is located in the front yard and setback approximately 20' from the front property line.

North Elementary School requests an 11 square foot internally illuminated sign to advertise the name of the school and a 15.28 square foot electronic message board to replace the changeable letter marquee, utilizing the existing freestanding sign structure.

This request necessitates a Special Use Permit for two reasons. First, electronic message boards are not permitted in RL-Residential Low Density zoning district. Second, signs accessory to residential uses may only be illuminated by a white light shining on the sign.

This is the seventh Special Use Permit application for an electronic message board for a civic use in a residentially zoned area. In 2015, an Ordinance No. 15-28, Mount Pleasant Baptist Church at 3110 Greenwood Avenue requested a 27 square foot electronic message board on the Conduit Road side of the property. An Ordinance No. 15-30, the City of Colonial Height requested an approximately 19.29 square feet electronic message board at the Library located at 1000 Yacht Basin Drive. Both of the ordinances were passed and the electronic message boards exist today. For both ordinances, six conditions were placed on the special use permit. These same conditions are recommended below for this electronic message board request.

In accordance with City Charter §17.11-1 Uniformity of Regulations within a District—Special Use Permits, the City Council has the authority to issue a special use permit by adopting an ordinance; however, prior to such adoption, the planning commission must investigate the circumstances and conditions and hold a public hearing. Once this occurs, “The city planning commission may recommend and the council may impose such conditions upon the use of the land, buildings and structures as will, in its opinion, protect the community and area involved and the public from adverse effects and detriments that may result therefrom”. As provided in this same section of the Charter, the Commission should investigate the circumstances and conditions to determine whether the “special use will not be detrimental to the safety, health, morals and general welfare of the community involved, 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”.

The following documentation is attached:

- Special Use Permit application
- Image of existing signage
- Image of proposed signage

Recommendation

The recommendation from staff is for the Planning Commission to approve Planning Commission Resolution 20-5 which recommends passage of Ordinance Number 20-5 with the following conditions:

- (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation;
- (ii) Any movement including flashing and scrolling is prohibited;
- (iii) The minimal interval between messages is no less than 10 seconds;
- (iv) The maximum brightness allowed is 5,000 nits – day and 500 nits – night;
- (v) The sign must be programmed to dim and brighten automatically in response to changes in ambient light; and
- (vi) The sign must either freeze or go blank if there is a malfunction.



PLANNING COMMISSION RESOLUTION NO. 20-5

To grant a special use permit, with conditions, to Colonial Heights School Board to upgrade existing signage to 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.

WHEREAS, the City of Colonial Heights Planning Commission has investigated and considered Ordinance No. 20-5 and the School Board's application for a special use permit; and

WHEREAS, the Planning Commission has duly advertised a public hearing on the ordinance in The Progress Index and held a public hearing on January 7, 2020; and

WHEREAS, the Planning Commission has determined that the public necessity, convenience, general welfare, and good planning and zoning practice support the special use permit application; and

WHEREAS, the Planning Commission finds that granting the requested special use permit 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 CITY OF COLONIAL HEIGHTS
PLANNING COMMISSION:

1. That the Planning Commission recommends to City Council the approval of Ordinance No. 20-5, which grants 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.
2. That the Planning Commission also recommends that the City Council make the following conditions part of its approval of the special use permit: (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation; (ii) Any movement of the electronic message board,

including flashing and scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

Approved this 7th day of January, 2020.

APPROVED:


Chairman

ATTEST:


Secretary

AN ORDINANCE NO. 20-5

To grant a special use permit, with conditions, to the Colonial Heights School Board to upgrade existing signage to 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.

WHEREAS, the Colonial Heights School Board (the "School Board") has filed an application for a special use permit to upgrade existing signage at North Elementary School, located at 3201 Dale Avenue, to allow for an internally illuminated sign consisting of 11 square feet and an electronic message board consisting of 15.28 square feet; and

WHEREAS, 3201 Dale Avenue is also known as parcel identification number 6300010J000 and is zoned RL – Residential Low District; and

WHEREAS, after due consideration, the Planning Commission approved Planning Commission Resolution No. 20-5, a copy of which is attached hereto and made a part of this ordinance; and

WHEREAS, the Planning Commission recommended that City Council approve this ordinance; and

WHEREAS, City Council has held a public hearing to receive citizen comment on the issuance of the special use permit; and

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

WHEREAS, City Council further finds, after investigation by the Colonial Heights' Planning Commission, that issuance of the requested special use permit to the School Board for property located at 3201 Dale Avenue will not be detrimental to the safety, health, morals, and general welfare of the community involved; will conform to the principles of good planning; will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved; will not create hazards from fire, panic or other dangers; will not tend to overcrowding of land and

cause an undue concentration of population; will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; and will not interfere with adequate light and air; NOW, THEREFORE,

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the School Board is granted a special use permit to upgrade existing signage at Lakeview Elementary School, 3201 Dale Avenue, to allow for an internally illuminated sign consisting of 11 square feet and an electronic message board consisting of approximately 15.28 square feet.

2. That the following conditions are part of Council's approval of the special use permit: (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation; (ii) Any movement of the electronic message board, including flashing and scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

3. That this permit 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 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: February 11, 2020

ITEM: Resolution No. 20-1. Revising the City's policy for providing a group health insurance credit for eligible City retirees.

DEPARTMENT: Finance

PROPOSED ACTION: Review and act on Resolution No. 20-1.

BACKGROUND: Staff has discovered that the existing retiree health insurance credit policy was ambiguous on some intended requirements of the program, such as to whether the years of service had to be for the City of Colonial Heights, or whether the credit could apply to other group insurance policies. Further, the amounts of credit and the years of service were not clearly defined. This resolution would clarify both issues.

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:

Resolution No. 20-1; Prior Resolutions

- 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. 95-3

(AS AMENDED)

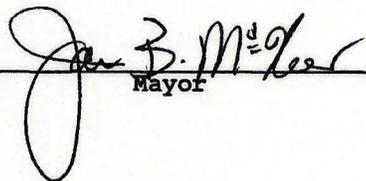
Providing for a group health insurance credit for eligible City retirees.

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

1. That the City of Colonial Heights hereby elects to provide to City employees, who have twenty (20) years of creditable service as a regularly employed full-time employee, who retire under a Virginia Retirement System (VRS) service retirement, and who are not eligible for Medicare, a group health insurance credit of fifty dollars (\$50.) per month, plus five dollars (\$5.) per month for each additional year of creditable service, not to exceed a maximum allowance of one hundred dollars (\$100.) per month. In order to receive this credit the retiree must be, and continue to be, a participating member of the City's insurance plan. The credit shall cease upon the retiree becoming eligible for Medicare.

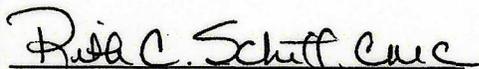
2. That this resolution shall be in full force and effect for all eligible employees retiring on and after July 1, 1994.

Approved:



Mayor

Attest:



City Clerk

I, Rita C. Schiff, City Clerk, do hereby certify that the above resolution was adopted by the Council of the City of Colonial Heights, Virginia, on January 10, 1995.



City Clerk

A RESOLUTION NO. 11-25

Amending Resolution No. 11-21, which provided for a group health insurance credit for eligible City retirees.

WHEREAS, by Resolution No. 95-3 (As Amended), City Council elected to provide to City employees, with 20 years of creditable service as a regular full-time employee, who retire under a Virginia Retirement System (VRS) service retirement, and who are not eligible for Medicare, a group health insurance credit of \$50 per month, plus \$5 per month for each additional year of creditable service, not to exceed a maximum allowance of \$100 per month; and

WHEREAS, the Administration is initiating steps to have this health insurance credit deducted from an employee's monthly VRS benefit, which would result in the elimination of the collection and reconciliation process by the City's Finance Department, recordation by the City Treasurer, and ensuring timely payment by City retirees; and

WHEREAS, by implementing this new system, the City is required to establish rate tables and deduction codes within the VRS system, to be determined by the individual's years of service; and it is recommended that our current policy be amended by grouping years of service; and

WHEREAS, on July 12, 2011, City Council approved Resolution No. 11-21, which amended the required years of service and the monthly credit for which employees are eligible; and

WHEREAS, Resolution No. 11-21 had two errors in the "Years of Service," which are shown below; and

WHEREAS, Council desires to approve this resolution to correct the two errors; NOW, THEREFORE,

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

1. That the City of Colonial Heights hereby elects to provide to City employees, with the specified years of creditable service as a regular full-time employee, who retire under a VRS service retirement, a group health insurance credit, as follows:

Retirees Eligible for Medicare

<u>Years of Service</u>	<u>Monthly Credit</u>
15	\$25.00
20	\$35.00
30	\$45.00

Retirees Not Eligible for Medicare

<u>Years of Service</u>	<u>Monthly Credit</u>
15 20	\$50.00
20 25	\$75.00
30	\$100.00

2. That this resolution shall be in full force and effect for all eligible employees upon its passage.

Approved:

C. Scott Davis
Mayor

Attest:

DeAnna D. Atkins
City Clerk

I certify that the above resolution was:

Adopted on July 19, 2011
Ayes: 5 Nays: 0 Absent: 2 Abstain: 0

The Honorable Milton E. Freeland, Jr., Councilman: absent
The Honorable Kenneth B. Frenier, Councilman: Aye
The Honorable W. Joe Green, Jr., Councilman: absent
The Honorable Elizabeth G. Luck, Vice Mayor: Aye
The Honorable John T. Wood, Councilman: Aye
The Honorable Diane H. Yates, Councilwoman: Aye
The Honorable C. Scott Davis, Mayor: Aye

DeAnna D. Atkins
City Clerk

Approved as to form:

Hugh P. Foster, III
City Attorney

A RESOLUTION NO. 20-1

Revising the City's policy for providing a group health insurance credit for eligible City retirees.

WHEREAS, by Resolution No. 95-3 (As Amended), City Council elected to provide to City employees, with 20 years of creditable service as a regular full-time employee, who retire under a Virginia Retirement System (VRS) service retirement, and who are not eligible for Medicare, a group health insurance credit of between \$50 per month and \$100 per month, depending on the employee's years of creditable service; and

WHEREAS, by Resolution No. 11-21, City Council elected to also provide a group health insurance credit to City employees with at least 15 years of creditable VRS service; and

WHEREAS, by Resolution No. 11-25, City Council amended Resolution No. 11-21; and

WHEREAS, the City Manager desires to clarify that to earn the health insurance credit, all the required years of creditable VRS service must be earned as a City of Colonial Heights employee; and

WHEREAS, the City Manager also desires to clarify that any regular full-time City employee who retires, is not eligible for Medicare, and does not have at least 20 years of creditable services with the City shall not be eligible for a health care credit when he becomes eligible for Medicare; NOW, THEREFORE,

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

1. The City of Colonial Heights shall provide to City employees, with at least 15 years of creditable VRS service as a regular full-time employee of the City of Colonial Heights, who retire under a VRS service retirement, a group health insurance credit as follows:

Retirees Eligible for Medicare

<u>Years of Service</u>	<u>Monthly Credit</u>
15 – 19	\$25.00

20 – 29	\$35.00
30 – 30+	\$45.00

Retirees Not Eligible for Medicare

<u>Years of Service</u>	<u>Monthly Credit</u>
20	\$50.00
21	\$55.00
22	\$60.00
23	\$65.00
24	\$70.00
25	\$75.00
26	\$80.00
27	\$85.00
28	\$90.00
29	\$95.00
30 – 30+	\$100.00

2. Only years of VRS service earned as a full-time Colonial Heights City employee shall be counted in determining an employee's years of service.
3. The credit is applicable only if the retiree maintains continuous coverage on the City's group health insurance plans and is not delinquent in payments thereof.
4. This resolution repeals Resolution Nos. 95-3 (As Amended), 11-21, and 11-25.
5. This resolution shall be in full force and effect upon its approval.

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: February 11, 2020

ITEM: (Second 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 second 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: February 11, 2020

ITEM: Resolution No. 20-5. Designating SunTrust Bank as depository for the City of Colonial Heights for a five-year period beginning July 1, 2019 and ending June 30, 2024.

DEPARTMENT: Finance

PROPOSED ACTION: Review and act on Resolution No. 20-5.

BACKGROUND: Per Section 30-8 of City Code, "...City Council shall designate on or before the date of its regular meeting in June every five (5) years one (1) or more financial institutions as a depository or depositories for all money belonging to the city, other than funds to be credited to the account of the School Board, and shall require of such financial institutions bonds with security as provided by general law. Proposals for the provision of such financial services shall be solicited prior to each such designation in the manner provided for in Chapter 63, Purchasing, of this Code. "

In June staff solicited proposals for the provision of banking services and selected SunTrust as the top respondent. A new contract was negotiated with SunTrust Bank at that time.

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:

Resolution No. 20-5; SunTrust proposal

- 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.



5/1/2019

Sheila Minor, Director of Finance
City of Colonial Heights
P.O. Box 3401
201 James Avenue - 2nd Floor
Colonial Heights, VA 23834

RE: Request for Proposals #19-050102-1088 - Banking Service Proposal

Dear Ms. Minor:

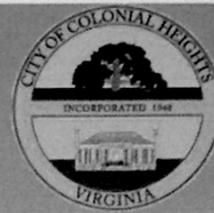
In response to the Request for Proposal, SunTrust Bank is pleased to provide our proposal for banking services to the City of Colonial Heights. The services proposed provide the City of Colonial Heights with comprehensive banking solutions designed to meet your needs, while streamlining tasks and maximizing efficiencies. We believe that you will find our combination of services, quality and local decision making an attractive value. As the City of Colonial Heights' banking service provider since 2014, we look forward to continuing to provide the City of Colonial Heights with a suite of banking solutions. SunTrust Bank recognizes your desire to partner with a client-focused and highly qualified financial institution. Our overall philosophy embraces the goal of continuing to provide you with unparalleled operational and service excellence.

SunTrust has a significant presence, commitment and economic impact in the State of Virginia. SunTrust Bank, Inc. is uniquely positioned and empowered with local decision-making capabilities to include Phillip Avant, Central Virginia Market President and Dan O'Neill, the President and CEO for the Mid Atlantic, who are both located at the downtown SunTrust offices within the City of Richmond.

Service-Oriented and Responsive Relationship Team

Client First and One Team Approach: SunTrust understands the City's priority for proficient and dependable financial partners. The SunTrust Client First and One Team Approach are to listen first and build relationships based on our clients' short and long-term goals and needs. We then deliver our tailored solutions by one integrated team collaborating for the benefit of our clients.

Renowned Government Expertise: The SunTrust Government Banking Team focuses on serving the banking needs of municipalities throughout the Commonwealth of Virginia and client relationships nationwide. Led by local and highly experienced bankers, a team of dedicated risk managers and treasury solution officers deliver a world class banking platform.



Competitive Pricing

Banking Services: SunTrust is proposing a Public Funds Advantage NOW account that will earn 1.35% Earnings Credit Rate and 1.35% Interest rate, which will also serve as the floor rates for the term of the contract. The City can leverage balances to offset service charges with excess balances earning interest from one account. In light of the rising rate environment, the City can request an annual review of rates to ensure rates remain competitive. If such review is requested, SunTrust can adjust rates accordingly based on market conditions. SunTrust does not assess reserve requirements or a Deposit Assessment for Public Funds accounts; therefore all of the City's balances are maximized. We understand that moving banks can be challenging and costly. In our position as the incumbent bank we want to ensure we remain the bank of choice through our advisory model, pricing and services.

We are well aware that the RFP process is an excellent opportunity to determine the strongest banking services partner for the City of Colonial Heights. We understand that establishing banking services is a major task, and is not taken lightly. We also understand that the City of Colonial Heights is faced with mandates to service a growing population. With our market-leading technology, our singular dedication to government clients, and our customized implementation processes, we believe our proposal will provide you with the best choice for a forward reaching banking services partner.

Thank you for your consideration of SunTrust Bank during the review process and we look forward to the next steps and the opportunity to deepen our partnership in the future. As your financial services partner, we value our long history as your trusted advisor and will continue to provide the City of Colonial Heights with quality services.

Sincerely,

Simeon C. Harris
Senior Vice President

Donna Smith Barksdale
First Vice President

By signing this Proposal, I have made all the certifications required in the Request for Unsealed Proposals, to the best of my personal knowledge and belief, without investigation.

A RESOLUTION NO. 20-5

Designating SunTrust Bank as depository for the City of Colonial Heights for a five-year period beginning July 1, 2019 and ending June 30, 2024.

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

1. That pursuant to Va. Code § 30-8, SunTrust Bank is hereby designated as depository for the City of Colonial Heights for a five-year period beginning July 1, 2019 and ending June 30, 2024, in accordance with its proposal letter dated May 1, 2019, a copy of which is attached hereto and made a part of hereof.

2. That this resolution shall be in full force and effect upon it's approval.

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: February 11, 2020

ITEM: RESOLUTION NO. 20-6

DEPARTMENT: City Manager

PROPOSED ACTION: Approval of Resolution No. 20-6 which provides for revisions to job descriptions for Director of Public Works/City Engineer and Automotive Maintenance Superintendent.

BACKGROUND: The City Manager is proposing to bring the Fleet Maintenance Division under the Public Works Department. Fleet Maintenance is currently under the City Manager. Resolution No. 20-6 provides for approval of changes to the Public Works Director/City Engineer job description and the Automotive Maintenance Superintendent job description to change the reporting structure and also provides for some additional revisions to the Automotive Maintenance Superintendent job description. While the job description changes will be effective upon approval of the resolution, the City Manager will plan to implement the change in the reporting structure upon hiring of a new Public Works Director/City Engineer following Mr. Henley's upcoming retirement.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: The City Manager recommends approval of Resolution No. 20-6.

ATTACHMENTS: Resolution No. 20-6; Director of Public Works/City Engineer revised job description; Automotive Maintenance Superintendent revised job description

- 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.

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
JOB DESCRIPTION

Department: Public Works

Reports To: City Manager

Overview: Plans, organizes, and directs the activities of the Public Works Department.

ESSENTIAL DUTIES

- Plans and directs the activities of the Engineering Division.
- Plans and directs the construction, operation and maintenance for all streets and roadways.
- Plans and directs the construction, operation and maintenance of the water distribution system and the wastewater collection system.
- Proposes and implements capital improvement projects.
- Ensures compliance with all state, federal and local regulations, laws, and rules.
- Reviews, advises, and approves private development projects.
- Develops, administers, and monitors contracts with consultants.
- Advises and consults on the capital improvement project program.
- Provides technical assistance to other city departments.
- Reviews solid waste contracts for compliance.
- Develops and administers the departmental budget.
- Develops and proposes policies and procedures.

ESSENTIAL DUTIES (continued)

- Addresses public and professional inquiries and resolves conflicts.
- Inspects completed contractual work.
- Other duties as assigned.

NEW PAY GRADE: Executive
FLSA DESIGNATION: Exempt-Executive

CLASS SPECIFICATION

Education & Directly Applicable Experience

A Bachelor's Degree and over ten years directly related professional and supervisory experience or

A Master's Degree and over five years directly related professional and supervisory experience or

any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Must be a Registered Professional Engineer (PE) in Virginia or must obtain a PE certification within a reasonable period of time after initial employment.

Supervisory Controls

The position generally directs the operations of a department. The work is performed under broad direction; the City Manger provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently.

Supervision Given

This position supervises the following positions:

Assistant Director of Public Works – Engineering; Public Works Superintendent; *Automotive Maintenance Superintendent*; Administrative Assistant;.

Guidelines

Administrative policies and precedents are applicable but are stated in general terms; guidelines for performing the work are scarce, of limited use, or may change rapidly. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or propose new policies.

Complexity

The work consists of broad functions and processes. Assignments are characterized by breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions relate to largely undefined issues and elements, requiring extensive probing and analysis to determine the nature and scope of the problems.

The work requires continuing efforts to establish concepts or programs, or to resolve major organizational problems.

Director of Public Works/City Engineer

Scope and Effect

The work involves planning, developing, and administering programs essential to the mission of the agency or that affect a large number of people on a long-term or continuing basis.

Personal Contacts

The majority of personal contacts are with high-ranking officials outside of the organization.

Purpose of Contacts

The purpose is to justify, defend, negotiate or settle matters involving significant or controversial hearings, trials, meetings, or issues of considerable consequence or importance. The persons contacted typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.

AUTOMOTIVE MAINTENANCE SUPERINTENDENT
JOB DESCRIPTION

~~Position Factor Reference: Automotive Maintenance Superintendent~~

~~Position Title: Automotive Maintenance Superintendent~~

Department: ~~Fleet Maintenance~~ Public Works

Reports to: ~~City Manager~~ Director of Public Works/City Engineer

Overview: ~~Ensures that all city vehicles and equipment are properly maintained and available for use.~~ Coordinates and directs fleet maintenance operations for city-owned vehicles and equipment.

ESSENTIAL DUTIES

- Oversees ~~all~~ preventive maintenance and repair work for city-owned vehicles and equipment, and Colonial Heights Public Schools vehicles.
- Oversees the preparation of new vehicles for service.
- Develops and maintains all necessary records, databases, and files.
- Orders, controls, and tracks inventory.
- ~~Insurance~~ Ensures compliance with all state and federal and local rules, regulations, and laws.
- Develops and presents training classes.
- Prepares, monitors, and tracks the division budget.
- Performs maintenance and repair to vehicles and equipment as necessary.
- Other duties as assigned.

NEW PAY GRADE: General – 17
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

Two years of college or Associate's Degree and over ten years directly related experience or
 A Bachelor's Degree and six to ten years directly related experience or
 A Master's Degree and two to five years directly related experience- or
any equivalent combination of experience and training which provides the required
 knowledge, skills, and abilities.

Must possess appropriate ASE Certifications.

Supervisory Controls

The position generally directs the operations of a division. The work is performed under general direction; the Department Head or City Manager identifies the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, processes and work to be done.

The employee is responsible for planning and carrying out assignments, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy in terms of established objectives.

Supervision Given

This position supervises the following positions:

Senior Automotive Mechanic; Emergency Equipment Technician; Heavy Truck/Bus Technician.

Guidelines

Guidelines are available, but are not completely applicable to the work or have major or structural gaps in their specificity. The employee uses judgment in interpreting and adapting guidelines such as organizational policies, regulations, precedents, and directions for application to specific cases or problems. The employee analyzes results and recommends changes.

Complexity

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Automotive Maintenance Superintendent

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative or dangerous.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.

A RESOLUTION NO. 20-6

To revise the job descriptions for Director of Public Works/City Engineer and Automotive Maintenance Superintendent.

WHEREAS, the job descriptions for the positions of Director of Public Works/City Engineer and Automotive Maintenance Superintendent are being revised without affecting the Classification Plan or the General Pay Plan Class and Salary Range; NOW, THEREFORE,

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

1. That the City Council formally adopts and approves the revised job descriptions (which include class specifications) for Director of Public Works/City Engineer and Automotive Maintenance Supervisor, copies of which are attached hereto and incorporated as part of this resolution.

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

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: February 11, 2020

ITEM: Historical Marker Request

DEPARTMENT: City Manager

PROPOSED ACTION: Staff briefing and direction from Council

BACKGROUND: The Heights Baptist Church is celebrating their 100th anniversary this year. The City has received a request from the church regarding the possibility of installing a historical marker that would recognize the location of the former Colonial Heights Baptist Church at the site of the current City courthouse (see attached letter).

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Staff recommends Council authorization for the church to proceed with development of the historical marker with approval of the design, location, etc. to be provided by the City.

ATTACHMENTS: Letter.

- 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 30, 2020

Douglas E. Smith, City Manager
City of Colonial Heights
201 James Avenue
P.O. Box 3401
Colonial Heights, VA 23834

Dear Mr. Smith,

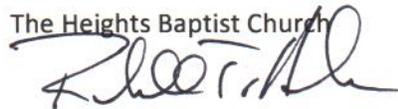
The Heights Baptist Church is celebrating its 100th anniversary this year. The church began service to this community in February 1, 1920 as Colonial Heights Baptist Church from the current site of the city Courthouse. That location is dear to many residents as a place of worship, weddings, funerals and many other events over many years.

In order to preserve both city and church history, we wanted to inquire as to your openness to place a historical marker in the yard of the Courthouse recognizing the former use of the property. It would be similar to the many other historical markers that already dot the city and would serve to tell a piece of history that the city and the church share.

The church is seeking approval to work with city officials and others to move forward with design, approvals, fabrication, location and installation of the marker in the yard of the Courthouse. This will be done at no cost to the city.

Thank you for your consideration of this historic preservation proposal.

Sincerely,

The Heights Baptist Church


Randall T. Hahn, Senior Pastor



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: February 11, 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.

FEBRUARY 2020

DATES OF INTEREST

<u>February</u>	<u>March</u>	<u>April</u>
<u>February 18th (6:00 pm) City Council Special Meeting – Council Chambers</u>	<u>March 3rd (7:00 pm) –Planning Commission Meeting – Council Chambers (Tentative)</u>	<u>April 7th (7:00 pm) –Planning Commission Meeting – Council Chambers (Tentative)</u>
	<u>March 10th (7:00 pm) – City Council Regular Meeting – Council Chambers</u>	<u>April 14th (7:00 pm) – City Council Regular Meeting – Council Chambers</u>
	<u>March 17th (6:00 pm) City Council Special Meeting – Council Chambers</u>	<u>April 21st (6:00 pm) City Council Special Meeting – Council Chambers (Tentative)</u>
		<u>April 28th (6:00pm) City Council Special Meeting –Public Hearings on FY 20-21 Budget & 2020-2021 Real and Personal Property Tax Rates</u>

Community Events

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

HOLIDAYS

- **February 17, 2020:** City Holiday – President’s Day (Government Offices Closed.)
- **April 10th, 2020:** City Holiday – Good Friday (Government Offices Closed.)