



**CITY OF COLONIAL HEIGHTS, VIRGINIA
MEETING OF THE PLANNING COMMISSION
City Hall, Council Chambers, 201 James Avenue
Tuesday, May 2, 2023
6:00 p.m.
PLANNING SUMMARY**

I. Call to Order

II. Roll Call

Present:

Mr. Wade

Mr. Hartson

Mrs. Levenson-Melvin

Mrs. Schiff

Mrs. Hamilton

Mr. Kwiek

Absent:

Mr. Kohan

III. Determination of Quorum

IV. Approval of Minutes for April 4, 2023 meetings

- April 4, 2023, Work Session meeting
6-0 Approved
- April 4, 2023, Regular meeting
6-0 Approved

V. Approval of Agenda

6-0 Approved

VI. Hearing of Citizens Generally

VII. Work Session and Action item

- Staff Report of Research on Short-Term Rental Ordinances
- Planning Commission Recommendation

There was a motion that the Staff proceed to make a recommendation to the City Council that would define the use of short-term rental and establish regulations that govern the

operations of said use with the recommendations as presented to the Planning Commission by Staff.
6-0 Approved

Recommendations

1. Should the City distinguish between a homeowner operating an STR and living onsite?
6-Yes
0-No

2. If YES, how should that use be allowed?
 - A. Should it be an administrative process with certain requirements to meet?
3- Yes
3-No
 - B. Or should it be a Special Exception Permit that requires public hearings, Planning Commission review, and recommendation followed by City Council action for approval?
3-Yes
3-No
 - C. If you have specific issues, please identify those so that Staff can research appropriate safeguards with any recommendation.

Parking Standards

A non-hosted STR should have a Special Exception Permit.
6-Yes
0-No

A hosted STR should have an administrative process.
6-Yes
0-No

3. Should there be a limit on how many STRs are allowed within a specific residential neighborhood?
6-Yes
0-No

4. Should there be an inspection process prior to approval?
6- Yes
0-No

5. Should advertising signage be allowed for STRs?
0 -Yes
6 - No

6. Should there be a limit to the number of guests?
6-Yes
0-No

7. Should there be regulations for pets with guests?

6-Yes

0-No

8. Do you have any concerns about the proximity of STRs to other uses?

Schools

9. Old Business

10. New Business/Reports

Reports

1. Chairman – Mr. Hartson

2. Planning and Community Development - Director – Mr. Carter

3. City Engineer or Designee –Asst. Director of Public Works – Mr. Campbell

4. Others, as necessary or appropriate

a. City Manager – Mr. Smith

b. City Attorney – Mr. Fisher

11. Adjournment