



**Colonial Heights
City Council Special Meeting
June 17, 2025
6:00 pm**

Colonial Heights City Council Meeting

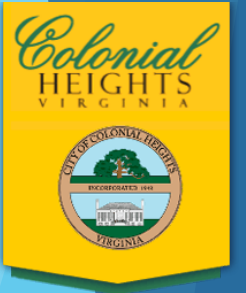
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- 1. Call to Order**
- 2. Roll Call**

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3. Closed meeting pursuant to the Code of Virginia in accordance with the following provision:

- Paragraph A.1 of Section 2.2-3711, to discuss or consider prospective candidates for employment as City Attorney.
- Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter – i.e., entering into a contract with an entity to provide legal services on a temporary basis – requiring the provision of legal advice by such counsel.

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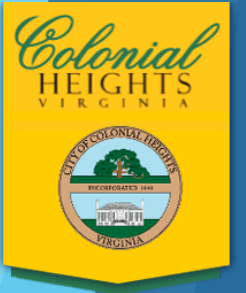
4. Vote To Come Back Into Open Meeting

The Council has been in a closed meeting pursuant to the Code of Virginia in accordance with the following provision:

- Paragraph A.1 of Section 2.2-3711, to discuss or consider prospective candidates for employment as City Attorney.
- Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter – i.e., entering into a contract with an entity to provide legal services on a temporary basis – requiring the provision of legal advice by such counsel.

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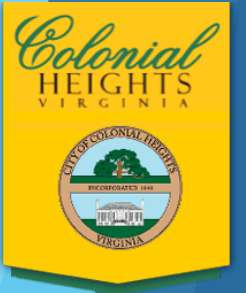
Consideration of the following certification: Each member will now certify that to the best of the member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements of the act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member who believes there was a departure from the requirements of clauses (i) and (ii) shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

Roll Call.

An affirmative vote shall constitute certification of compliance.

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5. Consideration Of The Following Items:

A. AN ORDINANCE NO 25-14

(Second Reading) Awarding a one-time bonus of 1.5% for all locally-elected constitutional officers and their Compensation Board funded full-time permanent employees, as well as the General Registrar; or a one-time bonus of \$600, whichever is greater. Awarding a 1.5% bonus to the members of the Electoral Board. Also awarding a \$600 one-time bonus to full-time employees of all locally-elected constitutional officers and the General Registrar who are not in state-funded positions and thus not eligible in the 1.5% bonus.

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5. Consideration Of The Following Items:

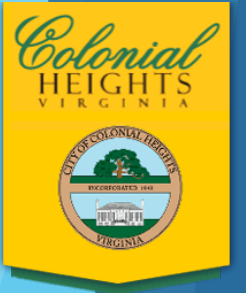
B. AN ORDINANCE NO 25-FIN-8

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, by appropriating \$78,974 in Unassigned Fund Balance to Miscellaneous and to Debt Services & Transfers Out.

To amend the Capital Projects Fund Budget by appropriating \$395,897, consisting of \$316,897 from the Virginia Department of Transportation to Intergovernmental Revenue and to the CHHS Sidewalk Project; and \$78,974 from the General Fund to Miscellaneous and to the CHHS Sidewalk Project.

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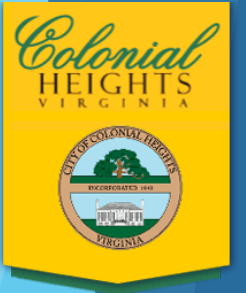


6. A Work Session On The Following Items:

A. Colonial Heights Opioid Settlement Strategic Plan 2024-2029

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6. A Work Session On The Following Items:

B. Discussion Regarding Parking Violation Fines

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6. A Work Session On The Following Items:

C. Discussion Regarding Vape Shop-Related Ordinance

Vape Shop Discussion

6/17/2025

Recreational Substances defined

Recreational Substances defined as follows:

- Any product made of tobacco, including cigarettes, cigars, smokeless tobacco, and pipe tobacco.
- Any noncombustible product containing nicotine or vaping fluid that employs a heating element, power source, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution or other form.
- Any product, including any raw materials from hemp, that is intended to be consumed by inhalation.
- Any pipe, vaporizer, wrappings, other type of device, or accessories associated with the consumption or inhalation of the abovementioned substances and materials. *(included with Chesterfield Co. only)*

Chesterfield County

- Defines Vape Shops as Recreational Substances Retail with Recreational Substances as any of the following:
 - 25% or more of its total inventory or
 - 15% or more of its total display shelf area
- Restricted to certain commercial districts (C-3, C-4, and C-5).
- Must be 2,000 linear feet from any public or private school and any other Recreational Substances Retail use.
- Hours of operation limited to 8 a.m. to 8 p.m.

City of Petersburg

- Defines Vape Shops as Recreational Substances Retail with either Recreational Substances as any of the following:
 - 25% or more of its total inventory or
 - 15% or more of its total display shelf area
- Restricted to Industrial zones.
- Must be 1,000 linear feet from any child day care center or public, private, or parochial school.

City of Richmond

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

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 Colonial Heights proposal

Define Vape Shops as Recreational Substances Retail with Recreational Substances defined as follows:

- Any product made of tobacco, including cigarettes, cigars, smokeless tobacco, and pipe tobacco.
- Any noncombustible product containing nicotine or vaping fluid that employs a heating element, power source, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution or other form.
- Any product, including any raw materials from hemp, that is intended to be consumed by inhalation.
- Any pipe, vaporizer, wrappings, other type of device, or accessories associated with the consumption or inhalation of the abovementioned substances and materials.

City of Colonial Heights proposal

Define Recreational Substances Retail –

Any establishment, facility, or location whose business operation is primarily engaged in the retail sale of recreational substances and has one or more of the following characteristics, Recreational Substances is:

- Recreational Substances is 25% or more of total inventory,
- Recreational Substances is 15% or more of total display shelf area
- Recreational Substances is 10% or more of the floor area,
- Recreational Substances sales account for more than 50% of the sales for the business, or
- building-mounted or freestanding signage specifically advertising recreational substances as the principal use of the property erected and visible from the public right-of-way.

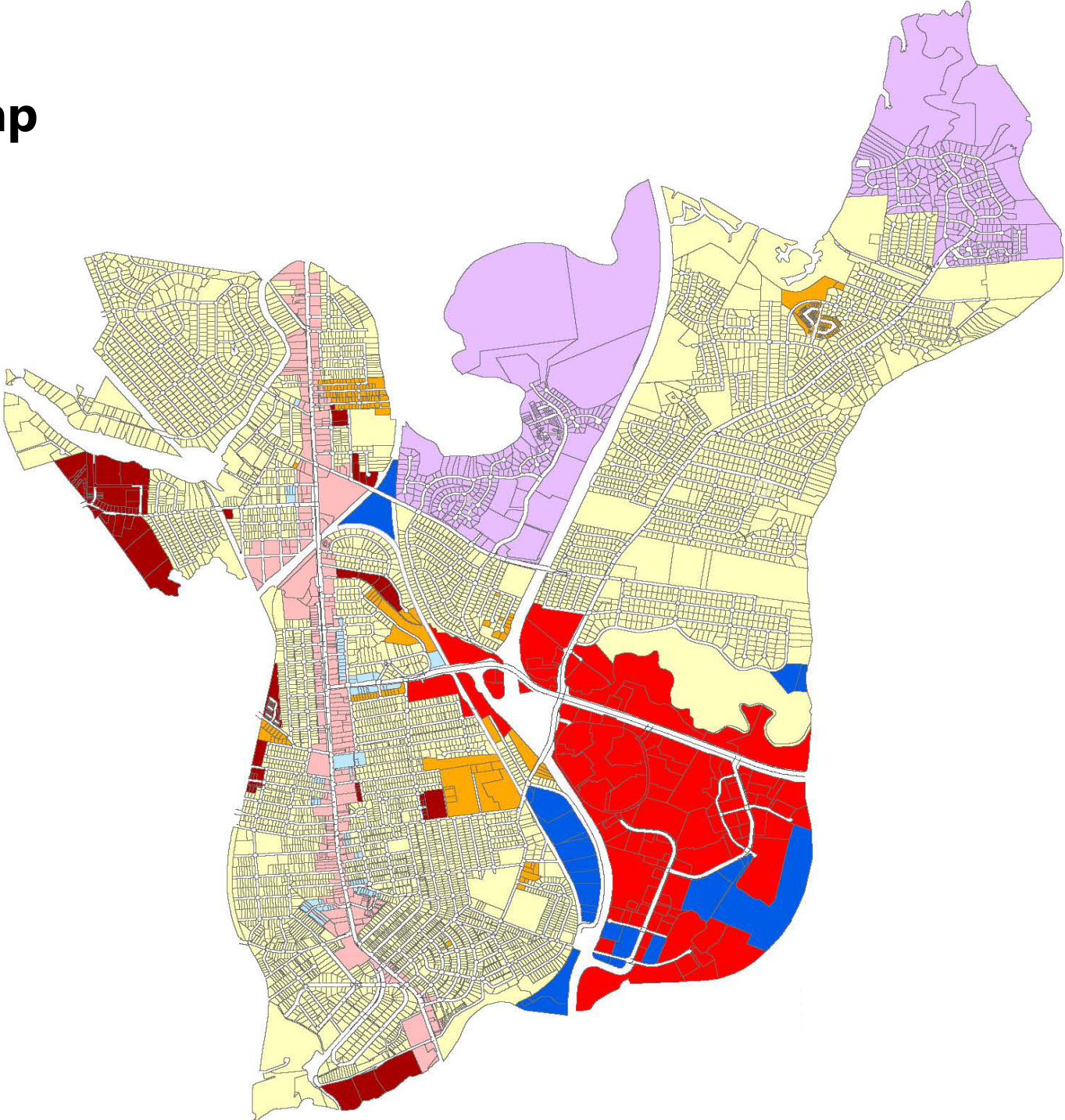
City of Colonial Heights proposal

- Restrict to GB (General Business) zoning district.
- Must be on a property 1,000 linear feet from a day care center, a family day home, an educational facility, a public park, a public library, a religious assembly, and other recreational substances retail establishments.
- Limit Hours of operation to 9 a.m. to 8 p.m., every day of the week.

City of Colonial Heights Zoning Map

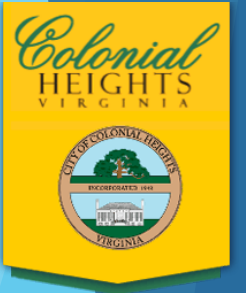
Zoning Classification

- BB - Boulevard Business
- GB - General Business
- I - Industrial
- PUD - Planned Unit Development
- RH - Residential High Density
- RL - Residential Low Density
- RM - Residential Medium Density
- RO - Residential Office
- Roads



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6. A Work Session On The Following Items:

D. Sign Code Discussion

Sign Ordinance Revision

Main Feedback Received

- The proposed size and number of minor signs are too limited for residential areas.
- Proposed sign regulations would significantly limit the number and size of signs used during election campaigns.
- The proposed limitations of flags in number and size are too restrictive for residential neighborhoods.
- Flags should be treated differently than other signs in residential neighborhoods.

Sign Ordinance Revision

Main Feedback Received (continued)

- Sign regulations proposed for residential districts are too restrictive and should be different from commercial areas.
- The limitations for signs on a property for sale or lease are too restrictive, especially for the residential districts.
- New regulations unrelated to content-neutrality are unnecessary.
- Better enforcement of our current sign regulations is needed.

Sign Ordinance Revision

Minor Signs

- ***Feedback heard:***
 - The proposed size and number of minor signs are too limited for residential districts.
- ***Solutions proposed:***
 - Increase the size of minor signs to account for the typical size of “campaign” signs and other yard signs in RL, RM, and RO.
 - No maximum number of minor signs in RL, RM, and RO.

Sign Ordinance Revision

“Campaign Signs”

- ***Feedback heard:***
 - Proposed sign regulations would significantly limit the number and size of signs used during election campaigns.

Sign Ordinance Revision

“Campaign Signs”

- ***Solutions proposed:***
 - Allow unlimited number and size of freestanding signs of non-permanent construction at or below 6 feet in height for the period of 120 days before November 9th when a government election is being held.
 - Applies to all zoning districts.
 - Outside of time period, signs must meet regulations.

Sign Ordinance Revision

“Real Estate Signs”

- ***Feedback heard:***
 - The limitations for signs on a property for sale or lease are too restrictive, especially for the residential districts.

Sign Ordinance Revision

“Real Estate Signs”

- ***Solutions proposed:***
 - Maintain current ordinance’s size and number regulations for signs on a property for sale or lease.

	RL, RM, RO	RH, BB, GB	IN
Area (per sign)	6 square feet	12 square feet	200 square feet
Maximum Number	4	4	4

Sign Ordinance Revision

Flags

- ***Feedback Heard:***
 - The proposed limitations of flags in number and size are too restrictive for residential neighborhoods.
 - Flags should be treated differently than other signs in residential neighborhoods.

Sign Ordinance Revision

Flags

- ***Solutions proposed:***
 - Exempt all flags from needing a permit.
 - No maximum number or size of flags in RL, RM, RO, and RH districts.
 - Exclude flags from being counted towards the maximum allowed signage area for freestanding signs and buildings signs in all districts.
 - Require flagpoles to be setback from property lines based on flagpole height.

Sign Ordinance Revision

Signs in Residential Districts

- ***Feedback heard:***
 - Sign regulations proposed for residential districts are too restrictive.
 - Sign regulations in residential districts need to be better distinguished between those in commercial districts.

Sign Ordinance Revision

Signs in Residential Districts

- ***Solutions proposed:***
 - Exempt all signs in RL, RM, and RO from requiring permits.
 - Minor signs in residential will be different in size, materials and location than commercial.
 - Flags are exempt.

Sign Ordinance Revision

Additional Regulations

- ***Feedback heard:***
 - New regulations unrelated to content-neutrality are unnecessary.
 - Better enforcement of current sign regulations is needed.

Sign Ordinance Revision

Additional Regulations

- ***Solutions proposed:***
 - Remove any new regulations not desired to be retained (Council):
 - prohibitions of pole signs and vehicle/trailer signs.
 - requirement for channel lettered signage on awnings.
 - increased signage allowance for lots with multiple street frontages and building entrances.
 - Allow A-frame signs.
 - Maintain current sign allowances.

Sign Ordinance Revision

Additional Regulations

- ***Future solutions proposed:***
 - Develop new penalties for properties displaying signs without approved permits.
 - Increase staffing to enforce current regulations.

Sign Ordinance Revision

Questions?

Seeking Endorsement to Move Forward

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6. A Work Session On The Following Items:

E. 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 July 31, 2025.



7. Adjournment

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