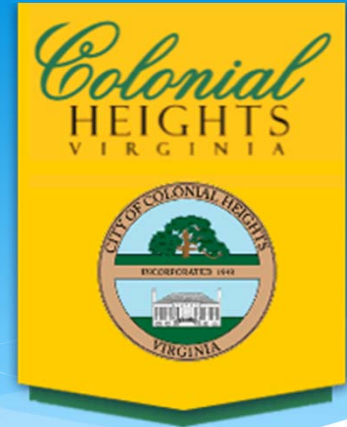


Colonial Heights City Council Special Meeting *(Work Session)*

September 18, 2018

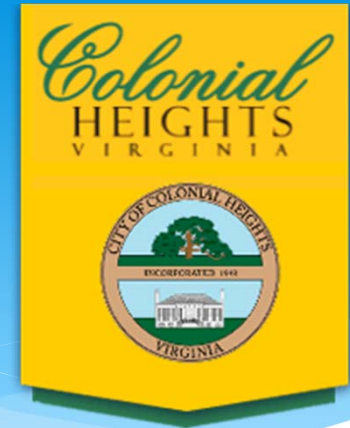


Colonial Heights City Council Meeting September 18, 2018



- 1. Call to Order**
- 2. Roll Call**
- 3. Declarations Of Personal Interest**

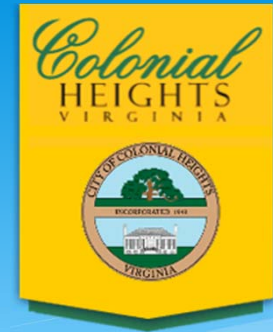
Colonial Heights City Council Meeting September 18, 2018



4. Reading of Manner 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.

Colonial Heights City Council Meeting September 18, 2018

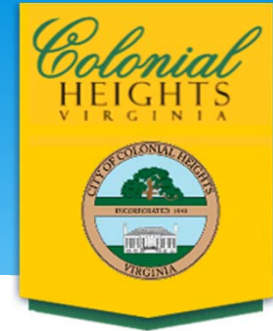


5. Advertised Public Hearings:

A. AN ORDINANCE NO 18-37

Authorizing the Issuance and Sale of the General Obligation Public Improvement Bond, Series 2018.

Colonial Heights City Council Meeting September 18, 2018



6. Work Session On The Following Items:

A. AN ORDINANCE NO 18-10

(For Discussion Only) Amending Chapter 258, Taxation, of the Colonial Heights City Code by adding an Article IIC, consisting of §§ 258-16.11 through 258-16.17, establishing a program to partially exempt from real estate taxation rehabilitated residential structures.

ORDINANCE NO. 18-10

Establishing a Residential Structure
Partial Tax Exemption Program

CITY CODE § 258-16.11 DEFINES THE FOLLOWING:

- **“Base value”**- a real property’s value shown in the land book as of January 1 of the tax year in which an application for tax exemption is filed.
- **“Residential real estate”**- land containing a structure of four or fewer units constructed or used for residential purposes.
- **“Substantially rehabilitated”**- a qualified structure’s rehabilitation that increases the assessed value by at least 10% over its base value.

CITY CODE § 258-16.12

Partially exempts from real estate taxation any qualified structure that has undergone substantial rehabilitation for residential use, subject to complying with this article's requirements.

CODE OF VIRGINIA

The Residential Structure Partial Tax Exemption Program has been established pursuant to criteria set forth in Va. Code § 58.1-3220.

THE 25 YEAR MARK

On the date the application is filed:

- The qualified structure must have been situated at its existing location for at least 25 years.
- At least 80% of the total linear feet of the structure's exterior walls must be at least 25 years old.

CITY CODE § 258-16.13

PRIOR TO BEGINNING SUBSTANTIAL REHABILITATION, THE LANDOWNER SHALL:

- File an application for a building permit;
- Meet with the City Assessor to discuss the planned rehabilitation;
- Receive written materials from the City Assessor explaining the program;
- File with the City Assessor an application to qualify his structure;
- Allow the City Assessor to view the property.

TIME FRAME

- The qualified structure shall be substantially rehabilitated after an application is filed with the Assessor, but prior to the application's expiration date.
- The application shall be valid for two years.
- If the qualified structure has not been substantially rehabilitated within two years after the application is filed, the applicant may file a new application to qualify for the tax exemption.
- Each application must be accompanied by a non-refundable payment of \$125.

AFTER COMPLETION

- When the qualified structure's rehabilitation is complete, the owner shall, at any time prior to the application's expiration, request that the City Assessor inspect the structure.
- If the City Assessor determines that the assessed value has increased by at least 10% over the base value, he shall make the partial exemption effective on January 1 of the next calendar year.

CITY CODE § 258-16.14

TAX CREDITS

- The owner shall receive a credit for each year of the 10-year exemption period for the difference in taxes computed upon the base value and the substantially rehabilitated assessed value.
- For any structure that has been substantially rehabilitated by replacement or by renovation and the construction of an addition, no tax credit shall be allowed for an increase in the structure's total square footage of more than 100%.

CITY CODE § 258-16.15

TAX EXEMPTION

- The tax exemption shall run with the real estate.
- If the nonexempt part of the property's real estate tax is not paid by the installment due date (May 15 or November 15), the exemption claimed for that tax year will be cancelled.
- The Department of Finance shall restore the tax exemption if payment of the non-exempt amount, a 10% late payment penalty, and applicable interest is made by June 30 of the following tax year.

CITY CODE § 258-16.16

VACANT LAND

Improvements made upon vacant land shall not qualify for the tax exemption.

CITY CODE § 258-16.17

ADMINISTERING THE PROGRAM

- The City Assessor shall furnish the Director of Finance with a list of all properties with structures receiving the tax exemption; and the Director of Finance shall issue the appropriate credit for each property, which shall be shown on the property's tax statement.
- The City Assessor shall prescribe rules and regulations he deems necessary to administer this program.

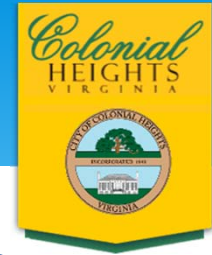
ORDINANCE 18-10

EFFECTIVE DATE

This ordinance shall be effective on January 1, 2019.

Colonial Heights City Council Meeting

September 18, 2018



6. Work Session On The Following Items (cont.):

B. AN ORDINANCE NO 18-26

(For Discussion Only) Amending §§ 286-202.10, 286-308.04 and 286-310.04 of Chapter 286, Zoning, of the Colonial Heights City Code by authorizing the operation of mobile food units in the BB Boulevard Business District and the GB General Business District; and further amending Chapter 286 by enacting a new section 286-410.62, which specifies general standards for mobile food unit operations and where they are allowed to operate.

ORDINANCE NO. 18-26

AUTHORIZING THE OPERATION OF MOBILE
FOOD UNITS ON CERTAIN REAL PROPERTY

MOBILE FOOD UNITS MUST:

- Be licensed by the Department of Motor Vehicles;
- Have a valid permit to operate issued by the Virginia Department of Health.

MOBILE FOOD UNITS MAY OPERATE:

- In the BB Boulevard Business District;
- In the GB General Business District;
- On the real property of a religious assembly;
- At homes in a residential zoning district;
- On City-owned real property.

STANDARDS FOR MOBILE FOOD UNITS LOCATING IN THE BB BOULEVARD BUSINESS DISTRICT, IN THE GB GENERAL BUSINESS DISTRICT, AND ON THE REAL PROPERTY OF A RELIGIOUS ASSEMBLY

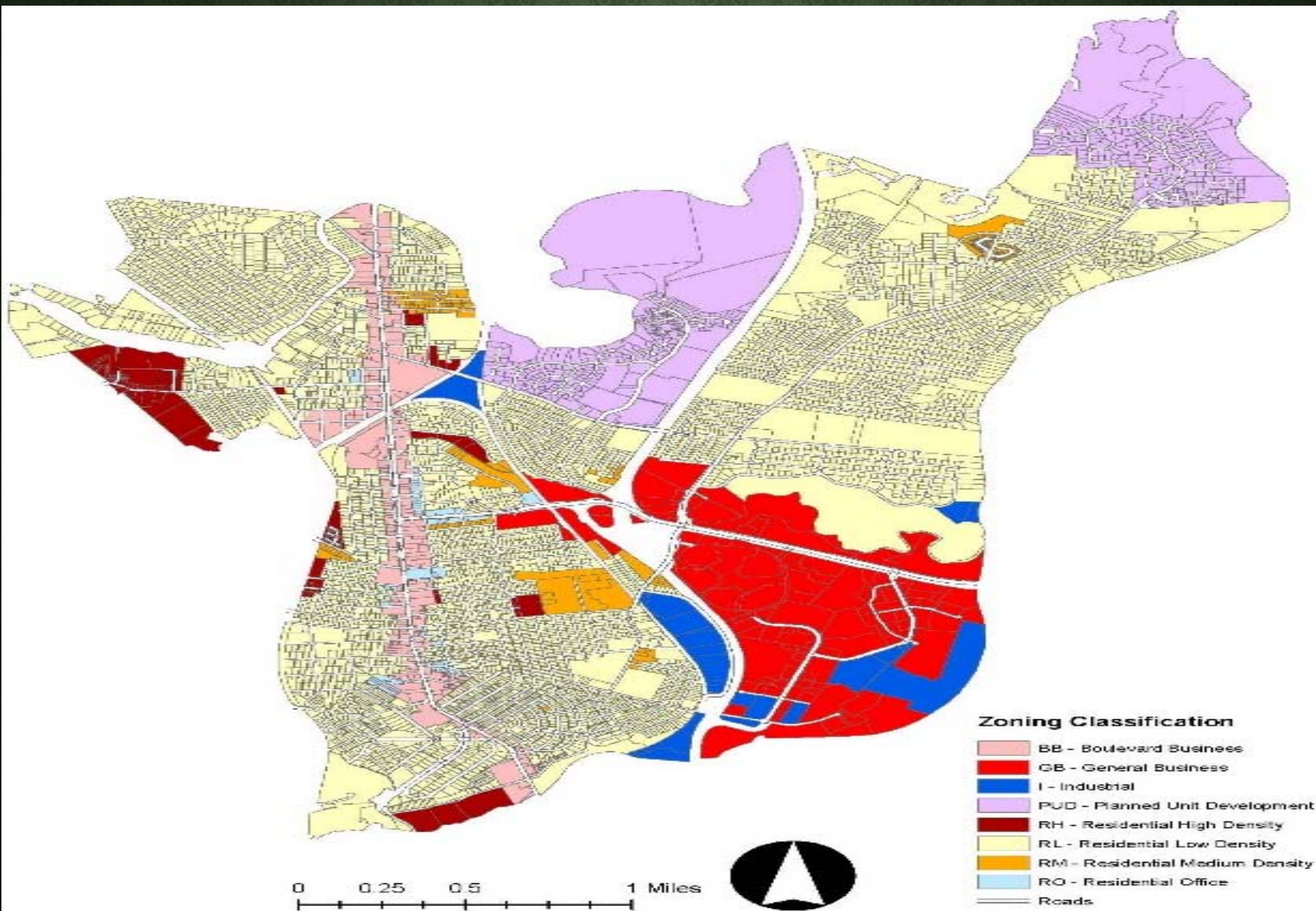
- Proper disposal of waste in an approved sewage system;
- Provision of trash receptacles and the proper removal of trash;
- Adherence to all laws;
- Parking a minimum of 100 feet from any residence;
- Locating on the same parcel for up to three consecutive days for a maximum of four times a year;
- Payment of a \$50 fee by the person seeking a permit, to allow at least one mobile food unit for up to three consecutive days of operation;
- Completion of an application that the Department of Planning and Community Development has prepared, and the Department Director's approval of the application. The Director is authorized, as part of her application review, to determine the number of mobile food units allowed on a parcel.

MOBILE FOOD UNITS AT A HOME

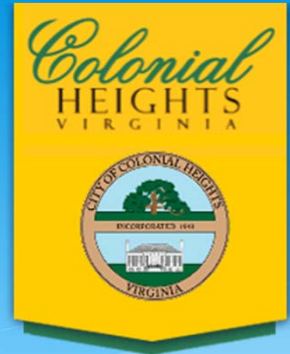
- Must be in a residential zoning district;
- Must be for non-commercial use;
- Shall be exempt from the standards on the previous slide, except for the need to comply with all laws.

MOBILE FOOD UNITS ON CITY PROPERTY

The Director of the Department of Recreation and Parks is authorized to allow mobile food units on City-owned real property for specific events, and he shall impose any conditions he deems appropriate.



Colonial Heights City Council Meeting September 18, 2018

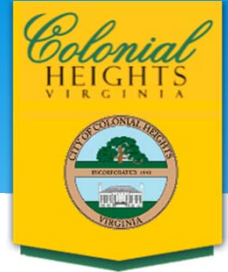


6. Work Session On The Following Items (cont.):

C. AN ORDINANCE NO 18-31

(For Discussion Only) Amending § 244-14 of Chapter 244, Solid Waste, of the Colonial Heights City Code to provide for civil penalties for noncompliance.

Colonial Heights City Council Meeting September 18, 2018



6. Work Session On The Following Items (cont.):

D. Violet Bank Museum Structure Report Discussion



Violet Bank Museum – Moisture Management Recommendations

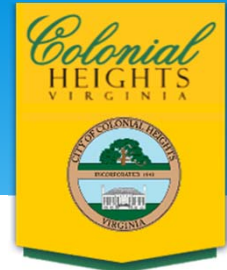
9/18/2018

Main House Gutters	Replace gutters in copper.	\$3,600
Main House Roof Leaders	Replace rain leaders in copper.	\$1,950
Rear Ell and Porch Gutters	Replace gutters in copper.	\$1,525
Rear Ell and Porch Roof Leaders	Replace rain leaders in copper.	\$480
Surface Drainage	Regrade around perimeter of house at low spots to allow water to flow away from the foundation walls, creating swales where conditions require, and piping under walks	\$4,160
Surface Drainage	Assess condition and size of existing sub-surface drainage system. Determine whether it is adequate to receive and dispose expected volume of runoff from the roof. Scope system with a camera to determine if any blockages have occurred. Determine destination of discharge from this system. Reactivate or replace system. Connect new gutters and downspouts to reactivated sub-drainage system.	\$2,500
Roof	Repair jack rafters and properly reframe into chimneys	\$3,000
Front Porch	Investigate structural integrity of east beam above the front porch	\$2,800
Roof - Rear Ell and Porch	Provide walk-boards on the new membrane to access the main roof and attic access. Provide ladder support	\$1,500
Foundation Drainage	The foundation should be trenched and waterproofed with an impervious membrane, protected by a drain board. Free water at the base of the wall should be collected and removed with a perforated "French drain" bedded in crushed stone, all encapsulated in filter cloth. This waterproofing system should encapsulate the present rear wing as well as the front range of the building.	\$27,000
Archaeology	Archaeology should precede excavation of the foundation, removing cultural layers down to subsoil immediately adjacent to the foundation. Afterward, the spoil from trenching operations should be screened to recover contents of the builder's trench.	\$9,775

Roof - Front Porch	Provide a liquid-applied roof membrane, like Hydro-Stop, with necessary flashings, properly tied to the extant shingle installation.	\$2,280
Roof - Rear Ell and Porch	Repair eastern edge of metal covering	\$1,000
Roof - Rear Ell and Porch	Provide a liquid-applied roof membrane, like Hydro-Stop, with necessary flashings, properly tied to the extant shingle installation.	\$4,390
Cellar Entry Sump Pump	Provide battery back-up for emergency situations to maintain pump operation in severe weather situations.	\$2,500
Water Table	Remove and replace the entire water table assembly and two clapboards above. Flash the brick foundation and the wall above it with copper. Fabricate new molded members, cutting new shaper knives to replicate the existing profiles accurately. New water table members should be made of long-leaf southern yellow pine, treated with boric acid preservative like "Bora Care." Any required blocking to be radiata pine, treated with acetic anhydride, like Accoya.	\$20,580
Stucco Removal - All Foundations	Remove all stucco	\$5,904
Lime Based Mortar - All Foundations	Repoint and repair exposed masonry as necessary using sand-struck clay bricks of proper size, and a lime-based (NHL) mortar matching the composition of the original material.	\$14,760
East Chimney	Rebuild chimney cap, and re-point the masonry as required, reusing original bricks and lime-based mortar (NHL) to match original formula.	\$3,500
East Chimney	Renew metal elements in copper, working them properly into the extant shingle installation.	\$1,500
East Chimney	Provide a new, low-profile, ventilated cap in copper.	\$850
Stucco Removal - East Chimney	Remove all stucco	\$2,488
Lime Based Mortar-East Chimney	Repoint and repair exposed masonry as necessary using sand-struck clay bricks of proper size, and a lime-based (NHL) mortar matching the composition of the original material.	\$6,220
West Chimney	Rebuild chimney cap, and re-point the masonry as required, using original bricks and lime-based mortar (NHL) to match original formula.	\$3,500

Colonial Heights City Council Meeting

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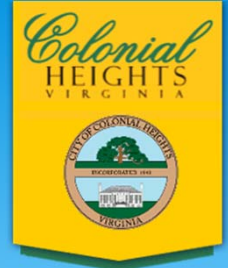


6. Work Session On The Following Items (cont.):

West Chimney	Renew metal elements in copper, working them properly into the extant shingle installation.	\$1,500
West Chimney	Provide a new, low-profile, ventilated cap in copper.	\$850
Stucco Removal - West Chimney	Remove all stucco	\$2,624
Lime Based Mortar-West Chimney	Repoint and repair exposed masonry as necessary using sand-struck clay bricks of proper size, and a lime-based (NHL) mortar matching the composition of the original material.	\$6,560
North Elevation - Cellar Entry	Remove exterior doorway to basement (frame, door, and trim). Replace with new elements of historically appropriate design.	\$8,000

TOTAL \$120,296

Colonial Heights City Council Meeting September 18, 2018



6. Work Session On The Following Items (cont.):

E. Code Enforcement Discussion



CODE ENFORCEMENT DIVISION

09/18/2018 WORK SESSION





REQUEST

- City Council requested an overview and statistics of Code Enforcement Division. A comparison was developed between the years of 2017 and 2018 for the months of January through August.

STAFFING COMPARISON YEARS 2017 & 2018 (JANUARY – AUGUST)

Inspectors

- In 2017 (between Jan – Aug), Code Enforcement Division was fully staffed with two inspectors. Both inspectors were fully trained as their hire dates were 01/2015 and 09/2016.
- In 2018 (between Jan – Aug), Code Enforcement Division was fully staffed January through May with two inspectors. During most of that time period, inspectors were in training as their hire dates were 11/2017 and 12/2017. Since mid-May, Code Enforcement has been operating with one inspector, with the building inspector completing “overflow” duties.

Support Staff

- In 2017 (between Jan – Aug), department was fully staffed.
- In 2018 (between Jan – Aug), department was not fully staff.

OTHER CHANGES YEARS 2017 & 2018 (JANUARY – AUGUST)

- Contract re-written in April 2018 to expand scope of services to include clean up of debris.
- § 273-36 Storage of inoperable vehicles – amended 11/2017 (“fitted” vehicle covers).
- § 286-518.05 Parking of commercial vehicle, recreational vehicle, utility trailer, boat and camper in Residential Districts – amended on 08/2017 (behind front of house).
- Reporting changed in 2018

§286-518.05 PARKING OF COMMERCIAL VEHICLE, RECREATIONAL VEHICLE, UTILITY TRAILER, BOAT, OR CAMPER IN RESIDENTIAL DISTRICTS

	2017 (Jan – Aug)	2018 (Jan – Aug)
NEW CASES	36	82
CLOSED CASES	39	87
No Violations	3	5
Compliant	36	82
Force Compliant	0	0

§273-36 STORAGE OF INOPERABLE VEHICLES

	2017 (Jan – Aug)	2018 (Jan – Aug)
NEW CASES	120	122
CLOSED CASES	121	112
No Violations	2	7
Compliant	115	103
Force Compliant	4	2

§ 244-6 PROPERTY OWNERS TO REMOVE UNSAFE SUBSTANCES “TRASH & DEBRIS”

	2017 (Jan – Aug)	2018 (Jan – Aug)
NEW CASES	133	272
CLOSED CASES	122	168
No Violations	6	5
Compliant	116	161
Force Compliant	0	2

§ 244-11.1 EXTERIOR STORAGE OF OBJECTS AND EQUIPMENT

	2017 (Jan – Aug)	2018 (Jan – Aug)
NEW CASES	81	111
CLOSED CASES	97	110
No Violations	1	5
Compliant	96	105
Force Compliant	0	0

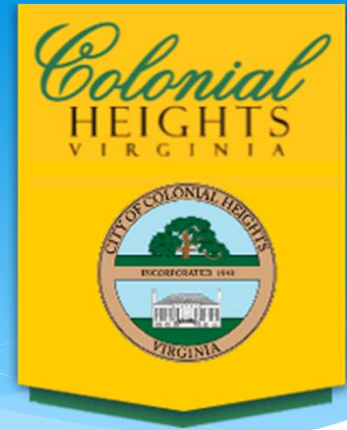
§ 244-7 CUTTING OR REMOVAL OF VEGETATION

	2017 (Jan – Aug)	2018 (Jan – Aug)
NEW CASES	328	269
CLOSED CASES	323	282
No Violations	0	9
Compliant	203	234
Force Compliant	120	39

VA PROPERTY MAINTENANCE

	2017 (Jan – Aug)	2018 (Jan – Aug)
NEW CASES	68	69
CLOSED CASES	30	51
No Violations	3	4
Compliant	27	47
Force Compliant	0	0

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7. Adjournment

Colonial Heights City Council Special Meeting

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