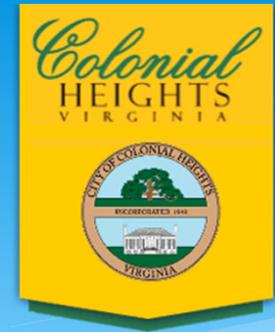




**Colonial Heights  
City Council Special Meeting  
October 15, 2019**

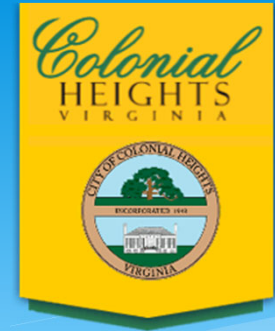
# Colonial Heights City Council Meeting October 15, 2019



**1. Call to Order**

**2. Roll Call**

# Colonial Heights City Council Meeting October 15, 2019



## **3. Work Session On The Following Items:**

### **A. Presentation Of The Utility Rate Study**

# CITY OF **COLONIAL HEIGHTS, VA**

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## Water & Sewer Financial Plan & Rate Study

October 15, 2019



# Agenda

- Introduction
- Project Objectives
- Study Overview
  - Financial Plan
  - Cost of Service & Rate Design
- Pricing Objectives Discussion



# Who is Raftelis

**The largest**  
utility financial/  
management consulting  
practice in the nation



*Our staff includes*

**100+** **consultants**  
focused on utility finance/  
organization/technology

**7** **AWWA Rates & Charges Committee** members, including the current & previous Chair

**4** **WEF Utility Management Committee** members

**+** **former utility leaders & subject matter experts**  
in key fields like communications & data analytics

# Project Objectives

- Evaluate effectiveness of existing **rate structure**
- Recommend **defensible rates** that support utility operational and capital needs
- Review **capital charges** to ensure equitable contribution from new customers
- **Communicate** the basis and merits of recommended changes
- Promote long-term **system sustainability and financial health**



# Condition Assessment

- Performed by Hazen & Sawyer in conjunction with Rate Study
- Evaluate water and sewer assets and develop Capital Improvements Plan
- Currently in data collection and review phase
  - Meeting on October 21<sup>st</sup> to review asset data and schedule on-site condition assessments





# Study Overview

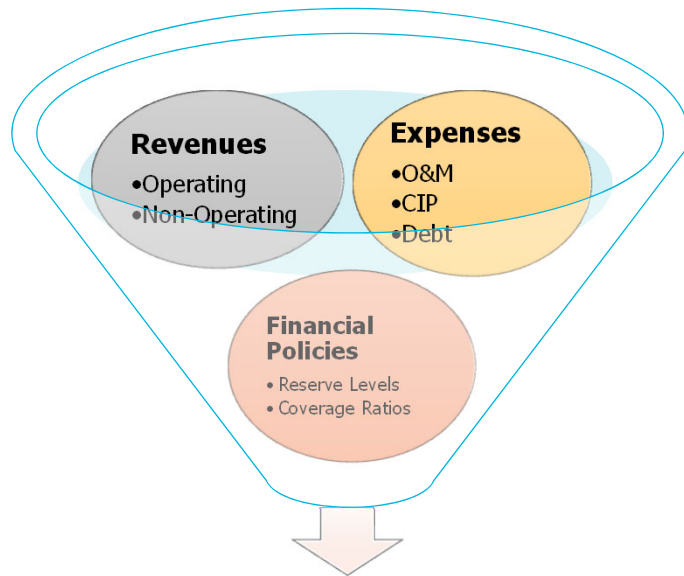


# Study Process

- Financial Plan
  - Develop forecast of revenues and revenue requirements
  - Assess level of future rate increases
  - Build a financial planning model (Excel based) for use by Colonial Heights staff
- Cost of Service & Rate Design
  - Evaluate effectiveness of existing rate structure
  - Develop rate options that meet pricing objectives
  - Recommend defensible rates to support the utility



# Developing A Financial Plan



## Multi-year Financial Plan

*Rate/Revenue  
Adjustment Forecast*

- Cost increases primarily driven by infrastructure reinvestment, regulatory, and capital needs
  - CIP to be developed during Study, based on priorities identified in condition assessment
- Revenues based on user charges, customer accounts, and growth projections
- Financial policies help guide the balancing process
  - Reserve balances
  - Debt service coverage



# Goal of Rate Setting

## Design a Rate Structure That:

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**Generates  
Sufficient  
Revenues**

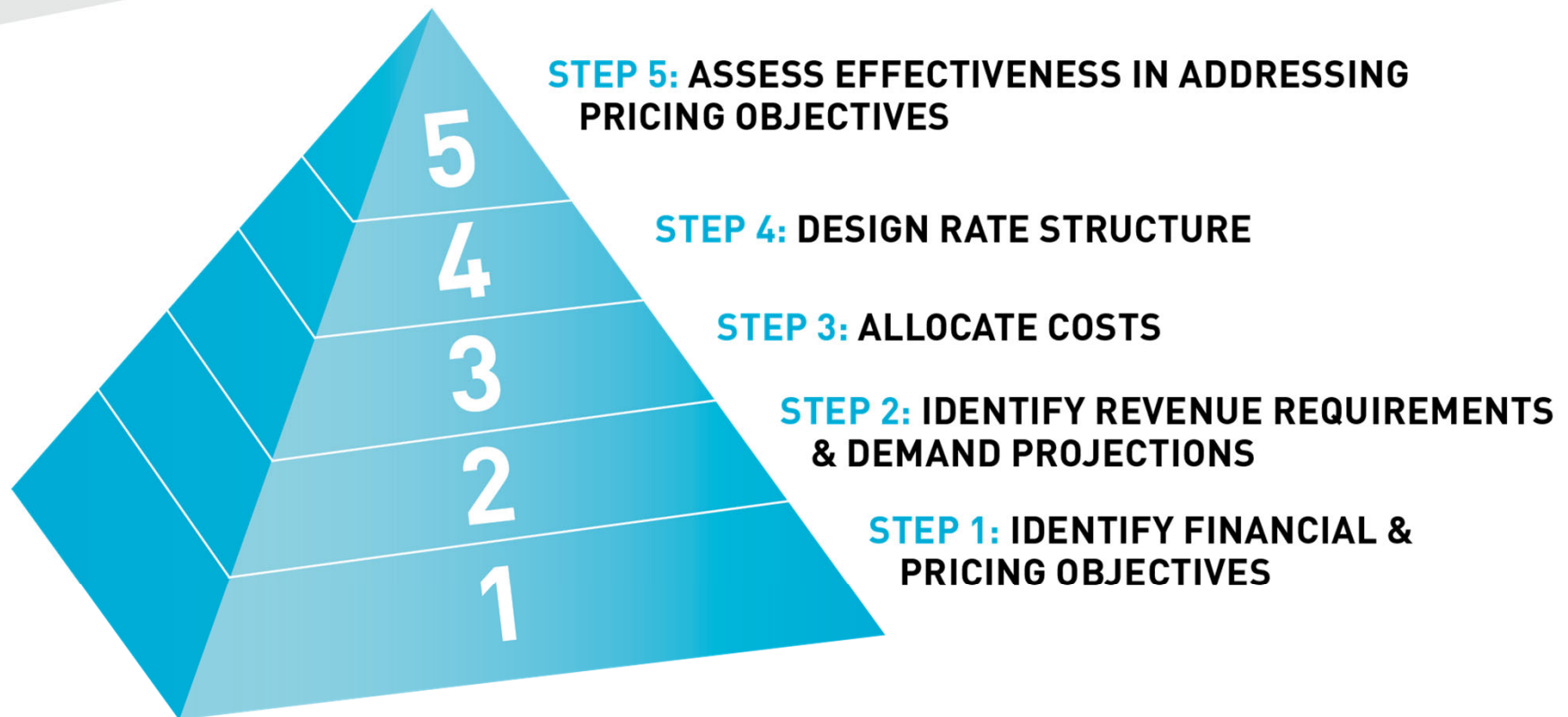
**Accomplishes  
Utility and  
Stakeholder  
Objectives**

**Is Consistent  
with Industry  
Best Practices**

**Is Defensible if  
Challenged**



# Rate Setting Process



# Existing Rates - Water

## Water Rates (Bi-Monthly) - Revised July 1, 2018

### For Water Users Within the City

Minimum charge for 1,000 cubic feet	\$22.33*
Next 4,000 cubic feet	\$16.20 per 1,000 cubic feet
Next 20,000 cubic feet	\$18.00 per 1,000 cubic feet
Next 100,000 cubic feet	\$20.00 per 1,000 cubic feet
All over 125,000 cubic feet	\$22.00 per 1,000 cubic feet

### For Water Users Outside the City

Minimum charge for 1,000 cubic feet or less	\$26.42*
All over 1,000 cubic feet	\$16.66 per 1,000 cubic feet

\*Includes \$3.00 Capital Water Infrastructure Repair



*\*Note Capital Charge is \$3.00 for inside- and outside-City customers*

# Existing Rates - Sewer

## Sewer Rates (Bi-Monthly) - Revised July 1, 2018

### For Sewer Users Within the City

Under 100,000 cubic feet	\$29.13* plus \$2.75 per 100 cubic feet
All over 100,000 cubic feet	\$3.30 per 100 cubic feet

### For Sewer Users Outside the City

All usage	\$33.93* plus \$3.55 per 100 cubic feet
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\*Includes \$3.00 Capital Sewer Infrastructure Repair



*\*Note Capital Charge is \$3.00 for inside- and outside-City customers*

# Rate Design

## Primary Charge Types

### Fixed Charges

- Don't change with customer usage
- Customer related costs
- May include portion of capital costs

#### Types

*Base Charge (by Meter)*

*Minimum Charge*

### Variable Charges

- Vary with amount of water used
- Utility costs that vary with customer usage patterns
- All other fixed costs

#### Types

*Uniform*

*Tiered (Inclining or Declining)*

*Seasonal*





# Rate Structure Design Considerations

## Evaluating Alternatives

- Pricing Objectives
- Revenue Generation Risks
- Data Availability and Reliability
- Implementation and Update Efforts
- Customer Impacts

## Assessing Effectiveness

- Customer Impacts
- Competing Objectives
- Price Elasticity of Demand
- Comparison with Other Communities
- Affordability of Service

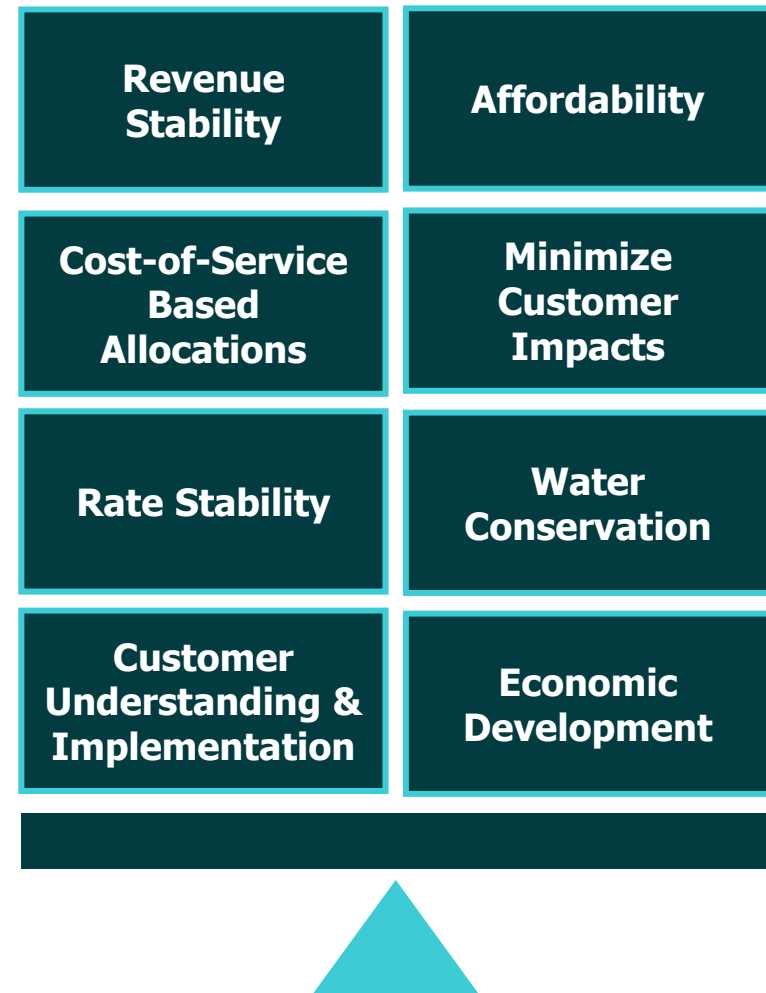


# Pricing Objectives Discussion



# Identify Financial & Pricing Objectives

- First step in the rate setting process
- Guides study and rate design
- Some pricing objectives conflict with each other



# Pricing Objectives (1/2)

Pricing Objective	Description <i>The rate structure should be designed to...</i>
Conservation	...Incentivize water conservation. Conservation-oriented rates reward customers who save water.
Rate Stability	...Be strategically implemented to reduce dramatic rate increases over time. The rate structure should rely on smaller programmatic increases, where possible.
Revenue Stability	...Provide more steady and predictable revenues due to a higher reliance on fixed charges.
Simple to Understand and Implement	...Be easy for customers to understand. In addition, the rate structure should be able to be implemented without significant costs to the utility.



# Pricing Objectives (2/2)

Pricing Objective	Description <i>The rate structure should be designed to...</i>
<b>Affordability</b>	...Be designed such that essential usage is available to residential customers at a more affordable price.
<b>Equity Across Customer Categories</b>	...Each category of customers pays their fair share of the cost of service as prescribed by industry standards. No subsidies exist between customer classes
<b>Minimization of Customer Impacts</b>	...Minimize adverse impacts on customer classes.
<b>Economic Development</b>	...Promote economic development.



# Thank you!

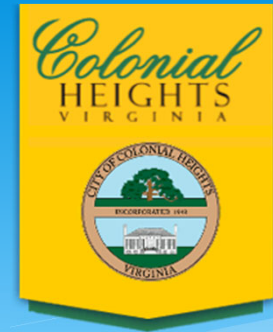
## Contacts:

**Bart Kreps**  
704 936 4438 / [bkreps@raftelis.com](mailto:bkreps@raftelis.com)

**Will Kerr**  
704 247 3231 / [wkerr@raftelis.com](mailto:wkerr@raftelis.com)



# Colonial Heights City Council Meeting October 15, 2019



## **3. Work Session On The Following Items:**

### **B. AN ORDINANCE NO 19-23**

*(For review and discussion)* Amending §§ 98-42 and 98-43 of Chapter 98, Animals, of the Colonial Heights City Code; adding new §§ 98-42.1 and 98-43.1 to Chapter 98; and amending § 258-500.04 of Chapter 286, Zoning, of the City Code, all relating to allowing up to three female chickens, and associated pens or coops, to be kept as an accessory use to a primary residential use type.

## NUMBER OF CHICKENS PERMITTED BY LOCALITIES IN URBANIZED AREAS

### **CITIES**

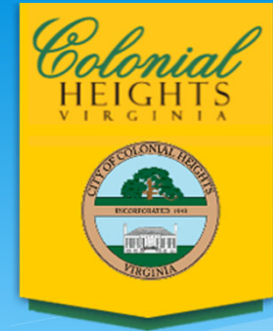
- City of Hopewell – 6
- City of Petersburg – 20 (except in agricultural areas)
- City of Richmond – 6 (increased from 4 in 2014)
- City of Fredericksburg – 4
- City of Harrisonburg – 6
- City of Staunton – 6
- City of Portsmouth – 6
- City of Norfolk – 6 (increased from 4 in 2014)
- City of Hampton – 6 (increased from 4 in 2014)
- City of Newport News – 6 (increased from 4 in 2015)

### **COUNTIES**

- Chesterfield County – 6
- Hanover County – 6
- Dinwiddie – Currently Considering Amendment



# Colonial Heights City Council Meeting October 15, 2019



## **3. Work Session On The Following Items:**

### **C. AN ORDINANCE NO 19-24**

(For review and discussion) Adding Article IV to Chapter 273, Vehicles and Traffic, of the Colonial Heights City Code to regulate electric personal assistive mobility devices, electric power-assisted bicycles, motorized skateboards, and motorized scooters.

# Colonial Heights City Council Meeting October 15, 2019



## **3. Work Session On The Following Items:**

### **D. Discussion Of Donations Bins**



# DONATION BINS REGULATIONS LOCALITY COMPARISON

WORKSESSION OCTOBER 15, 2019



# DONATION BINS IN COLONIAL HEIGHTS



# ILLEGAL DUMPING OCCURRING AT THE DONATION BINS





# HOW DO OTHER LOCALITIES REGULATE?

DONATION BINS



### 3 METHODOLOGIES FOR REGULATION

1. Regulated through code enforcement, no zoning ordinances
2. Regulated as accessory structures
3. Donation bin specific regulation

## REGULATED THROUGH CODE ENFORCEMENT

- City of Colonial Heights
- Hanover County  
(As long as it does not impact minimum parking requirements)
- City of Petersburg
- City of Hopewell
- Prince George County



## REGULATED AS ACCESSORY STRUCTURE

- City of Richmond
- City of Chesapeake
- Dinwiddie County

# DONATION BIN SPECIFIC REGULATION

Accessory Structure with Additional Regulations:

- Chesterfield County
- Henrico County
- Fairfax County

Donation Bin Permits:


- Prince William County

# CHESTERFIELD COUNTY

Donation collection bins are not enumerated. Such bins are similar to recycling bins, however by their nature have different impact and locational need. It is the interpretation of the director of planning that a *Donation Collection Bin* is a container designed and used for collection and temporary storage of donated goods, such as but not limited to, clothing, shoes or similar household items. The term donation collection bin does not include solid waste or recycling bins or similar receptacles.

Further it is the interpretation of the director that a donation collection bin may be permitted provided that:

- a. Bin is in C-2, C-3, C-4 or C-5 Districts, or on property within an A or R district which is occupied by a nonresidential primary use;
- b. Bin is in a shopping center or on a lot having a minimum of 1 acre on which exists a building containing a primary use permitted in the district;
- c. No more than 2 bins are permitted per shopping center or zoning lot;
- d. Bin is no larger than 7 feet in height and 6 feet in width and 6 feet in length;
- e. Bin is maintained in good repair and displays the following information in permanent legible format on bin front: list of items collected, statement conveying that bin is for collection of listed items only and not for refuse disposal, and name of bin owner/operator with phone number for service;
- f. If 2 bins are provided, both bins shall be located within a single area not to exceed 150 square feet;
- g. Bin is located no closer than 100 feet from any adjacent property occupied by a residential use and:
  - bin meets required building setback and is located adjacent to primary building on hardscaped covered pedestrian way sufficient to accommodate bin and not obstruct pedestrian ways; or
  - bin meets the greater of the required parking setback for the district or 25 feet, and is located on a paved or hardscaped area outside of any required parking space without impacting pedestrian or vehicular circulation; and
- h. All donated items shall be collected and stored within the donation collection bin. Any items located outside of, or in proximity to, a donation collection bin are considered discarded materials and subject to zoning action and fines as applicable.

PLANNING DEPARTMENT ZONING ORDINANCE INTERPRETATION	
SUBJECT: Zoning Ordinance Interpretation <i>Donation Collection Bins</i>	PG 1 OF 1
EFFECTIVE DATE: May 31, 2017	APPROVED BY:
REVISIONS:	 6.1.17 DIRECTOR DATE

# HENRICO COUNTY

- (j) A recycling collection facility operated by a not-for-profit or tax-exempt organization for a period not to exceed 30 days within any six-month period pursuant to a permit to be obtained from the director of planning or the director's designee. The facility shall meet or exceed the following criteria:
  - (1) No recycling facility may be situated on the same lot with a one-family dwelling when such dwelling is a principal permitted use.
  - (2) Area and site size: A recycling collection facility shall not exceed a maximum area of 972 square feet.
  - (3) Setbacks: Setbacks shall be as set forth in sections [24-94](#) and [24-101](#).
  - (4) Parking: Parking shall be provided as required in sections [24-96](#) and [24-101](#).
  - (5) Exterior storage: Exterior storage shall not be permitted. Provisions shall be made for daily maintenance to ensure this requirement is met.
  - (6) Vehicular and pedestrian circulation: A recycling collection facility shall be located in a manner that does not impede or adversely affect vehicular or pedestrian circulation.
- (k) A recycling collection facility as an accessory to a permitted retail operation when situated inside an enclosed building.

# FAIRFAX COUNTY

## DONATION DROP-OFF BOXES

### What is a donation drop-off box?

Any portable outdoor container intended or used for the collection and storage of unwanted textile and household items such as clothing, toys, books, and shoes, which are removed from the container on a periodic basis. Refer to [www.fairfaxcounty.gov/dpz/zoningordinance](http://www.fairfaxcounty.gov/dpz/zoningordinance) for a copy of the code section.



### How is a donation drop-off box treated under the Zoning Ordinance?

Drop-off boxes are considered an accessory use subject to the provisions of Paragraph 34 of Article 10-104 of the Zoning Ordinance, permitted only in conjunction with a principal use, such as a shopping center or commercial establishment, and not permitted as the sole use on a lot. They may be allowed on commercial properties zoned C-5 through C-9 and certain P and R districts in accordance with certain county regulations, and subject to proffers and development conditions that would preclude or restrict them.

### What are the restrictions on the number of donation drop-off boxes?

A maximum of two (2) donation drop-off boxes shall be permitted on any one (1) lot and shall be located within a contiguous area of not more than 120 square feet, with no individual drop-off box exceeding the dimensions of seven (7) feet in height, six (6) feet in width or six (6) feet in length.

### Allowable donation drop-off box locations

The location of drop-off boxes is subject to the regulations for accessory storage structures in Paragraph 34C of Section 10-104 of the zoning ordinance as well as any proffers or development conditions. They are not permitted to be located anywhere in the front yard of lots zoned C-5 through C-9, which are less than 40,000 square feet in area. On larger lots, they may be in the front yard but must be set back a distance equal to the minimum front yard requirement of the zoning district, which is typically 40 feet in most commercial zoning districts.

They may not be in any transitional screening yard, landscaped open space (including parking lot landscaping), required parking spaces, in the public right-of-way, or in any location that could impede vehicular or pedestrian circulation, vision, or access within a site. Additional limitations apply to the location of any drop-off box exceeding eight and one-half feet in height.



# PRINCE WILLIAM COUNTY

11. In addition to the above referenced requirements and procedures, donation drop-off boxes that accept used clothing (exclusively or in part) shall adhere to the regulations pertaining to used clothing containers in Article II of Chapter 22 of the Prince William County Code.



If you see overflowing donation boxes like this in your community, please contact Neighborhood Services at 703-792-7018.

The Zoning Ordinance for the regulation of Donation Drop Boxes



can be found [here](#).



For questions regarding your permit, the application process, and other Zoning-related questions, please contact the [PWC Zoning Office](#) can be reached at 703-792-7615.



PRINCE WILLIAM COUNTY  
VIRGINIA

## DONATION DROP BOX

### DONATION DROP BOXES

Donation Drop Boxes are permitted on commercially-zoned property only. The express written permission of the property owner along with a permit from the Please click [here](#) for the [PWC Donation Drop Box application form](#).



The guidelines for the usage of Donation Drop Boxes per the Prince William Zoning Ordinance (here) are as follows:

Donation drop-off boxes as defined in Part 100 of this Chapter, shall be permitted following standards and procedures:

1. Donation drop-off boxes shall not be allowed in any residential or agricultural where a special use permit exists for a place of religious worship or assembly.
2. Donation drop-off boxes are permitted only on properties that contain a primary use.
3. Donation drop-off boxes shall be separated by a distance of at least 500 feet.
4. Donation drop-off boxes are subject to the issuance of a Zoning Permit and approved by the property owner or legal representative.
5. Donation drop-off boxes shall not obstruct pedestrian or vehicular circulation way, required building setbacks, landscape areas, drive aisles, required parking buffers or any other location that may cause hazardous conditions, constitute a condition detrimental to surrounding land uses.
6. Each donation drop-off box shall have a firmly closing lid and shall have a cap



## NEXT STEPS FOR COLONIAL HEIGHTS



# CONSIDERATIONS

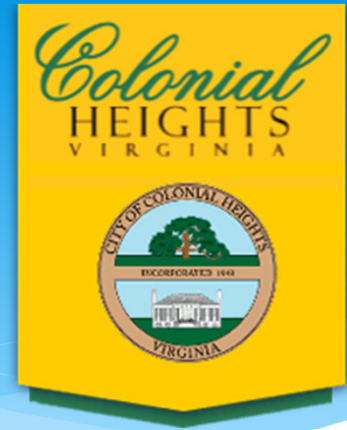
- Illegal dumping occurs on private property throughout the City.
- When illegal dumping occurs at a donation bin, the property owner (and business tenant) are notified with letters, but Code Enforcement also contacts the donation bin company directly.
- Generally, the donation bin companies clean up the dumping at the same speed, and in many cases faster, than property owners / business owners. This is for a number of reasons including donation bin companies have the readiness and capacity to clean up dumping.
- At least one donation bin company has reported to the Planning Office that they have left the City due to too much illegal dumping.



## STAFF RECOMMENDATION

- Regulating donation bins as accessory structures would:
- Require donation bins to be located on the side or rear of the property;
- Reduce visual clutter in front of the property; and
- Reduce visibility of the “dumping magnet”.

# Colonial Heights City Council Meeting October 15, 2019



## **4. Adjournment**



**Colonial Heights  
City Council Special Meeting  
October 15, 2019**