

**CITY OF COLONIAL HEIGHTS, VIRGINIA
Regular Meeting of City Council
Tuesday, November 10, 2020**

1. Call to Order

The Regular Meeting of City Council was called to order by Mayor Kochuba at 7:00 P.M.

2. Roll Call

The following members of Council and Council's staff were present for roll call by the Clerk:

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

Absent: None

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III, City Attorney
Mrs. Pamela B. Wallace, Clerk

3. Devotion

A devotional prayer was led by Mr. Green.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Kochuba.

5. Adoption of Agenda

A motion was made by Mrs. Luck, seconded by Mr. Piotrowski, to approve the agenda as presented.

**Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski**

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Wood

Luck

Kochuba

No: None

Absent:

Abstained: None

Motion: UNANIMOUS PASS

6. Declarations of Personal Interest

A declaration was read by Mr. Frenier and filed with the Clerk.

7. Commendations and Presentations

Mayor Kochuba recognized and welcomed Council members elect Mr. Robert “Bobby” Wade and Dr. Laura Poe.

- A. Presentation by the Crater Planning District Commission recognizing the City’s 50 years of partnership.**

Mr. Alec Brebner, Executive Director, Crater Planning District Commission, introduced himself as the newly appointed director, replacing Denny Morris, and thanked Council and Mr. Smith for their years of partnership with the CPDC.

8. Reading of Manner of Addressing Council.

Mr. Fisher read the Manner of Addressing Council.

9. Written Petitions and Communications

There were none.

10. Advertised Public Hearing

- A. AN ORDINANCE NO. 20-25
(First Reading) To grant a special use permit to the City of Colonial Heights to allow a 110-foot monopole tower plus a 4-foot lightning rod at the top of the tower (for an overall height of 114 feet), at the Public Safety Building located at 100 Highland Avenue, known as parcel identification number 5100020102C; and repealing Ordinance No. 17-13.**

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A motion was made by Mr. Green, seconded by Mr. Frenier, to adopt Ordinance No. 20-25.

Ms. Hall provided background information on the proposed monopole further advising that the Planning Commission members unanimously approved the special use permit with staff's recommendation as well.

Public Comments: There were none.

Council Comments:

Addressing Mrs. Luck's question relative to the appearance of the monopole, Battalion Chief Eric Albert provided detailed information relative to the monopole, particularly noting that the devices attached to the pole were movable to accommodate tree growth. Additionally, Ms. Cheryl Taylor of Pyramid Network Services, LLC, representing MOTOROLA, provided a drawing of the proposed tower.

Mr. Wood noted the importance of the pole, not only to the City, but to the surrounding localities as well.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

B. AN ORDINANCE NO. 20-26
(First Reading) To grant a special use permit to Enright Properties, LLC to permit a pawn shop at 651 Boulevard, also known as parcel identification number 4000020A01A, which is zoned BB – Boulevard Business District.

A motion was made by Mr. Green, seconded by Mr. Piotrowski, to adopt Ordinance No. 20-26.

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Ms. Hall provided information relative to the request stating that Pawn Shops are not allowed in the current Boulevard District; hence, a request for a special use permit. Continuing, Ms. Hall advised that the Planning Commission recommended approval; however, Planning staff recommended denial of the request due to the fact that the business is a nonconforming use and relocating the business would be extending the use. Addressing Mr. Wood's concern for denying approval, Ms. Hall provided the rationale behind her staff's decision.

Public Comment:

Dennis Enright, Jr., the applicant, addressed Council stating the reason for the relocation of his business was that he did not want to lose his client base and the proposed location as well as the building was better suited for his business.

Council Comment:

Mr. Piotrowski asked why a business would be denied who had been in the City since 1999.

There was continued discussion by Council relative to some members' concerns of the location of the business, with others supporting the move, noting there had been no previous issues at the business and the longevity of the business's operation in the City.

Vote: 5-2
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
No: Luck
Kochuba
Absent: None
Abstained: None

Motion: PASS

- C. A RESOLUTION NO. 20-27**
To grant a Special Use permit to POTS, LLC allowing for an accessory off-street parking area at parcel identification number 2300020E015, which lacks a principal use, for the benefit of the business at 1400 Boulevard.

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Ms. Hall advised that the business was an automobile repair shop which had been in the location since 2007 and further provided additional clarification for the need of a Special Use Permit.

Public Comments: There were none.

Council Comments:

Council members provided their support of the request; specifically noting it was their opinion that this would enhance the look of the current vacant lot.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

D. AN ORDINANCE NO 20-30
(First Reading) To adopt a revised General Pay Plan Class and Salary Range that adds a new Financial Systems Analyst Position, along with the corresponding job description.

Mr. Smith provided background information on the position as previously present at the October meeting.

Public Comments: None

Council Comments:

Mr. Green stated he supported the creation of the new position.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.

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Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

E. AN ORDINANCE NO 20-FIN-20
(First Reading) To amend the General Fund Budget for the
Fiscal year beginning July 1, 2020, and ending June 30, 2021, by
appropriating a donation of \$1,400 for the Office on Youth.

To amend the Emergency Response Fund Budget for the fiscal
year beginning July 1, 2020, and ending June 20, 2021, by
appropriating \$2,153,064 consisting of 1) \$2,048,354 in
remaining CARES funds from the Commonwealth; and 2)
\$104,710 in Community Development Block Grant CARES
Funds.

Mr. Smith advised the ordinance was self-explanatory and offered no
additional comments.

There were no comments from the public or Council.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

11. Hearing of Citizens Generally on Non-Agenda Items

There were none.

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- 12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in accordance with the Consent Agenda.**
 - A. AN ORDINANCE NO 20-24**
(Second Reading) To grant a special use permit to KHJ Colonial LLC d/b/a Keystone Truck and Tractor Museum to allow for a 99 square foot electronic message board on the existing freestanding sign structure at Keystone Truck and Tractor Museum, 880 West Roslyn Road, also known as Parcel Identification No. 680500001A, which is zoned IN – Industrial District.
 - B. AN ORDINANCE NO 20-28**
(Second Reading) Authorizing the City Manager to enter into a Right of Way or Easement Agreement with Columbia Gas of Virginia, Inc., whereby the City grants Columbia Gas of Virginia, Inc. an easement along the east side of Conduit Road which is 20 feet in width and approximately 278 feet in length for the purpose of installing a gas pipeline.
 - C. AN ORDINANCE NO 20-29**
(Second Reading) Awarding a bonus to City employees not included in the Hazard Pay Program.
 - D. AN ORDINANCE NO. 20-FIN-19**
(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$28,087, consisting of \$3,987 in grant funds from the Virginia Risk Sharing Association for safety supplies and \$234,100 in unassigned fund balance for police vehicles.
 - E. February 11, 2020 Regular Meeting Minutes**
 - F. February 18, 2020 Special Meeting Minutes**
 - G. September 15, 2020 Special Meeting Minutes**
 - H. October 13, 2020 Regular Meeting Minutes**

A motion was made by Mayor Kochuba, seconded by Mr. Frenier, to adopt the Consent Agenda.

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Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

13. Introduction and Consideration of Ordinances and Resolutions

A. AN ORDINANCE NO. 20-FIN-21

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$65,000 in reserved proceeds from the sale of the old Courthouse property and transferring such sum to the Capital Projects Fund Budget for the Violet Bank Restoration Project – Phase 1.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating for the Violet Bank Restoration Project – Phase 1 the \$65,000 transferred from the General Fund Budget.

A motion was made by Mr. Green, seconded by Mrs. Luck, to adopt Ordinance No., 20-FIN-21.

There were no questions or comments from Council.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None

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Abstained: None

Motion: UNANIMOUS PASS

- B. A RESOLUTION NO 20-55
Adopting the City of Colonial Heights Coronavirus Aid, Relief,
and Economic Security Act (CARES Act) Community
Development Block Grant Funds for 2020-2021.**

**A motion was made by Mrs. Luck, seconded by Mr. Piotrowski, to adopt
Resolution No. 20-55.**

There were not comments or discussion by Council.

**Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None**

Motion: UNANIMOUS PASS

- 14. Unfinished Business, Contested Ordinances and Resolutions, And
Items Removed From the Consent Agenda.**

There was none.

- 15. Reports of Officers and Documents Related Thereto.**

- A. City Manager**

- 1. Emergency Management and CARES Funding Update**

**Mr. Smith advised the Fire Department had been conducting interviews to fill
the vacant Emergency Management Assistant left by Beverly Brandt;
additionally, Mr. Smith provided information relative to the application
process for the Hazardous Mitigation Grant advising approval has been given
to move forward to the full application.**

Mr. Smith advised that COVID call responses were remaining; however, there is a slight increase in EMS calls in the City and through mutual aid.

Mr. Smith provided an update on the Small Business Grant Program with a total of 74 applications approved and \$410,000 awarded. Mr. Smith advised staff would continue to accept applications through December for a possible extension of the program in an effort to allocate the remainder of the \$500,000.

2. General Activity Report

Mr. Smith advised of the following:

- **Notification will be sent to Council requesting their items/topics suggested for the Council Retreat.**

Mayor Kochuba advised he was contacted by the School Board Chair who requested to be on the Retreat Agenda to discuss the CIP needs of the schools. Additionally, the School Board requested a face-to-face with Council once the new Board and Council members are in place.

- **It was suggested by the Recreation and Parks Department that there be a Christmas Lights contest since there will not be a parade. The Beautification Committee and Chamber will also assist in coordinating this event.**
- **November work session will be held on November 17**

Addressing Mr. Cherry's question relative to pothole repairs schedule, Mr. Smith stated he would have updates at the November 17 work session.

B. City Attorney

Mr. Fisher reported that the Planning Commission was in the process of reviewing the Comprehensive Plan. They reviewed the first five chapters at the November meeting and will review the remaining chapters at the December meeting. Mr. Fisher stated the Planning Commission would make a recommendation to Council concerning the plan, after which the plan would come before Council for a public hearing in the upcoming year. Mr. Fisher stated a tentative date of May 2021 has been set for the Council public hearing.

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Additionally, Mr. Fisher advised that during its October 27th meeting, the School Board approved two easements for gas pipeline on Conduit Avenue. Mr. Fisher was unsure of the construction schedule.

C. Director of Planning and Community Development

Ms. Hall advised that she and her staff had reviewed the remaining outstanding edits to the Comprehensive Plan and determined that the second half of the review would be brought to the Planning Commission in January. Ms. Hall assured Mr. Fisher that the May public hearing date would not change.

Ms. Hall advised of an upcoming Board of Zoning Appeals (BZA) Meeting to be held on November 17 at 4:00 P.M. The BZA will be reviewing the 1400 Boulevard Site.

16. Adjournment

There being no further business, a motion was made by Mayor Kochuba, seconded by Mr. Cherry, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 8:34 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk