



**Colonial Heights
City Council Special Meeting
June 11, 2024
6:45 pm**



**Colonial Heights
City Council Regular Meeting
June 11, 2024
7:00 pm**

Colonial Heights City Council Meeting

June 11, 2024



- 1. Call to Order**
- 2. Roll Call**
- 3. Devotion – The Honorable Kenneth B. Frenier**
- 4. Pledge of Allegiance**
- 5. Adoption of Agenda**
- 6. Declarations of Personal Interest**

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7. Commendations And Presentations:

A. A Presentation By The Honorable Michael A. Cherry, Delegate, To The Family Of The Former City Registrar, Susan J. Redford, Memorializing Her Contributions To The Citizens And City Of Colonial Heights, Virginia.

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8. 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.

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9. Written Petitions and Communications By Members of the Public and Council Members

None

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10. Advertised Public Hearings

A. AN ORDINANCE NO 24-7

(First Reading) To grant a special use permit with conditions to KHJ Colonial, LLC allowing a campground with electric and water hookups, and a 22,946 ± s.f. gravel parking area accommodating 10 campsites for travel trailers or recreational vehicles, located at the rear western edge of KHJ Colonial, LLC's property at 880 W. Roslyn Road, the site of the Keystone Truck and Tractor Museum. The property has parcel identification number 6805000001A and is zoned IN – Industrial.

Background

- The owner of the Keystone and Tractor Museum located at 880 W. Roslyn Road proposes to add a campground at the western edge of the property.
- The campground use would be located on 22,946 ± sq. ft. graveled area and would include 10 parking bays for recreational vehicles or large trucks with trailers/campers.
- Campground amenities will include RV utility stations providing water and power service, a dump station for RV sewer, a proposed fenced dog run park, and picnic tables.
- To accomplish this, the owner must obtain a special use permit to allow for the campground use within the IN (Industrial) zoning district and a gravel parking area.



Existing Conditions

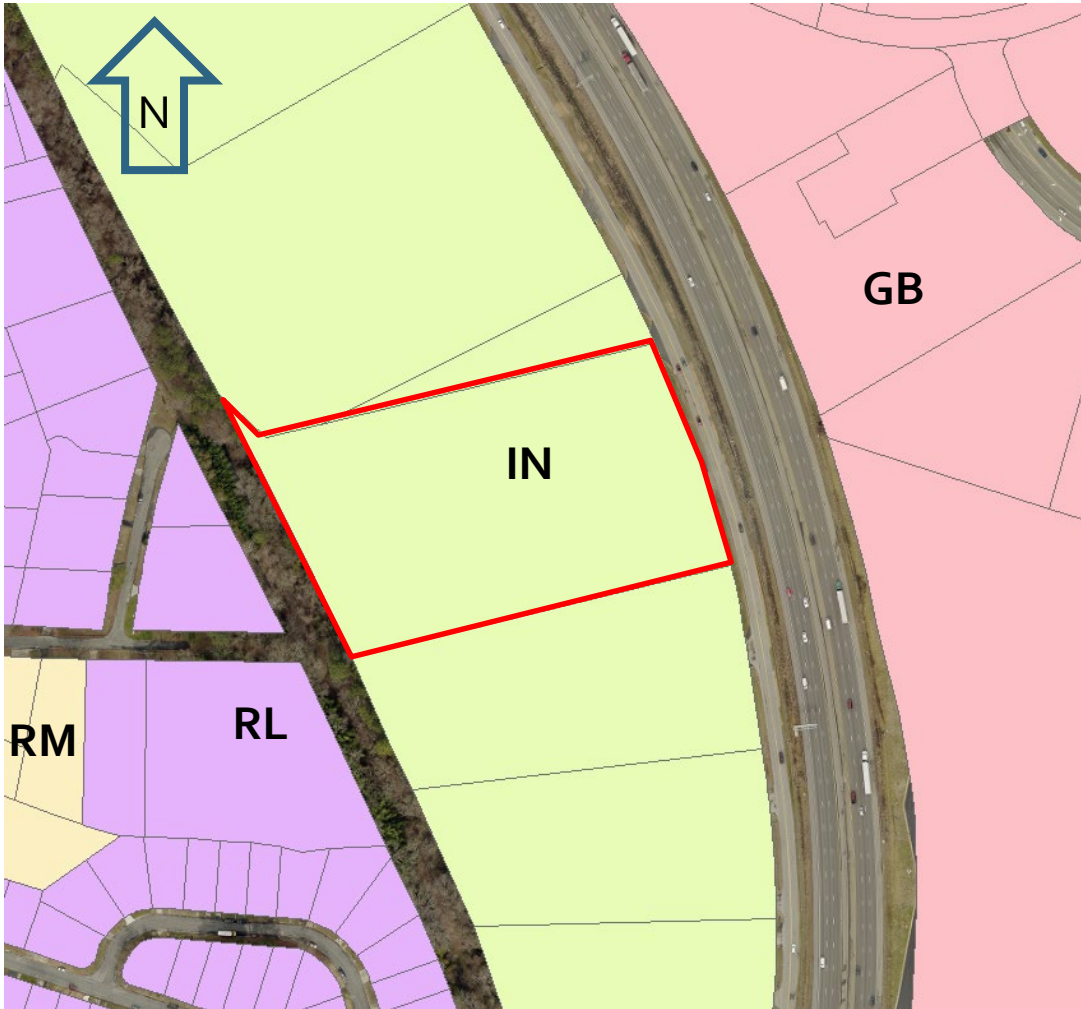
- The subject property (outlined in blue) is an approximately 11.53 acre parcel that contains the Keystone Truck and Tractor Museum owned by owner.
- The subject property is zoned IN (Industrial District). The museum, a “Cultural Service Use”, is a permitted use in the Industrial zoning district.
- Adjacent industrial uses are north and south.
- Adjacent residential uses are west.



Zoning

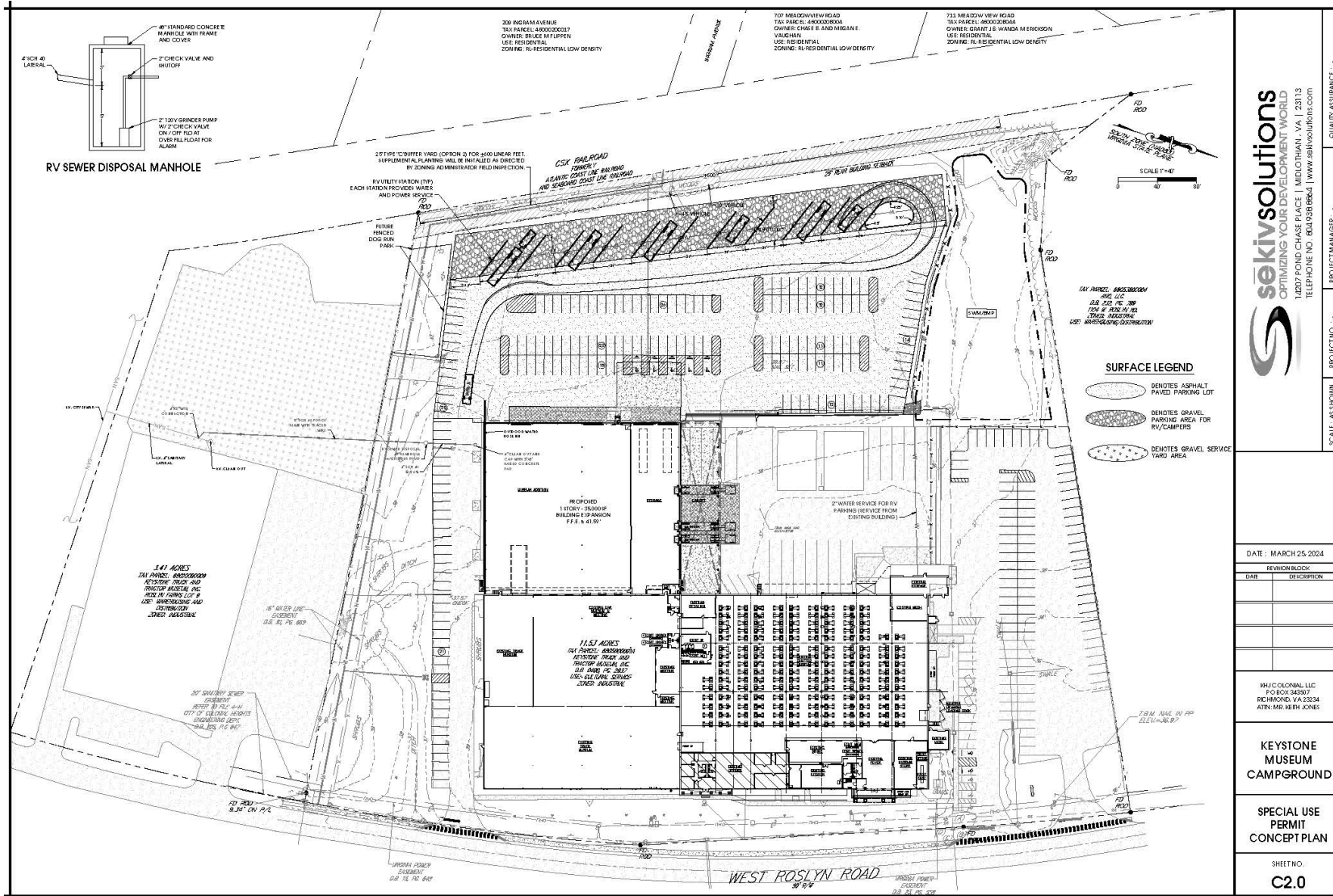
- The subject property is currently zoned IN (Industrial District)
- The City’s Comprehensive Planned Land Use Map designates the subject property as Industrial for future development.

Direction	Zoning District	Current Land Use	Future Land Use (Comprehensive Plan)
North	IN	<ul style="list-style-type: none">• Warehousing and Distribution	<ul style="list-style-type: none">• Industrial
South	IN	<ul style="list-style-type: none">• Warehousing and Distribution	<ul style="list-style-type: none">• Industrial
East	GB	<ul style="list-style-type: none">• Retail Sales (across I-95)	<ul style="list-style-type: none">• Mixed Use (across I-95)
West	RL	<ul style="list-style-type: none">• Single Family Residences	<ul style="list-style-type: none">• Low Density Single-Family

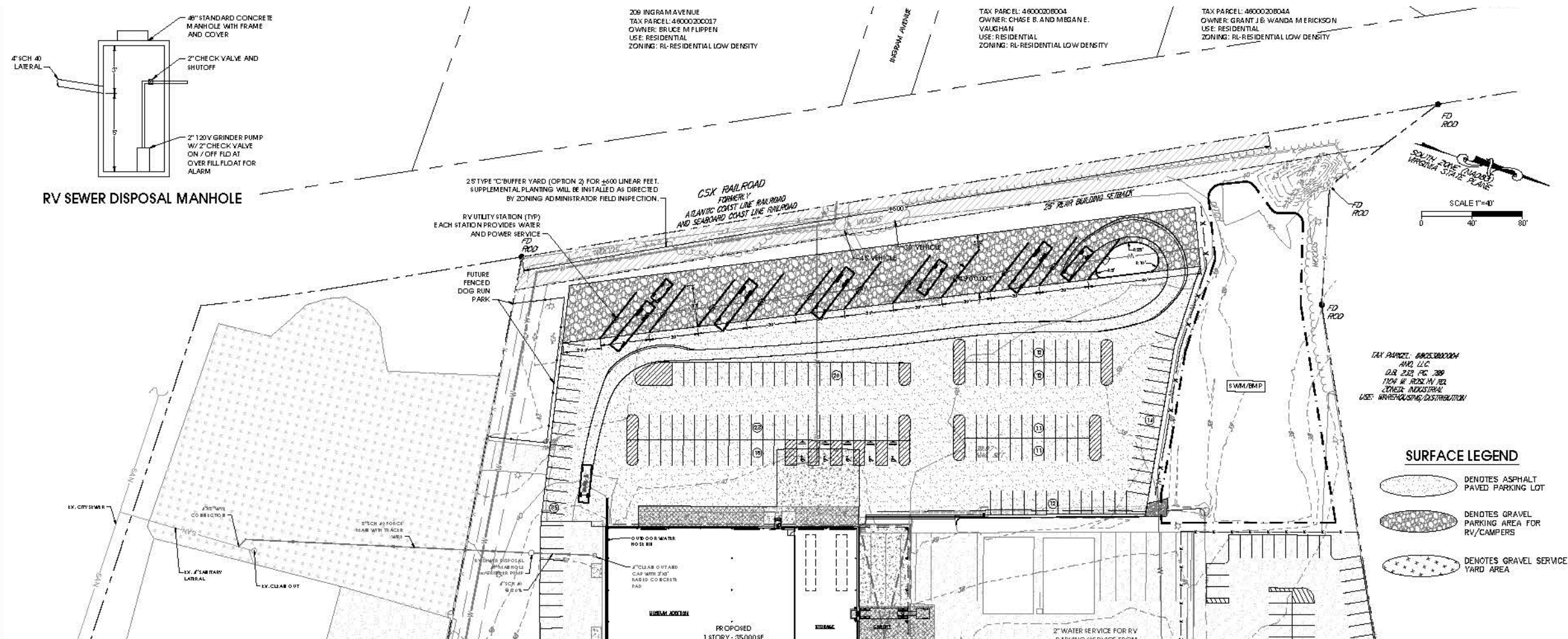


Map of Current Zoning

Concept Plan



Concept Plan - continued



Public Comments

- **Schools**

- The public noted concerns about campground visitors using their stay to enroll their children in Colonial Heights Public Schools and consequently burdening the school system.
- *Staff Review:*
 - *Staff shared this comment with the School Social Worker of Colonial Heights Public Schools who expressed support for a limit on the number of consecutive nights a visitor could stay at the campground as a means of discouraging this possibility.*
 - *The School Social Worker explained that for Colonial Heights the McKinney-Vento Homeless Assistance Act, which provides rights and services to children and youth experiencing homelessness, has mostly applied to students who are already enrolled in school when they lose housing.*

Criteria for consideration

- There are NO identified issues or impacts regarding:
 - Transportation / Traffic
 - Public utilities
 - Environmental (wetlands, streams, etc.) or archaeological
 - Historic/architectural
- Appropriateness of Land Use
- Character of Neighborhood
- Compatibility with the City's Comprehensive Plan

Comprehensive Plan Analysis

- The City's Comprehensive Planned Land Use Map designates the subject property as Industrial for future development.
- The application as proposed would meet certain Goals and Objectives of the City's Comprehensive Plan:
 - Economic Prosperity
 - Sustainable Development

Comprehensive Plan Analysis

Economic Prosperity Goal:

Provide for the economic well-being of the citizens and businesses of the City by promoting economic and business development that creates employment opportunities for all income levels.

Economic Prosperity Objectives

3. Improve the physical appearance and capacity of City businesses.
4. Generate and sustain successful small businesses.
6. Diversify the economic base.

Sustainable Development Goal:

Utilize the City's land uses, natural resources, public services and facilities to create a sustainable city where residents and businesses prosper now and in the future.

Sustainable Development Objectives

3. Promote a high level of quality and efficiency in new construction.
4. Welcome new residents without diminishing the values and lifestyles of its current residents.

Planning Commission Recommendation

As currently proposed, Staff believes the campground use is compatible with the museum and the surrounding uses. The campground use is supported by the City's Comprehensive Plan Goals and Objectives regarding Economic Prosperity and Sustainable Development.

Planning Commission approved Planning Commission Resolution 24-02 which recommends City Council approve Ordinance Number 24-7 with the following conditions of approval:

- **Special Use Permit:** This application approves the use identified in Condition 2 below for the approximately 22,946 square feet portion of the parcel designated by parcel identification number (PIN) 6805000001A and located at 880 W. Roslyn Road (the "Property").

Planning Commission Recommendation - continued

- **Uses Permitted:** . SUP -23-02 permits the establishment of a campground use in the I (Industrial) zoning district up to a maximum of 10 overnight parking spaces and hookups for recreational vehicles and/or recreational trailers/campers on an approximately 510' by 45' gravel parking surface, as shown on sheets C2.o. The Campground use is defined as follows:

"Campgrounds" means tourist camps, travel trailer camps, recreation camps, family campgrounds, camping resorts, camping communities, or any other area, place, parcel, or tract of land, by whatever name called, on which three or more campsites are occupied or intended for occupancy, or facilities are established or maintained, wholly or in part, for the accommodation of camping units for periods of overnight or longer, whether the use of the campsites or facilities is granted gratuitously, by a rental fee, by lease, by conditional sale, or by covenants, restrictions and easements. This definition is not intended to include migrant labor camps and summer camps as defined in §§ 32.1-203 and 35.1-16 of the Code of Virginia, construction camps, manufactured home parks, storage areas for unoccupied camping units, or property upon which the individual owner may choose to camp and not be prohibited or encumbered by covenants, restrictions and conditions from providing sanitary facilities within established property lines.

Planning Commission Recommendation - continued

- **Maximum Camping Period:** The Owner shall enforce a maximum stay of 14 consecutive nights for campground visitors. After 14 consecutive nights, visitors must vacate the campsite for at least 30 nights before their next campground reservation at the campground.
- **Substantial Accord:** The Owner shall develop the property in substantial accord with the two-sheet concept plan, entitled "Keystone Museum Campground" prepared by Sekiv Solutions, dated March 25, 2024 and consisting of sheets C1.0 and C2.0 and the conditions of approval. For the purpose of these conditions, "Owner" shall include successors and assigns of the property.
- **Visitor Log Book:** The Owner of the campground shall keep an updated log book of reservations and user information on site for Fire and EMS to access in the case of an emergency.

Planning Commission Recommendation - continued

- **Fire Safety:** The Owner KHJ Colonial, LLC shall enforce the following conditions or users of the campground related to fire safety:
 - No open wood fires.
 - All fire pits will always be attended while in use.
 - No fire pit will be located under the awning of a camper.
 - Manufacturer recommendations for use of fire pits will be followed to include separation from objects.
 - All fires will be operated at least 15' from any structure or combustible material.
 - No damaged fire pits will be used.
 - No wood will be added to a fire pit.
 - All fires shall be extinguished by 11 pm.
 - Fire-extinguishing equipment must be on hand at all times. Either two (2) fire extinguishers or a charged water hose shall be provided.

Planning Commission Recommendation - continued

- **Landscaping and Buffers:** The Owner shall install a 25' Type "C" Buffer Yard (Option 2) along the entire western perimeter of the campground. Existing plantings may be counted as contributing to the buffer requirements, if in the opinion of the Zoning Administrator, they meet the intent and standards for buffer yard planting and screening.
- **Animal Waste Handling and Disposal:** The Owner shall comply with all applicable federal, state, and local regulations regarding animal care and treatment, animal facilities and animal waste disposal, including without limitation the proper disposal of animal waste and deceased animals. All animal waste shall be properly bagged for acceptance and disposed of at a landfill approved to operate in Virginia as often as necessary. Deceased animals shall be disposed of off-site and removed from the site by a qualified removal service, and onsite handling shall comply with all of the applicable requirements of the Health Department and all other Colonial Heights and State regulations.

Planning Commission Recommendation - continued

- **Limit on Number of Animals Onsite:** The Owner shall ensure that each vehicle occupying an overnight space onsite possesses no more than three (3) animals per visit and the total number of animals on the campground site shall not exceed fifteen (15) in any one day.
- **Loud Noise Prohibited:** The Owner shall enforce §218-4 of the Colonial Heights City Code, "Loud noise prohibited".
- **Sewage Disposal:** The Owner shall comply with all state regulations regarding the collection, conveyance, and disposal of all sewage and liquid wastes (12VACS-450-90 of the Virginia Administrative Code).

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10. Advertised Public Hearings

B. AN ORDINANCE NO 24-10

(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that increases the minimum and maximum of each grade's salary range by a minimum of 1%; adds Code Enforcement Supervisor and Planner as new full-time positions; adds Assistant Fire Marshal, Permit Technician, Recreation Attendant, and Program Assistant as new part-time positions to the General Pay Plan Class and Salary Range; adopts the corresponding job descriptions and class specifications for such positions; increases the pay range for certain part-time positions; changes the salary grade, job description, starting salary, and class specifications of the Chief Deputy Sheriff, Lieutenant Deputy Sheriff, and Deputy Sheriff; changes the salary grade, job description, starting salary, and class specification for the conversion of the Administrative Services Deputy Sheriff to Sergeant Deputy Sheriff;

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10. Advertised Public Hearings

B. AN ORDINANCE NO 24-10 continued...

changes the job description and class specifications of Assistant Commonwealth's Attorney to allow one Assistant Commonwealth's Attorney position be designated as a Senior Assistant Commonwealth's Attorney; and adds the position of Chief Deputy Commonwealth's Attorney to the General Pay Plan Class and Salary Range and adopts the job descriptions and class specifications.

To adopt a revised Public Safety Pay Plan that increases by 1% the steps of each pay grade and increases by 2% the salary between the majority of steps.

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11. Hearing of Citizens Generally on Non-Agenda Items

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12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

A. AN ORDINANCE NO 24-8

(Second Reading) Providing for a tax levy on certain personal property for the 2024 and 2025 tax years, for general municipal purposes.

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12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

B. AN ORDINANCE NO 24-9

(Second Reading) Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2025, and ending December 31, 2025 for general municipal purposes.

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12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

C. AN ORDINANCE NO 24-12

(Second Reading) Awarding the City Clerk a bonus of \$3,500.

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12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

D. AN ORDINANCE NO 24-FIN-9

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$9,920, consisting of \$4,420 to Nondepartmental from Miscellaneous (Restricted Fund Balance) for litter control and \$5,500 in donations to Public Safety for Police equipment and community engagement.

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12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

E. AN ORDINANCE NO 24-FIN-10

(Second Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

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12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

F. AN ORDINANCE NO 24-FIN-11

(Second Reading) Adopting the budgets for various funds for the fiscal year beginning July 1, 2024 and ending June 30, 2025, and appropriating the estimated revenues for the year for the principal purposes stated.

12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

G. AN ORDINANCE NO 24-FIN-12

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$200,933 consisting of: 1) \$15,000 from Assigned Fund balance to Miscellaneous and to Debt Services & Transfers Out for the Auxiliary City Hall Parking Lot project , 2) \$165,715 from Restricted Fund balance to Miscellaneous and to Public Safety for the FEMA Flood Mitigation Assistance Grant Program, 3) \$10,218 in state funds from the Department of Criminal Justice Services to Intergovernmental Revenues and to Public Safety for reimbursement of Temporary Detention Order/Emergency Custody Order personnel costs, and 4) \$10,000 in Regional Cooperative monies from the Virginia Opioid Abatement Authority to Intergovernmental Revenues and Human Services for the purchase of Naloxone.

12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

G. AN ORDINANCE NO 24-FIN-12 continued...

Also amending the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by transferring \$29,057 from Other Local Taxes to Intergovernmental Revenue for additional funds awarded through a School Resource Officer Grant.

To amend the Capital Projects Fund by appropriating \$234,944, consisting of a \$15,000 transfer from the General Fund to the Auxiliary City Hall Parking Lot project; and \$219,944 in Intergovernmental Revenue (Virginia Department of Transportation) to bring the Boulevard at Temple Ave. Intersection Project in line with the allocated funds in the Appendix A.

To amend the Water and Sewer fund by appropriating \$132,266 from the Water & Sewer Fund Balance to Miscellaneous & Fund Balance and to Wastewater Treatment.

13. Introduction And Consideration Of Ordinances And Resolutions:

A. AN ORDINANCE NO 24-FIN-13

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$125,095, consisting of: 1) \$17,095 in state funds from the Department of Health to Intergovernmental Revenues and to Public Safety for training of emergency medical personnel and the purchase of equipment and supplies; 2) \$8,000 in Library donations to Miscellaneous and to Culture and Recreation for the Library's Reading Skills Program; and 3) \$100,000 from Unassigned Fund Balance to Miscellaneous and to Debt Service & Transfers Out for emergency sewer repair.

13. Introduction And Consideration Of Ordinances And Resolutions:

A. AN ORDINANCE NO 24-FIN-13 continued...

Also amending the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by transferring \$471,500 from Nondepartmental consisting of: 1) \$419,000 to Health and Social Services for additional funds needed for the Children's Services Act; and 2) \$52,500 to Public Works to cover additional operating costs.

To amend the Water and Sewer Fund by transferring \$100,000 from the General Fund Budget to the Water and Sewer Fund Budget's Nonoperating Revenue and to Wastewater Treatment for emergency sewer repairs.

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13. Introduction And Consideration Of Ordinances And Resolutions:

B. A RESOLUTION NO 24-17

Approving a Special Project Service Agreement with the Central Virginia Waste Management Authority for Scrap Metal Delivery, Hauling, and Recycling Services.

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13. Introduction And Consideration Of Ordinances And Resolutions:

C. A RESOLUTION NO 24-19

Approving the following: (1) salary adjustments for full-time Public Safety employees as provided for in the Public Safety Step Plan the City Manager recommends; (2) a 3% salary increase for each full-time employee who is not included in the Public Safety Step Plan and who is currently not at the top of the employee's salary grade; and (3) compensation for one full-time employee who will not receive a full 3% salary increase due to being at the top of the employee's salary grade.

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13. Introduction And Consideration Of Ordinances And Resolutions:

D. A RESOLUTION NO 24-20

*Approving the City Manager's Fiscal Year 2024-2025
Proposed Annual Operating Budget.*

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14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

A. AN ORDINANCE NO 24-11

(Second Reading) Amending § 244-13 of Chapter 244, Solid Waste, of the Colonial Heights City Code by increasing the monthly charge for solid waste collection and disposal and for the collection and recycling of recyclable material.

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15. Reports of Officers and Documents Related Thereto:

A. City Manager

- 1. Conduit Road And Westover Avenue Area Guardrail Extension; Meridian Avenue Traffic Plan*

Conduit Road and Westover Avenue Area Guardrail Extension



Meridian Avenue Traffic Plan



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15. Reports of Officers and Documents Related Thereto:

A. City Manager

2. General Activity Report

Dates of Interest

June 2024	July 2024	August 2024
June 18th (6:00 pm) – City Council Special Meeting - Council Chambers	July 2 nd (6:00 pm) – Planning Commission Meeting - Council Chambers	Aug 7 th (6:00 pm) – Planning Commission Meeting - Council Chambers
	July 9 th (7:00 pm) – City Council Regular Meeting–Council Chambers	Aug 13 th (7:00 pm) – City Council Regular Meeting–Council Chambers
	July 16 th (6:00 pm) – City Council Special Meeting - Council Chambers	Aug 20 th (6:00 pm) – City Council Special Meeting - Council Chambers (Tentative)

CITY HOLIDAYS

- Wednesday, June 19, 2024 – (Government Offices Closed)
- Thursday, July 4, 2024 – (Government Offices Closed)
- Monday, September 2, 2024 – (Government Offices Closed)

CITY ACTIVITIES/EVENTS

- **Play All Day VA:** Join our Colonial Heights Recreation and Parks Department for a full day of play on Thursday, June 20th, 2024. To view the full day activities and their locations, visit www.colonialheightsva.gov and click on the event icon within Latest News and Events.
- **2024 Elections:**
 - Primary: Tuesday, June 18, 2024 (Early voting begins May 3rd until June 15th)
 - General Election: Tuesday, November 5, 2024 (Early voting begins September 20th until November 2nd)
- **4th of July Fireworks:** Thursday, July 4th, 2024. Show starts at 9:15pm (Rain date July 5th) For more information call (804)520-9390.

CITY ACTIVITIES/EVENTS CONTINUED...

- **National Night Out:** Tuesday, August 6th, 2024 from 5:30pm-8:30pm at various locations throughout the city. This is a Colonial Heights Police and Community partnership event. Get to know your neighbors and get to know the members of the Police Department with food, fun, and games at each location. To become a location host, please email Master Officer Andrew Barnhouse at barnhousea@colonialheightsva.gov.
- **Back to School Hype Night:** Friday, August 16th from 6:00pm-10:00pm at Shepherd Stadium (Free event for Colonial Heights residents only and pre-registration for school supplies is required) For more information and to register visit www.colonialheightsva.gov and click on the event icon within Latest News and Events.
- **Crime Solvers 'Light Up The Night' Event:** This event will be held at White Bank Park, Colonial Heights on October 5, 2024 at 7:00pm. For more information please visit www.colonialheightsva.gov and click the event icon within Latest News and Events.

15. Reports of Officers and Documents Related Thereto:



A. City Manager

3. City of Colonial Heights Audit Statement

In accordance with requirements in the Code of Virginia § 15.2-2511, if a locality's audit is not completed as required by this statute, the locality must promptly post a statement on its website with the following information:

- That the required audit is pending,*
- The reasons for the delay,*
- And the estimated date of completion.*

City of Colonial Heights Audit Statement

The City of Colonial Heights audit for the fiscal year ending June 30, 2023 is pending. The major factors for the delay of the audit are: 1) implementation of a new financial system; 2) turnover in critical staff related to completion of the audit, specifically the Director of Finance. The City of Colonial Heights finance team is working diligently to complete their tasks for the auditors to prepare the FY23 audit report. Our estimated date of completion for the audit report is June 30, 2024.

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15. Reports of Officers and Documents Related Thereto cont.:

B. City Attorney

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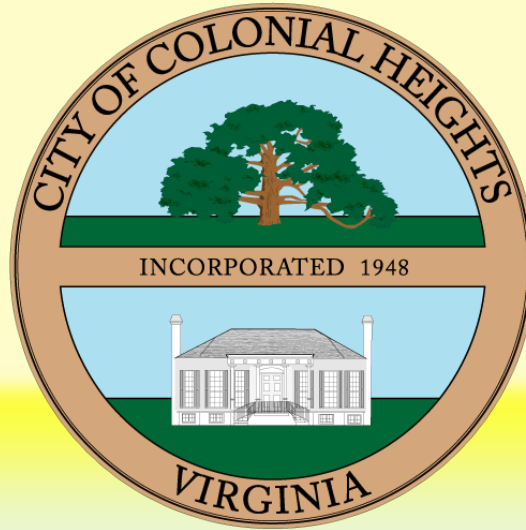
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15. Reports of Officers and Documents Related Thereto cont.:

C. Director Of Planning And Community Development

1. Planning Boards And Commissions Summary



16. ADJOURNMENT
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