



**CITY OF COLONIAL HEIGHTS, VIRGINIA
MEETING OF THE PLANNING COMMISSION
Council Chambers in City Hall, 201 James Avenue
Tuesday, September 1, 2020
7:00 p.m.**

MINUTES

I. Call to Order

The meeting was called to order at 6:59 PM.

II. Roll Call

Mr. Hartson
Mrs. Schiff
Mr. Cherry
Mr. Kohan
Mrs. Hamilton
Mr. Wade

Absent:

Mrs. Levenson-Melvin

III. Determination of Quorum

A quorum was determined.

IV. Approval of Minutes for July 7, 2020 Meeting

Mrs. Schiff made a motion to approve the minutes from July and Mr. Kohan seconded the motion, with all commissioners in favor.

V. Approval of Agenda

Mrs. Schiff made a motion to approve the Agenda and Mr. Wade seconded the motion, with all commissioners in favor.

VI. Hearing of Citizens Generally

No citizens spoke.

VII. Public Hearing

A. AN ORDINANCE NO. 20-24

To grant a special use permit to KHJ Colonial, LLC to allow for a 99 square foot electronic message board on the existing freestanding sign at Keystone Tractor Museum & Grill, 880 West Roslyn Road, also known as parcel identification number 6805000001A, which is zoned IN - Industrial District. This is the second special use permit request for signage on this property, the first special use permit is Ordinance No. 12-3, approved on April 10, 2012.

Ms. Hall gave a staff presentation that included the history of the previous special use permit, Ordinance No. 12-3, and details about the current request for a special use permit.

She stated that it would be the largest electronic message board in the City. It is also the first in the industrial zoning district. Ms. Hall presented staff recommendations with conditions. The conditions proposed include (a) any movement including flashing and scrolling is prohibited, and (b) signs must either freeze or go blank if there is a malfunction.

Mr. Wade asked about time restrictions. Ms. Hall stated that she did not impose restrictions as it does not face a residential area or the Boulevard Business District.

Mrs. Schiff said the electronic message board for Southpark Mall on the opposite side of Interstate 95 flashes. Ms. Hall said she was unaware of that and thanked Mrs. Schiff for bringing it to her attention, but it may be that the Special Use Permit for that sign permits flashing.

Mr. Hartson agreed that movement on the board would be a distraction on the interstate for drivers.

Mr. Kohan asked if VDOT had a say in the matter as it faces the interstate. Ms. Hall responded that it would be the responsibility of the applicant to gain approval from VDOT if necessary but she was unsure if it was required as the land is not in the VDOT right-of-way. She also stated that VDOT does not supersede the locality's ruling and vice versa. Either may enforce stricter conditions, but neither interfere with other's stricter ruling.

Mr. Hartson stated that he believed the sign would be great for tourist attraction because of the visibility on the interstate.

Mr. Bob Cervarich, the applicant and representative for Keystone Tractor Museum, stated that they are very excited to put the sign up, and are hoping that it will attract people not only to the museum, but also to the recently reopened Keystone Grill. In regards to VDOT, he stated that he believed they were more concerned with moving things, like imagery of a billowing smoke stack. He continued, stating that their sign would mostly show pictures and verbiage promoting events at the museum and restaurant or special events they may be hosting. Mr. Cervarich also mentioned that they would be happy to promote anything for the City because of visibility on the highway.

Mr. Kohan asked whether VDOT approval was necessary before Keystone Tractor Museum could begin construction. Ms. Hall clarified that the Special Use Permit would go to City Council next and it would be up to the applicant to contact VDOT to determine whether their review and approval is necessary before construction.

Mrs. Schiff made a motion to amend Ordinance 20-24 to include conditions as recommended by staff, and Mr. Wade seconded the motion.

Vote: 6-0

Yes:

Mr. Hartson

Mrs. Schiff

Mr. Cherry

Mrs. Hamilton

Mr. Kohan

Mr. Wade

No: none

Abstained: none

Motion: Unanimous Pass

Mrs. Schiff made a motion to approve Ordinance 20-24, as amended, and Mr. Kohan seconded the motion.

Vote: 6-0

Yes:

Mr. Hartson

Mrs. Schiff

Mr. Cherry

Mrs. Hamilton

Mr. Kohan

Mr. Wade

No: none

Abstained: none

Motion: Unanimous Pass

Mr. Fisher clarified that the Planning Commission has to make a motion for Planning Commission Resolution 20-10 rather than Ordinance 20-24.

Mrs. Schiff made a motion to recommend the approval of Resolution 20-10 and Mr. Wade seconded the motion.

Vote: 6-0

Yes:

Mr. Hartson
Mrs. Schiff
Mr. Cherry
Mrs. Hamilton
Mr. Kohan
Mr. Wade

No: none

Abstained: none

Motion: Unanimous Pass

VIII. Plans of Development/Preliminary Subdivision Plans

A. Preliminary Subdivision for Gills Point Section 11

Property owner Gills Point Development Corp, co-owner Bernard A. Hrouda, proposes subdivision of parcel identification number 65050000041, with a legal description of Lot 41. The subject parcel is 7.114 acres and zoned RL – Residential Low Density. The proposed subdivision will create three new parcels in addition to the parent parcel.

Ms. Hall provided commissioners with an overview of the subdivision, including the intent of the developers with approval of this subdivision.

The three new parcels all meet zoning requirements, and the existing road, Briarcliffe Court, already runs in front of the parcels.

Mr. Charles Townes, the engineer for the developer of the parcels, was present to answer questions.

Mr. Kohan noted a one-acre discrepancy between the City's plat and the developer's plat. Ms. Hall stated that she was aware of this discrepancy and that the Assessor's Office and the hired surveyor would have to discuss the matter to make a proper determination.

Ms. Schiff shared her excitement that single-family homes would be built on this land.

Mr. Hartson asked who would make the decision to connect the existing road to Conduit Road. Ms. Hall replied that when Mr. Hrouda decides to subdivide and develop the remaining land, similar to the remaining land adjacent to East Perthshire Court, a Subdivision and a Plan of Development would be brought to Planning Commission. The Plan of Development would include the public improvements, i.e., road development and associated utility structure.

Mr. Cherry made a motion to recommend approval of the subdivision and Mr. Wade seconded the motion.

Vote: 6-0

Yes:

Mr. Hartson

Mrs. Schiff

Mr. Cherry

Mrs. Hamilton

Mr. Kohan

Mr. Wade

No: none

Abstained: none

Motion: Unanimous Pass

IX. Old Business

None.

X. New Business

A. Appointment of one Planning Commission member to the Board of Architectural Review

Mr. Hartson stated that he spoke with Mrs. Levenson-Melvin prior to the meeting and that she consented to being nominated for the Board of Architectural Review.

Mrs. Schiff made a motion to appoint Mrs. Levenson-Melvin to the Board of Architectural Review and Mr. Cherry seconded the motion, with all commissioners in favor.

Reports

i. Chairman -

ii. Director of Planning and Community Development – Ms. Hall

Ms. Hall stated that the October Planning Commission meeting is on the same night as “Community Safe Nights”. She recalled that this also occurred during the October 2019 Planning Commission meeting; and Commissioners did not reschedule the meeting because Community Safe Nights ends at the same time as Planning Commission begins. She asked Commissioners if they had any desire to reschedule the meeting. Commissioners agreed to uphold the October 6 meeting date. Ms. Hall said the October Meeting would be busy as there are two subdivisions, one preliminary site plan, and the adoption of Comprehensive Plan revisions already on the agenda.

iii. City Engineer or Designee – Mr. Chisholm, Acting Assistant Director of Public Works

Mr. Chisholm stated that as a result of issues with utilities, the Dupuy Avenue project was still in progress with intent to finish by December 1. As a result of recent flooding, there was a sewer line break on Conduit Road

and repairs are scheduled to be completed by September 11.

Mr. Hartson expressed concerns about the length of the crosswalk cycle at the intersection of Sherwood Drive and Boulevard. He stated that it does not allow enough time for people to cross. Mr. Chisholm stated that he was aware of the problem and that it would be addressed.

Mr. Kohan asked when the widening of Lakeview Avenue would begin, and Mr. Chisholm said they were 30 to 40 days away from advertising construction. Mrs. Schiff asked if street lights would also be added and Mr. Chisolm responded that there would be street lights with flags added.

iv. Others, as necessary or appropriate

1. City Manager – Mr. Smith

Mr. Smith shared that the City provided the Economic Development Authority funding in the amount of \$500,000 for small business relief grants through CARES Act funding. Phase One saw 37 grants awarded for a total of over \$200,000. Phase Two has begun and 18 applications have been submitted. He stated there is potential for a third round of grants.

Mr. Smith provided Commissioners an update on Phase One of the restoration of Violet Bank. He predicted that the architect would be providing plans this week, and he would be able to give an update on bids or a potential start date to work at the October meeting.

Recreation and Parks received a new sign for the war memorial to be installed this week. Mr. Smith stated that he attended a ribbon cutting ceremony at the new restaurant in Colonial Square, WNB Factory. It is the first location in Virginia for this franchise. The finance department provided him with June revenue figures, which revealed that the June 2020 sales taxes were higher than 2019; and that sales, meals, and lodging were up from 2019.

Mrs. Schiff stated that she heard Southpark Mall filed for bankruptcy and expressed concerns about the mall closing. Mr. Smith replied that it was his understanding that the mall's owner, CBL Properties, was filing a Chapter 11 bankruptcy, which means reorganization, and that he saw no indications that Southpark Mall was closing. He also referred to a previous report from Economic Development, which showed that of CBL Properties' malls, Southpark Mall was one of its most successful; so he believed that it would continue to be successful.

Mr. Cherry stated that he believed that there is enough development around the mall that even if the mall were to fail, the standalone businesses would not because they are so diversified.

2. City Attorney – Mr. Fisher –

Mr. Fisher stated that there would be some follow-up work on Conduit Road, relocating some easements for the schools and City once the repairs that Mr. Chisholm spoke of are completed.

XI. Adjournment

Mrs. Schiff made a motion to adjourn the meeting and Mr. Cherry seconded the motion with all commissioners in favor. The meeting was adjourned at 7:41 pm.

X 

Kelly Hall
Secretary

X 

Mitchell Hartson
Chairman