



**CITY OF COLONIAL HEIGHTS, VIRGINIA
MEETING OF THE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING OF THE
PLANNING COMMISSION**

Tuesday, June 4, 2019

7:00 p.m.

AGENDA

I. Call to Order

Mr. Hartson called the meeting to order at 7:00pm.

II. Roll Call

Present:

Ms. Hamilton
Ms. Schiff
Mr. Hartson
Mr. Wade
Mr. Cherry
Mr. Smith

Absent:

Mr. Kohan

Mr. Kollman

Also Present:

Ms. Hall
Mr. Flippen

III. Determination of Quorum

A quorum was determined.

IV. Approval of Agenda

The agenda was approved by a 5-0 vote.

V. Approval of Minutes for April 2, 2019 meeting

Mr. Hartson ensured that everyone had the most updated minutes and asked for any amendments to be made. Mr. Hartson asked for a revision clarifying the rumor he heard about Mission BBQ. Mrs. Hamilton made a motion to approve minutes with Mr. Hartson's revision; Mr. Wade seconded. Unanimous adoption.

VI. Hearing of Citizens Generally

None

VII. Public Hearings

None

VIII. Old Business

A. Residential Real Estate Tax Abatement Pamphlet

Ms. Hall provided an overview of the pamphlet process and asked for feedback regarding the draft pamphlet. The Planning Commission was in agreement that the pamphlet looked good. Ms. Hamilton asked if it would be circulated with realtors and the library. Ms. Hall stated she will look into which department will print and distribute the pamphlets. Ms. Hall continued that the pamphlets will be available in the City Assessor's Office as well as in the Planning Department. Planning Commission discussed if a pdf would be put on the website or if a general announcement would be emailed to the public through the online portal directing them to the Assessor's webpage for more details.

IX. New Business/Reports

A. Boundary Line Adjustment for Lot 1 and Lot 2 Conjurers Neck – Old Brickhouse Subdivision

Ms. Hall introduced the Boundary Line Adjustment to the Planning Commission. She began, per City Code Section 250-28, the Director of Planning and Community Development, in her sole discretion, may submit the plat to the Planning Commission for its review and comment at its next regular meeting.

She continued, when a boundary adjustment plat is submitted to the Planning Commission, the Planning Commission is acting only in an advisory role to provide review and comments back to the Director. With the guidance of the Planning Commission, the Director makes the determination whether to approve or reject the plat. Ms. Hall opted to submit this Boundary Line Adjustment request to the Planning Commission due to the following: (1) property is zoned PUD - Planned Unit of Development; (2) The property is the common open space required by PUD zoned developments; (3) The request eliminates street frontage for one of the parcels.

Ms. Hall reiterated why she brought this Boundary Line Adjustment to the Planning Commission for input and explained the typical process of examining Boundary Line Adjustments. She showed the location of the subject parcels on a map.

Mr. Collins, President of the Old Brick House Foundation, presented before the Planning Commission. He detailed their three-phase plan for restoring the Old Brick House as well as development of an educational research center, a new roadway, and a new parking lot on the property. As a non-profit organization, the Old Brick House Foundation can receive, and has received, grant money to proceed with its vision. Mr. Collins explained how this boundary line adjustment would allow them to restore the Old Brick House, and begin the three-phase plan. The boundary line in question has a large hill, causing run-off and flooding in Conjuror's Neck homes as well as excess moisture in the foundation of the Old Brick House. Mr. Collins and Mr. Conklin, President of the Conjuror's Neck Home Owner's Association, have reached a decision they find to be mutually beneficial. When Mr. Collins acquired a grant from the Cameron Foundation to do an archeological survey and remove the hill, he was not aware the Old Brick House Foundation did not own the property; the Cameron Foundation has now told him that he is unable to use the funds until the Old Brick House Foundation owns it. The Conjuror's Neck Homeowner's Association lacks the budget to remove the half of the hill on its property, therefore necessitating the Boundary Line Adjustment. Mr. Collins then mentioned he had discussed the use of a flag lot with Ms. Hall to ensure homeowners' access to road frontage for Fire and EMS.

Mr. Hartson asked if they had negotiated an acquisition price; Mr. Collins responded that as it is the same ownership—homeowners paying homeowners—they would keep it minimal.

Mr. Hartson then asked how big the new parking lot would be; Mr. Collins stated that the plan is for a 40-50 car lot. Mr. Collins emphasized the Old Brick House Foundation's mission to keep the lot historical. He went on to say the Old Brick House and the surrounding land is currently underutilized and the Old Brick House Foundation would also like to include the history of Conjuror's Neck as American Indian land.

Mr. Hartson asked if the proposed educational facility would be used for social events; Mr. Collins replied that the Old Brick House has been used as a wedding venue before, and they would like to host weddings and other events in the future. Mr. Wade asked if they would have food service; Mr. Collins stated that they may have a warming kitchen for catering, but are waiting to move forward until the hill issue is solved.

Mr. Conklin, President of the Conjuror's Neck Home Owner's Association, presented to the commission. He provided background on the hill on the boundary line, which he discovered was trash leftover from the development on the street that had been abandoned. He has been monitoring it for two years, but the Association lacked the funds to pursue anything. He is excited about working with Mr. Collins on the project and ultimately believes it will save the homeowners of Conjuror's Neck money. Mr. Conklin plans to convince homeowners that this project is a better use of their land and assets. As a Home Owner's Association they lack the budget to do anything about the hill, so it makes sense to hand it to the non-profit, whose grants are tax deductible. He hoped to keep the process simple. Mr. Conklin

expressed his desire for the planning commission and staff to approve the boundary line adjustment and adopt it as he and Mr. Collins have agreed.

Before the commission moved to accept the Boundary Line Adjustment as described, Ms. Hall explained that the current proposal eliminates all road frontage and therefore violates the required frontage requirements of 75 linear feet. Mrs. Hamilton asked for Ms. Hall's recommendation. Ms. Hall replied that the interrelated ownership of the two subject properties creates a unique circumstance and she recommends that the Home Owner's Association retains at least some road frontage, rather than relinquishing all road frontage and relying on an easement for access. Ms. Hall explained that the result would be a flag lot, which is not permitted in the City, but the original proposal to eliminate all road frontage is also not permitted. The flag lot would at least maintain some access to road frontage. Mr. Cherry explained and defined a flag lot.

Ms. Schiff moved to accept the Boundary Line Adjustment with the revision to retain some road frontage; Mr. Wade seconded.

Unanimous approval; The Planning Commission recommends to staff to approve the Boundary Line Adjustment with revisions.

B. Review Comprehensive Plan Chapters 1, 2, and 3

Mr. Hartson asked for clarification regarding reviewing the comprehensive plan chapters.

Ms. Hall explained that the Comprehensive Plan must be reviewed every five years to determine if the goals are still the same. Ms. Hall suggested that the Planning Commissioners read the assigned chapters and bring an itemized list of comments and ideas to discuss at the Planning Commission meeting. Once all the comments and ideas are collected, the Planning Commission will determine if changes need to be made to the plan. Citizen surveys formed the objectives in the current comprehensive plan, so any major changes to goals would need to be substantiated with surveys.

The Planning Commission then reviewed chapters 1, 2, and 3 of the Comprehensive Plan page by page. The members discussed the accuracy of the population projections in chapter 1, but decided to wait for the 2020 census to be released to make revisions. Comments and ideas included a focus on sustainable population demographics with the current aging majority, the addition of an arts & culture district on Pickwick Ave, rezoning from General Business to Mixed-use (multi-story with retail first level, and residential or office space upper levels), asset development on the river, and other ideas for putting the plan into effect. Mr. Wade suggested the Planning Commission get together with the Economic Development Authority to discuss ideas for change moving forward.

The Planning Commission discussed the City becoming a bedroom community for

Richmond commuters, and Ms. Hall suggested the members take a look at Hopewell's new comprehensive plan for ideas in that regards.

Ms. Hamilton asked Mr. Smith about Cal's Junkyard and he responded that he had been working on it.

Reports

1. Chairman – Mr. Hartson

No report.

2. Director of Planning and Community Development—Ms. Hall

Ms. Hall and Mr. Hartson suggested the Planning Commission defer until August for the next meeting, where chapters four through six of the comprehensive plan are to be discussed.

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

Mr. Flippen presented an update on the Dupuy Ave construction: the water line is being upgraded; the detour will likely be eliminated by July. Their goal is to assure it is completed before the VSU semester begins. Crescent Ave. and Jefferson Ave. are under construction. Mr. Flippen stated that the funding application for state of good repair had been approved to repave a section of the Boulevard between Newcastle Dr. and Westover Ave. This fund has previously been used, most recently to pave Temple Ave. The repaving will begin once funds go through.

Mr. Hartson asked if the Amtrak train station would be coming to the Boulevard; If so, it should be added to the Comprehensive Plan.

4. Others, as necessary or appropriate

a. City Manager – Mr. Smith

Mr. Smith began by following up on Mr. Hartson's comment about the train station. At the regional Metropolitan Planning Organization's Policy committee meeting, it was noted that Ettrick and Colonial Heights were the top two locations for the station, and there would be a vote at the next meeting on July 27th. However, Chesterfield County has been attempting to obtain a significant grant to restore the current Ettrick station. Mr. Smith anticipates that the station will remain in Ettrick based on this information.

Mr. Smith then reported on a potential opportunity. An individual recently expressed interest in bringing a coastal plains league baseball team to Shepherd Stadium. The Coastal Plains League is a summer league for college baseball players. They play a 50-game schedule, and the league stretches from Virginia south to Georgia. The interested individual would be acquiring a franchise that would be relocated to Colonial Heights from another existing location. The team would begin playing in Colonial Heights as soon as May 2020. Mr. Smith is to meet with council to discuss potential associated costs with the updates to Shepherd Stadium necessary, and

negotiating a fair leasing agreement. He expressed his excitement for this opportunity to bring attention and new people to the community of Colonial Heights.

Finally, Mr. Smith reported on a VDOT (Virginia Department of Transportation) workshop that he attended on May 29th. VDOT has been holding workshops all over the state regarding highway automation in order to help it develop a connected, automated vehicle strategic plan. Mr. Smith was very interested by the information discussed at the workshop regarding autonomous and highly automated vehicles. He was especially impressed by the data collection capabilities of automated vehicles and the automated shuttle programs in testing throughout the state.

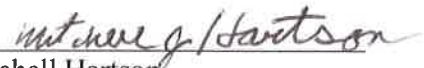
This report prompted a discussion about the addition of an electric car charging station in Colonial Heights.

X. Adjournment

Mr. Cherry moved to adjourn the meeting; Ms. Schiff seconded. Meeting adjourned at 8:15 pm.



Kelly Hall
Secretary



Mitchell Hartson
Chairman