

**Colonial Heights  
City Council Special Meeting  
May 20, 2025  
6:00 pm**

# Colonial Heights City Council Meeting

## May 20, 2025



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

# Colonial Heights City Council Meeting

## May 20, 2025



### **4. A Work Session On The Following Items:**

#### **A. Discussion Regarding Golf Cart Use On City Streets**



# Golf Cart Council Presentation

### 46.2-916.3. Limitations on golf cart and utility vehicle operations on designated public highways.

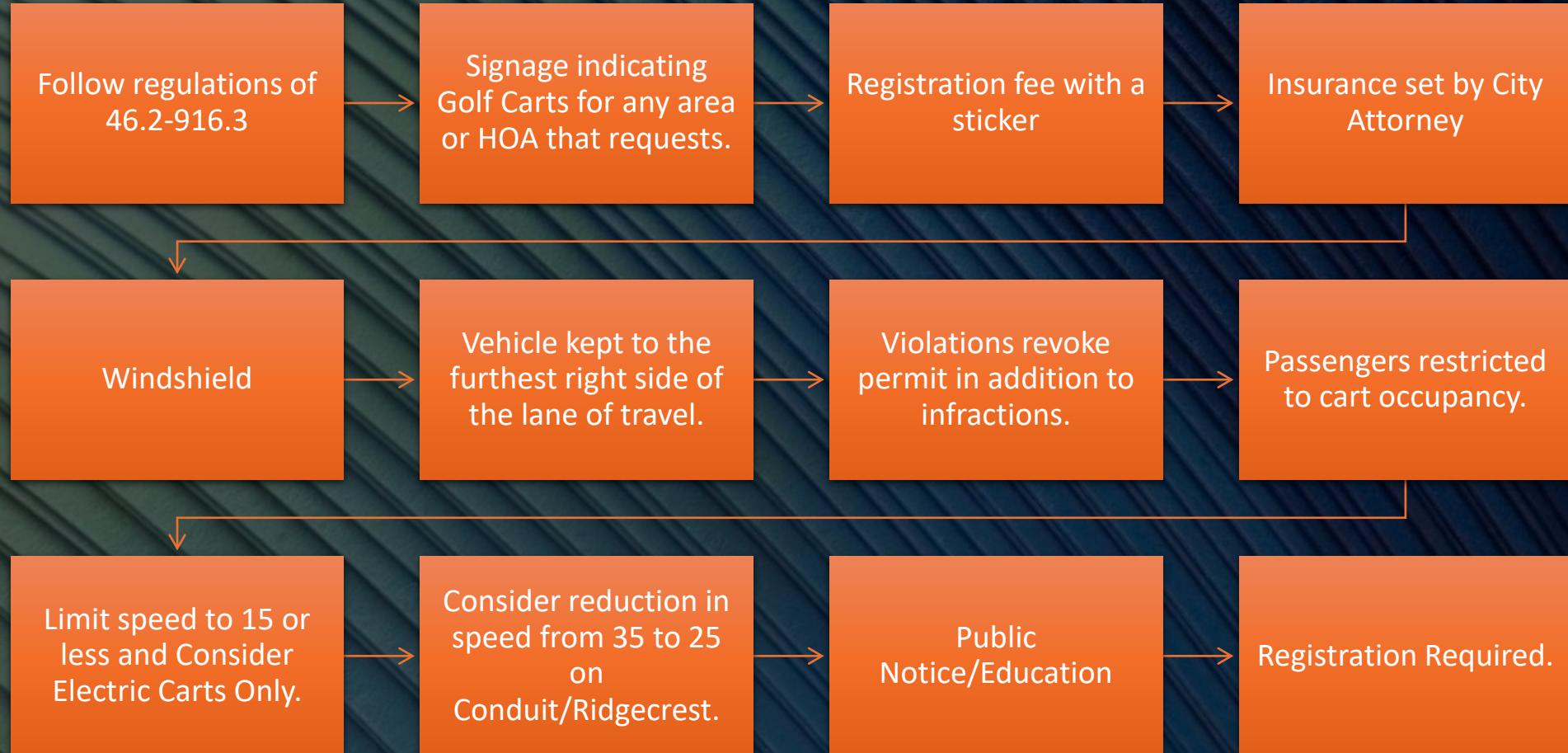
A. Golf cart and utility vehicle operations on designated public highways shall be in accordance with the following limitations:

1. A golf cart or utility vehicle may be operated only on designated public highways where the posted speed limit is 25 miles per hour or less. However, a golf cart or utility vehicle may cross a highway at an intersection controlled by a traffic light if the highway has a posted speed limit of no more than 35 miles per hour and in the Town of Colonial Beach may cross any highway at an intersection marked as a golf cart crossing by signs posted by the Virginia Department of Transportation;
3. No person shall operate any golf cart or utility vehicle on any public highway unless he has in his possession a valid driver's license;
4. Every golf cart or utility vehicle, whenever operated on a public highway, shall display a slow-moving vehicle emblem in conformity with § [46.2-1081](#); and
5. Golf carts and utility vehicles shall be operated upon the public highways only between sunrise and sunset, unless equipped with such lights as are required in Article 3 (§ [46.2-1010](#) et seq.) of Chapter 10 for different classes of vehicles.

## 46.2-916.3. Limitations on golf cart and utility vehicle operations on designated public highways. (continued)...

- B. The limitations of subdivision A 1 shall not apply to golf carts and utility vehicles being operated as follows:
  - 2. To the extent necessary for local government employees, operating only upon highways located within the locality, to fulfill a governmental purpose, provided the golf cart or utility vehicle is being operated on highways with speed limits of 35 miles per hour or less;The governing body of any county, city, or town may by ordinance impose additional restrictions or limitations on operations of golfcarts, utility vehicles, or both, on public highways within its boundaries, provided that the restrictions or limitations imposed by any such ordinance are no less stringent than the restrictions and limitations contained in this article. In the event that any provision of any such ordinance conflicts with any provision of this section other than subdivision B 5, the provision of the ordinance shall be controlling.

# Police Department Considerations for Approval



## Start of What could be included in the Ordinance

GOLF CARTS PERMITTED Pursuant to §46.2-916.3 of the Code of Virginia as amended (the Code), it shall be lawful for any licensed driver to operate a golf cart as defined in Section 46.2-100 on roads designated for such use pursuant to Section 46.2-916.2. Operation of Golf Carts shall be subject to the limitations as set forth in Section 46.2-916.3 of the Code as amended, and Colonial Heights Code:

1. Operation of a golf cart shall be subject to all traffic laws and ordinances;
2. Operators of a golf cart shall have in their possession a valid and current driver's license;
3. Operation of a golf cart is allowed only on streets so designated by the City of Colonial Heights of which the posted speed limit is 25 mph or less;
4. Every golf cart, when operated on a designated highway, shall display a slow-moving vehicle emblem in conformity with the Code §46.2-1081;

Start of What could be included in the Ordinance (continued)...

5. Golf Carts shall be operated upon the designated public highways only between sunrise and sunset, unless equipped with such lights as are required in Article 3 ([Section 46.2-1010](#) et seq.) of Chapter 10 of the Code; and
6. Only the number of occupants for which the golf cart is designated may travel on any golf cart and no person may ride on a golf cart in an area not designated for passengers.

**All golf carts operated within the City of Colonial Heights shall be registered with the City prior to such use. Proof of insurance liability coverage will be required prior to an annual registration fee of \$TBD per calendar year, for each golf cart registered for personal use. Registration decal shall be displayed on the driver's side cowl.**

## City of Colonial Heights, Virginia

### GOLF CART REGISTRATION APPLICATION

Select Service Type (Check One):

- First-Time Registration - \$
- Renewal (Valid for 1 Year) - \$
- Replacement Registration Certificate - \$
- Replacement Decal - \$
- Duplicate Registration Certificate - \$

What could be contained on a registration form.

### GOLF CART IDENTIFICATION

Vehicle Identification Number (VIN, if applicable): \_\_\_\_\_

Make: \_\_\_\_\_

Year: \_\_\_\_\_

### OWNER INFORMATION

Owner Full Legal Name (Last, First, Middle): \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Co-Owner Full Legal Name (Last, First, Middle): \_\_\_\_\_

Co-Owner Driver's License Number: \_\_\_\_\_

Residential Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: VA Zip Code: \_\_\_\_\_

Additional Operating Address (if different):

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: VA Zip Code: \_\_\_\_\_

### INSURANCE CERTIFICATION

Under penalty of perjury, I affirm that this golf cart is insured by the following provider and that liability insurance will be maintained during the registration period.

Insurance Company Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OPERATING RULES (Acknowledgment Required)

By signing below, I acknowledge that I have read, understand, and agree to the following regulations regarding golf cart operation within the City of Colonial Heights:

- Golf carts may only be operated on city streets with a posted speed limit of 25 MPH or less.
- Operation is permitted during daylight hours only.
- Operator must have a valid driver's license.
- Golf cart must display the issued registration decal.
- Golf cart must be insured and in safe operating condition.
- May cross state highways only at intersections where permitted.
- The decal must be removed upon sale or transfer of the golf cart.
- The City must be notified of any change in ownership.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Decal Number: \_\_\_\_\_

Processed By: \_\_\_\_\_

Submit completed applications to:

City of Colonial Heights - Office of the City Clerk

201 James Avenue, Colonial Heights, VA 23834

Phone: (804) 520-9360 | [www.colonialheightsva.gov](http://www.colonialheightsva.gov)

# Colonial Heights City Council Meeting

## May 20, 2025



### **4. A Work Session On The Following Items:**

**B. Discussion Regarding Virginia State Budget 1.5% Bonus  
For State-Supported Local Employees**

# Colonial Heights City Council Meeting

## May 20, 2025



### **4. A Work Session On The Following Items:**

#### **C. Shepherd Stadium Improvement Projects Update**



# COLONIAL HEIGHTS RECREATION & PARKS

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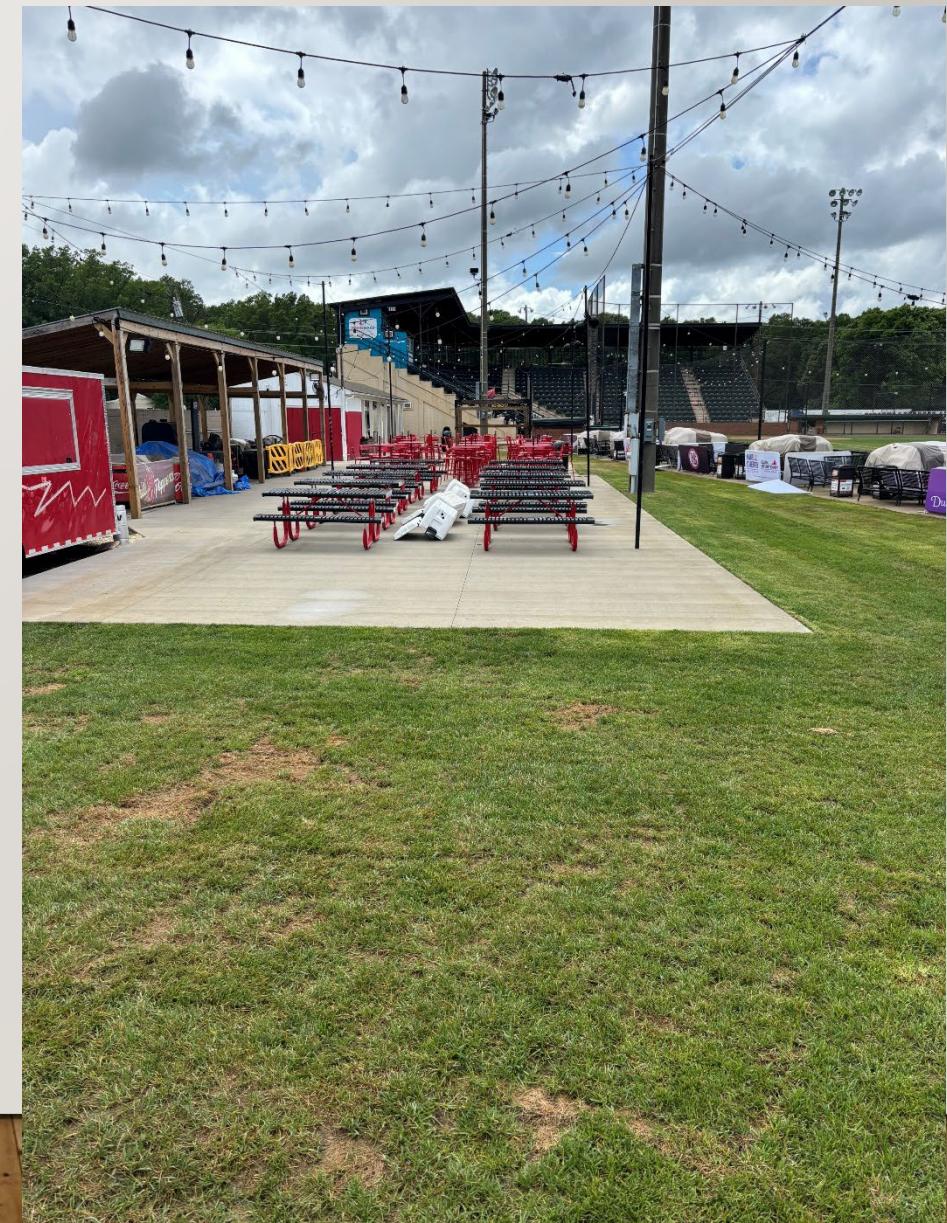
**SHEPHERD STADIUM  
IMPROVEMENT PROJECTS  
UPDATE – MAY 20, 2025**

# PICNIC / BEER GARDEN

Estimated Cost - **\$50,000**

Actual Cost - **\$28,898**

Project Status  
Complete



# VIDEO BOARD

Estimated Cost - **\$150,000**

Actual Cost - **\$150,000**

## Project Status

- 60% complete
- Remaining pieces installed week of May 19
- Power and testing/program set-up week of May 19



# LOCKER ROOM / RESTROOM

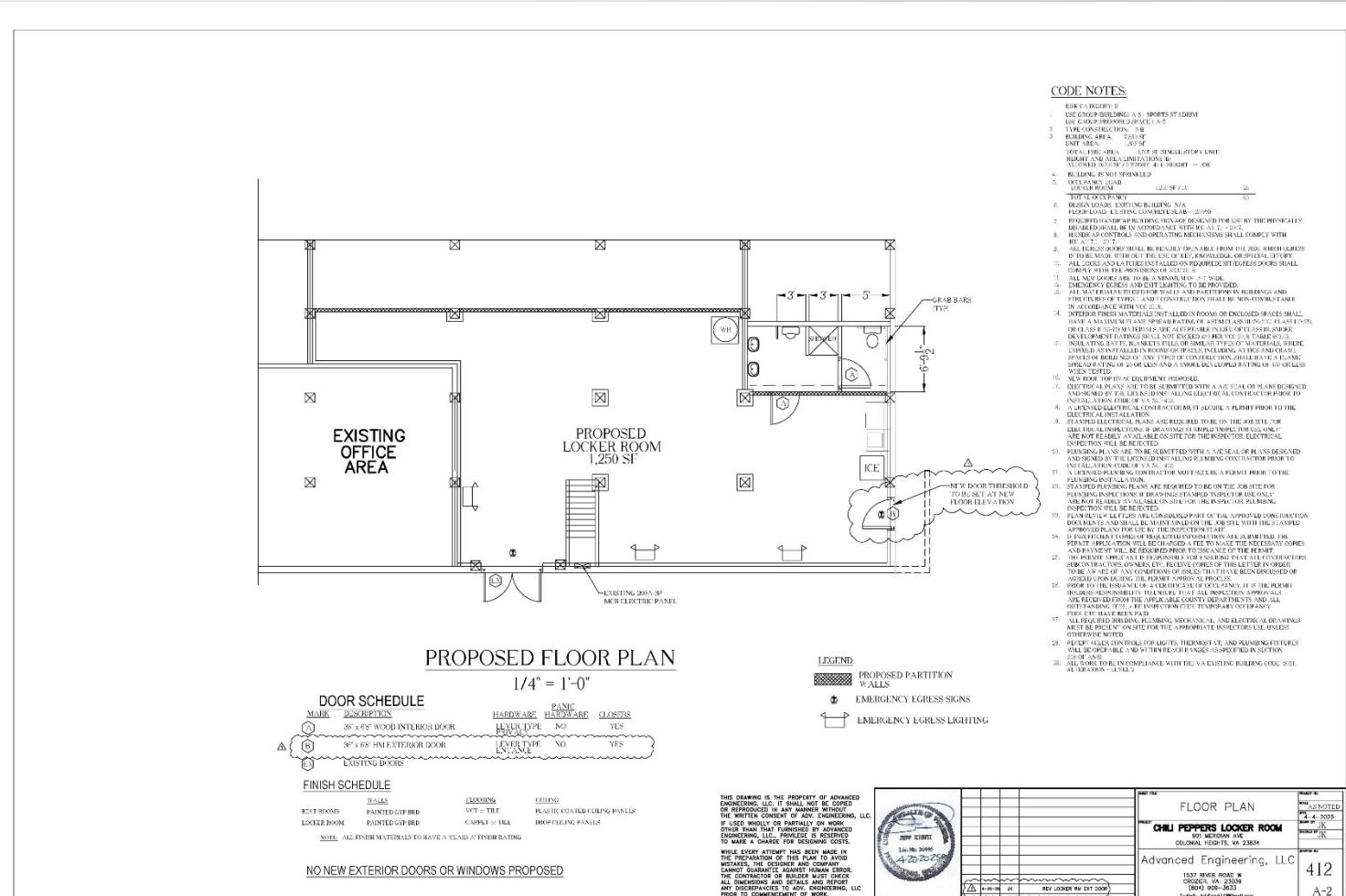
Estimated Cost - **\$200,000**

Actual Cost - **\$115,000**

(Locker Room portion)

## Project Status

- Bids complete
- Contract documents under review
- Restroom drawings complete; bids coming soon



# STORAGE BUILDING

Estimated Cost - **\$75,000**

Actual Cost - \$43,000

## Project Status

- Concrete and shed demolition purchase order complete; work to start week of May 19
- Building purchase order to be completed week of May 19



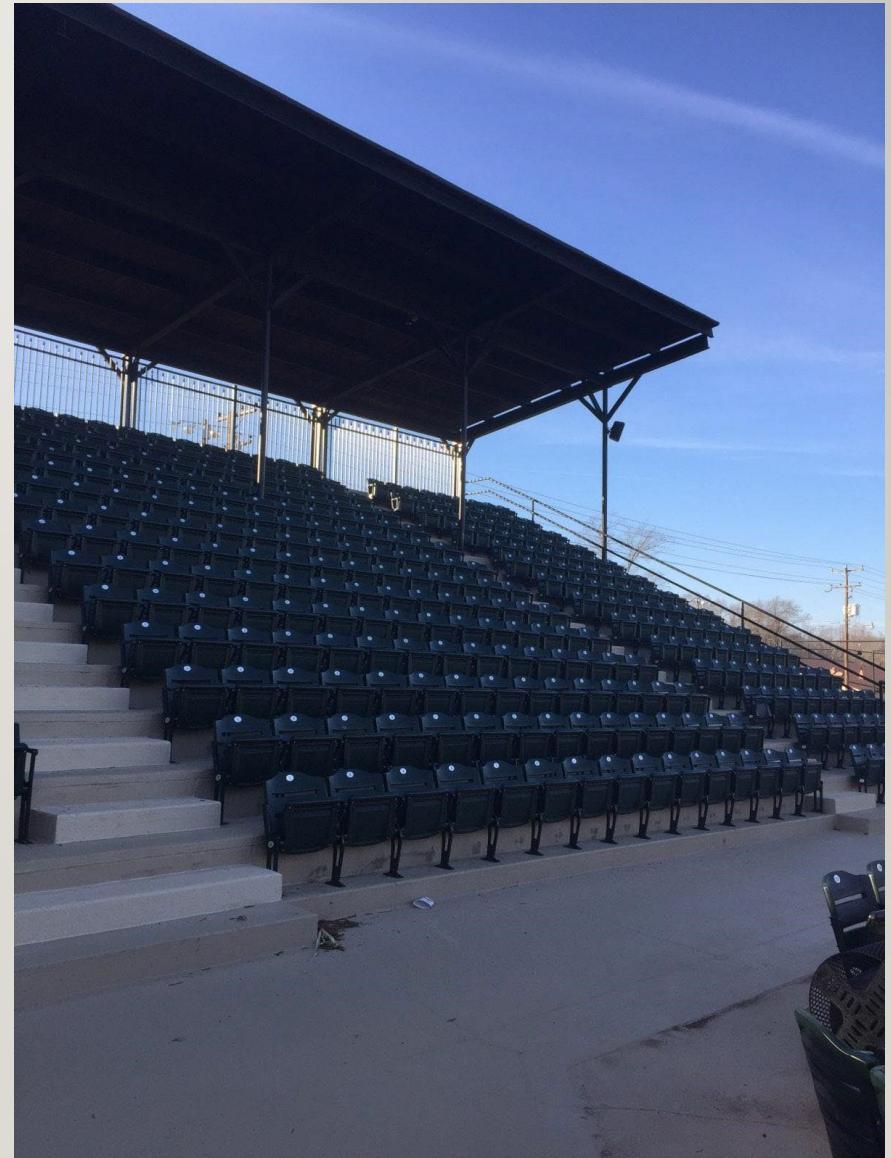
# ADDITIONAL SEATING

Estimated Cost - **\$46,100**

Actual Cost - \$46,100

## Project Status

- Purchase order complete; order has been placed
- Expected install late-August



# FUNDING

Total Project Expected Cost: **\$521,100**

- City Funding: \$371,100
- Chili Pepper Funding: \$150,000

Total Committed funds to date: \$382,998

Total Remaining in budget: \$138,102

Expected Remaining Costs: \$65,000

Total Savings (*if no change orders*): **\$73,102**

# OTHER UPDATES

## Lease

- Extension of lease for additional 5 years currently being reviewed

## Merchandise Stand

- Team is constructing a new merchandise stand behind 1<sup>st</sup> base dugout; expected completion 1<sup>st</sup> week in June

## Beer / Wine Service Stand Expansion

- Team is constructing a new beer/wine concession booth to replace the beer trailer currently in place; beer trailer will move to 3<sup>rd</sup> base side for additional service. Permit issued and work to begin soon.

# Colonial Heights City Council Meeting

## May 20, 2025



### **4. A Work Session On The Following Items:**

#### **D. Updates On Sign Ordinance Revision**

# Sign Ordinance Revision

## Background

- Local governments are required to revise their sign ordinances based on the U.S. Supreme Court ruling in **Reed v. Town of Gilbert, Arizona**.
  - **Reed v. Town of Gilbert, Arizona**
    - Categories of temporary, political, and ideological signs were distinguished based on their messages and were regulated differently.
    - Restrictions entirely based on sign's communicative content are unconstitutional (First Amendment).

# Sign Ordinance Revision

- **What are content-neutral regulations?**
  - **Ordinances that can be implemented without accounting for the message of the sign.**
    - Ex. **Regulations on size, location, material, lighting, number, etc.**
  - **Questionable sign types include: “Advertising Signs”, “Special Event Signs”, “Real Estate Signs”, “Political Signs”.**

# Sign Ordinance Revision

## Proposed Changes

- Removal of the sign types categorized by message: “Advertising signs”, “Yard sale signs”, “Special event signs”, “Commercial signs”. **(Content neutrality)**
- ALL signs are classified as “Freestanding signs” or “Building -mounted signs”. **(Content neutrality)**
- More detailed and clearer description of regulations, specifically the calculation of sign area, frontage, number, duration, and height.
- Prohibition of pole signs and box signs on awnings.

# Sign Ordinance Revision

- **Revised definitions.**
- **Regulations for temporary A-frame signs.**
- **Allowance of minor signs (signs not exceeding one square foot in area and four feet in height).**
- **Allowance of freestanding flags of certain size and height.**

# Sign Ordinance Revision

## Key Components Remaining

- **Prohibition of billboards.**
- **Most Sign sizes.**
- **Restrictions on illumination.**
- **Regulations pertaining to maintenance and removal.**
- **Administrative review of sign permit applications.**

# **Sign Ordinance Revision**

**Questions?**

**Seeking Endorsement to Move Forward**

# Colonial Heights City Council Meeting

## May 20, 2025



### **4. A Work Session On The Following Items:**

#### **E. Discussion Regarding Vape Shops**

# Vape Shop Discussion

5/20/2025

# Chesterfield County

## ORDINANCE AMENDMENT ON RECREATIONAL SUBSTANCES

April 2023 – Following a public hearing, the board approved changes to county code that defines certain vaping, tobacco, nicotine, hemp and kratom products, as well as related devices and accessories, as recreational substances and restrict their sale by specialty retailers.

The regulations specify that any new stores that primarily sell vaping materials and related products can be located no closer than 2,000 linear feet from the property line of a school. These stores also would be able to operate only between the hours of 8 a.m. and 8 p.m.

Additionally, new specialty shops can only be located in commercial zoning districts (C-3, C-4, and C-5) and must obtain a conditional use permit from the Board of Supervisors prior to establishing operations in Chesterfield.

Existing specialty stores that sell vaping and tobacco products are grandfathered in and don't have to comply with the new restrictions, which aim to limit vaping and tobacco use by minors.

# City of Richmond

April 28, 2025 - Richmond is overhauling its entire zoning code for the first time since 1976 — and a new proposal would effectively ban all new tobacco and hemp shops.

Existing vendors that sell tobacco and hemp products would be defined as “retail tobacco” and grandfathered in, according to Richmond planning director Kevin Vonck in an email. The city would also “use them as points from which new retail tobacco establishments would be buffered.”

The code amendment prohibits hemp and vape shops within 1,000 feet of a school, residential lot or housing, childcare center or place of worship.

# City of Richmond

In addition to those prohibitions, new stores would also not be permitted within 1,000 feet of “any lot containing retail sales of tobacco and hemp” — where:

- more than 10% of usable floor area or merchandise display are “dedicated to the sale, offering or distribution of such materials,”
- 10% or more of total sign area on the lot “refers to such materials,”
- 10% of the “stock in trade of the business or establishment is comprised of such materials,”
- for any one month, 10% or more of the business’ gross income is derived from the “sale, offering or distribution of such materials.”

# City of Petersburg

- Spring of 2024 - the City Council asked the Department of Planning and Community Development to present a recommendation on whether to limit the allowable use of recreational substance shops, including vape shops.
- Department staff recommended that such shops be allowed in three areas: neighborhood business district zones, commercial areas and industrial zones.
- July 2024 - The City Council voted to allow the shops in industrial zones only.

# City of Williamsburg

January 2023 - The City of Williamsburg amended their ordinance to remove certain retail uses, a vape/smoke shop, from a use allowed by-right to a use permitted with a special use permit. The use is allowed with approval of a special use permit in several different districts:

- Limited Business Neighborhood District (LB-2),
- Limited Business Mixed Use District (LB-3),
- Downtown Business District (B-1),
- Corridor Business District (B-2),
- Business District (B-3),
- Culinary Arts & Hospitality District (B-4).

# Henrico County

Henrico's ordinance prohibits new vape shops within 1,000 feet of a school or within 2,000 feet of a public park. It also bans new stores within 2,000 feet of an existing vape shop. Henrico is considering expanding its ordinance to also limit vape shops near day cares and churches. The use is allowed subject to the approval of a provisional use permit.

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### **4. A Work Session On The Following Items:**

#### **F. 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:

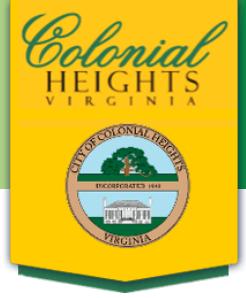
- That the required audit is pending,
- The reasons for the delay,
- And the estimated date of completion.

#### **City of Colonial Heights Audit Statement**

The City of Colonial Heights audit for the fiscal year ending June 30, 2024 is pending. The major factor for the delay of the audit is: delay in completion of the audit for the fiscal year ending June 30, 2023 resulting in significant delay in the year-end close and audit work for the fiscal year ending June 30, 2024. Our estimated date of completion for the audit report is June 30, 2025.

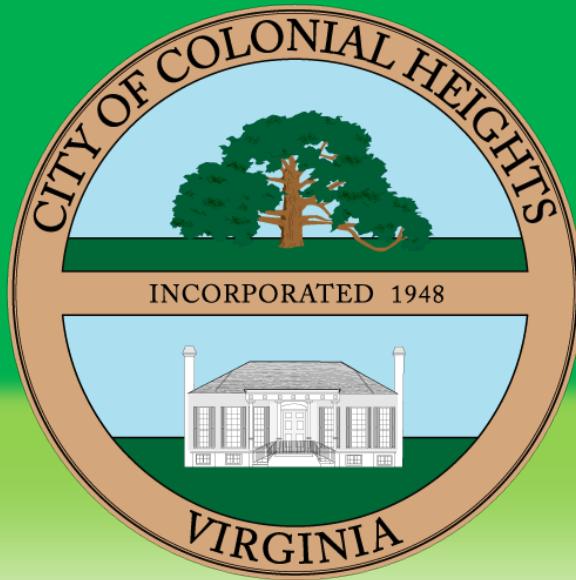
# Colonial Heights City Council Meeting

## May 20, 2025



### **4. A Work Session On The Following Items:**

**G. Discussion Concerning The Recruitment Of A New City Attorney And Training For City Council On The City's Employment Application System**



## 5. *Adjournment*

Colonial Heights  
City Council Special Meeting  
May 20, 2025