

**Colonial Heights
City Council Special Meeting
September 9, 2025
6:45 pm**



**Colonial Heights
City Council Regular Meeting
September 9, 2025
7:00 pm**

Colonial Heights City Council Meeting

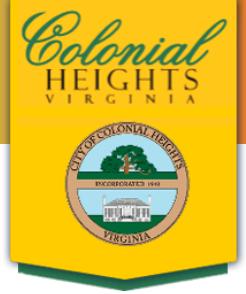
September 9, 2025



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

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7. Commendations And Presentations:

A. Recognizing Keystone Truck and Tractor Museum for their efforts of engagement within the local community.

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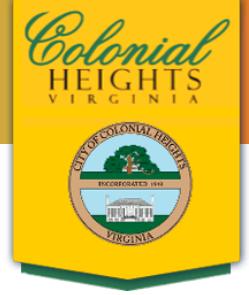


7. Commendations And Presentations:

B. Proclaiming September 2025 as National Service Dog Month in the City of Colonial Heights, Virginia

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7. Commendations And Presentations:

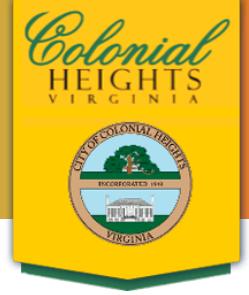
C. Proclaiming September 2025 as Suicide Prevention Awareness Month in the City of Colonial Heights, Virginia.



September
NATIONAL SUICIDE
PREVENTION MONTH

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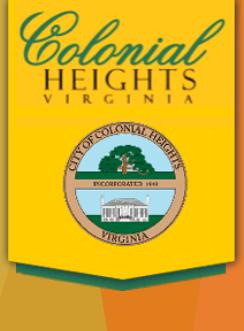


8. Reading of Manner Addressing Council

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

A. Review and consider a Special Use Permit allowing additional companion animals at 2523 White Oak Court.

Ms. Crystal Acavedo, 2523 White Oak Court, is requesting a Special Use Permit to temporarily foster up to four (4) dogs and/or puppies when such time arises.

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10. Advertised Public Hearings

A. AN ORDINANCE NO 25-16

(First Reading) To grant a special use permit to Duane Rankin on behalf of American Behavioral Health Group, LLC allowing an approximate 135-foot-long, 7-foot-high aluminum picket fence with gate and automatic gate opener to be installed in front of the building line at 439 Jennick Drive. The property, also known as parcel identification number 68215600001, is comprised of approximately 3.32 acres and is zoned GB (General Business).

Ordinance No. 25-16

A request by Duane Rankin, on behalf of American Behavioral Health Group, LLC., for a special use permit to allow a seven (7) foot tall aluminum picket fence with a gate and automatic gate opener. The subject property is located at 439 Jennick Drive. The property is identified as parcel identification number 68215600001, consists of approximately 3.32 acres and is zoned GB General Business.

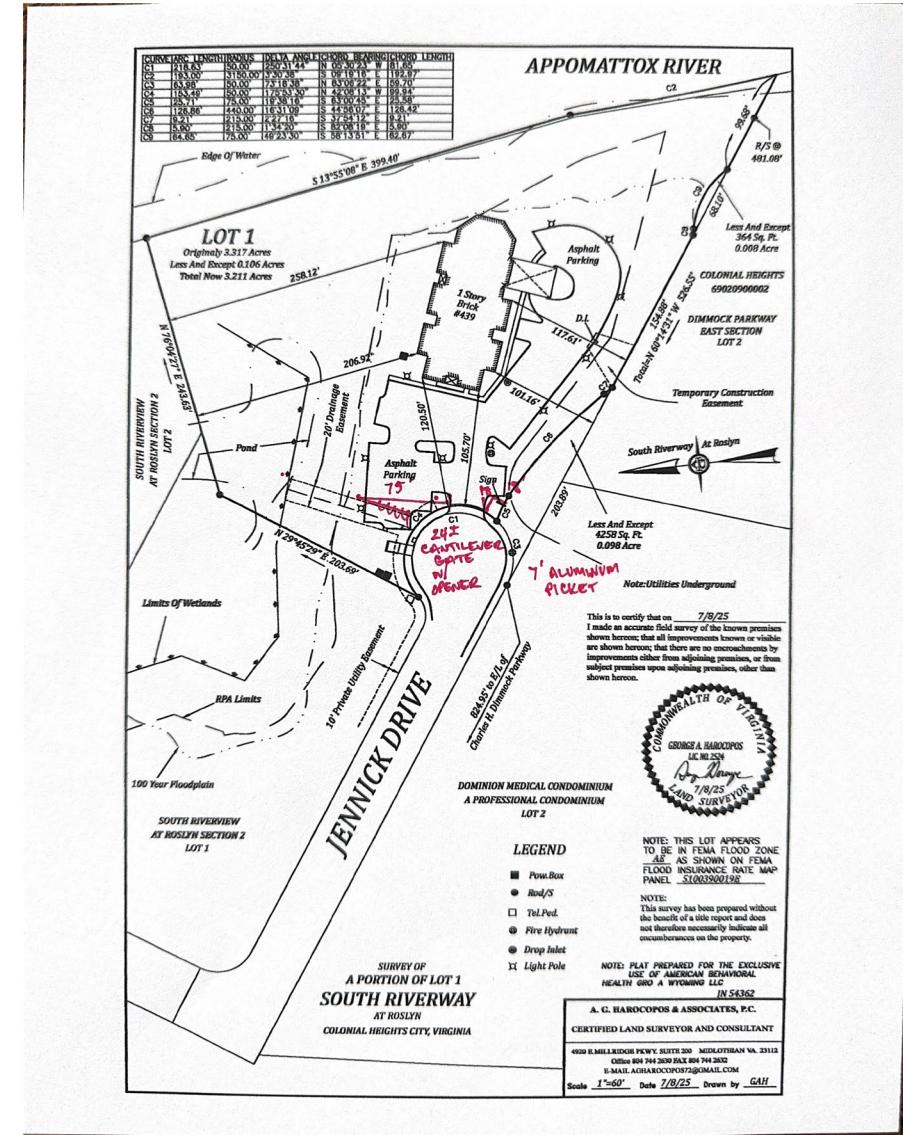
Background – Planning Commission (September 3, 2025)

A Public Hearing was held at the September 3, 2025, Planning Commission meeting. No public comments were received on the application.

The Planning Commission approved Resolution 25-05, recommending City Council approve Ordinance No. 25-16.



The blue star depicts the location of the new 7- foot tall fence, near the entrance and parking lot.





This star shows the existing chain link fence along the side and rear property lines.

This property was vandalized and the owner incurred approximately \$165,000 in property damages.

The property is located in somewhat of a remote location and considering the construction of what will be a public trail in close proximity, the owner requests the fence as a measure of protecting the behavioral health clinic, its staff and clients.

Staff Recommendation

Staff agrees that the proposed 7-foot tall fence is compatible with the existing medical office, given the relatively secluded area, and recommends approval, subject to the following:

1. This application approves the use identified in Condition #2 below, for the subject property located at 439 Jennick Drive.
2. SUP-25-05 permits the construction of a 7 foot fence in the front yard of property located in the GB General Business District with the conditions herein noted.
3. The owner shall ensure the fence is constructed per the attached drawing provided with the application. The fence shall not be installed on any existing drainage or utility easements; The fence shall not be installed within the temporary construction easement for the Appomattox Greenway trail.
4. Access for emergency vehicles. The owner shall install a Knox padlock or other type of lock which allows emergency vehicles access to the property.

Planning Commission Recommendation

The Planning Commission unanimously voted to approve Resolution 25-05, recommending City Council approve Ordinance No. 25-16.

Public Hearing Notices

The public notice requirements mandated by State Code and City Code have been met with the advertisement of this application.

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10. Advertised Public Hearings

B. AN ORDINANCE NO 25-17

(First Reading) To adopt a revised General Pay Plan Class and Salary Range that removes the Building Inspector position; eliminates the Recreation Specialist III position; adds Recreation Supervisor and Recreation Supervisor - Senior Center as new full-time positions; adopts the corresponding job descriptions and class specifications for such new positions; amends the job description for Recreation Specialist II; and revises the language in the last paragraph under Part-Time/ Seasonal/ Temporary Positions to provide flexibility in pay based on experience.

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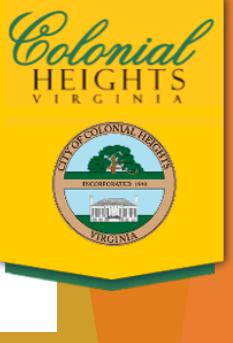
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11. Hearing of Citizens Generally on Non-Agenda Items

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

A. AN ORDINANCE NO 24-FIN-12

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, by appropriating \$69,079, consisting of: 1) \$8,205 in federal grant funds from the United States Department of Housing and Urban Development to Human Services and to Intergovernmental Revenues; 2) \$8,438 in state grant funds from the Department of Criminal Justice Services to Judicial Administration and to Intergovernmental Revenues; 3) \$10,000 in state grant funds from the Virginia State Police to Public Safety and to Intergovernmental Revenues; and



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

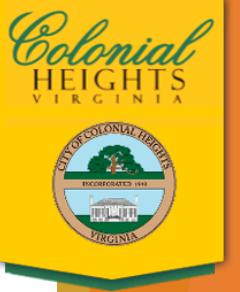
4) \$42,436 *in state aid from the Library of Virginia to Culture & Recreation and to Intergovernmental Revenues.*

The General Fund budget is also amended by transferring \$21,690 from Other Local Taxes to Intergovernmental Revenues.



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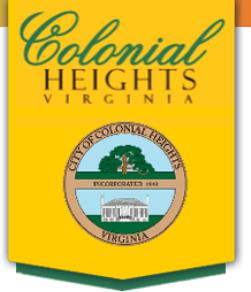


12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

- B. June 10, 2025 Special Meeting Minutes*
- C. June 10, 2025 Regular Meeting Minutes*

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13. Introduction And Consideration Of Ordinances And Resolutions:

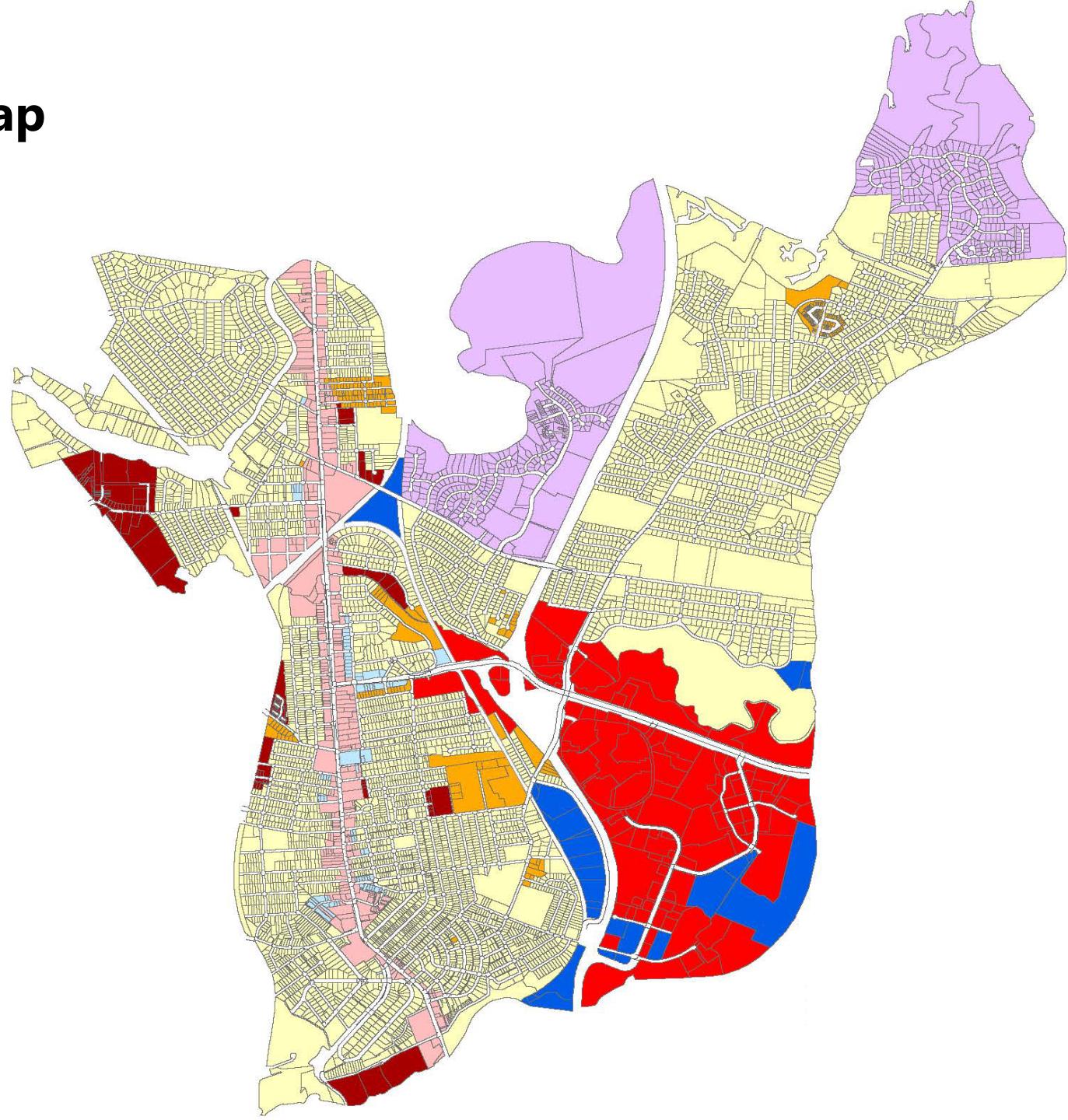
A. AN ORDINANCE NO. 25-15

(First Reading) Amending Chapter 286, Zoning, of the Colonial Heights City Code by amending § 286-202.10 by adding the use types of “recreational substances” and “recreational substances, retail”; amending § 286-312.04 by adding “recreational substances, retail” as a permitted use; and adding a new § 286-410.67 providing requirements for recreational substances retail establishments.

City of Colonial Heights Zoning Map

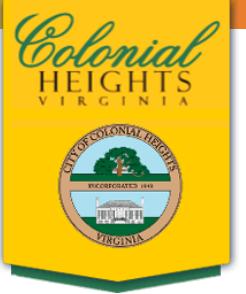
Zoning Classification

- 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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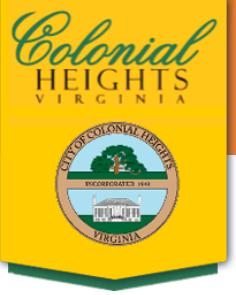
13. Introduction And Consideration Of Ordinances And Resolutions:

B. A RESOLUTION NO 25-45

A Resolution of the Colonial Heights City Council approving of the City's participation in the proposed settlements of opioid-related claims against Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, and directing the City Manager to execute the documents necessary to effectuate the City's participation in the settlements.

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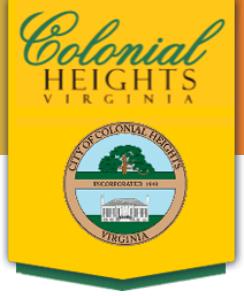
13. Introduction And Consideration Of Ordinances And Resolutions:

C. A RESOLUTION NO 25-51

Appointing Andrew A. Meyer to the position of City Attorney.

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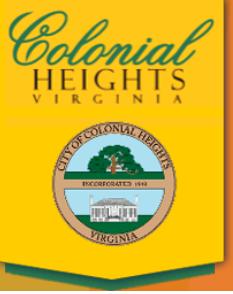
13. Introduction And Consideration Of Ordinances And Resolutions:

D. A RESOLUTION NO 25-52

Authorizing and requesting the City Manager to execute AMENDMENT 3, AMENDED AND RESTATED FY2026 AND FY2027 COMMUNITY SERVICES PERFORMANCE CONTRACT MASTER AGREEMENT AND SUPPLEMENTAL DOCUMENTS, Greater Reach Community Services Board Contract No. P1636.777.3.

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

None

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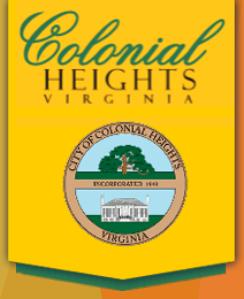
15. Reports of Officers and Documents Related Thereto:

A. City Manager

1. Animal Control Staffing Change

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15. Reports of Officers and Documents Related Thereto:

A. City Manager

2. General Activity Report

Dates of Interest

September 2024	October 2024	November 2024
Sep. 16th (6:00 pm) – City Council Special Meeting–Council Chambers	Oct. 7th (6:00 pm) – Planning Commission Meeting - Council Chambers	Nov. 5th (6:00 pm) – Planning Commission Meeting - Council Chambers
	Oct. 14th (7:00 pm) – City Council Regular Meeting–Council Chambers	*Wed. Nov. 12th (7:00 pm) – City Council Regular Meeting– Council Chambers
	Oct. 21st (6:00 pm) – City Council Special Meeting–Council Chambers	Nov. 18th (6:00 pm) – City Council Special Meeting–Council Chambers

CITY HOLIDAYS

- Monday, October 13, 2025 (Government Offices Closed)
- Tuesday, November 11, 2025 (Government Offices Closed)
- Thursday, November 27, 2025 & Friday, November 28, 2025 (Government Offices Closed)

CITY ACTIVITIES/EVENTS

- **Oktoberfest:** Saturday, October 25, 2025 from 2pm-6pm at White Bank Park. Visit www.colonialheightsva.com for more information and details.
- **Annual Tree Lighting Event:** Saturday, November 22, 2025 from 6pm-8pm at the CH Courthouse. We will have craft vendors, community service organizations, food and crafts!
- **75th Annual Christmas Parade:** Tuesday, December 2, 2025 at 7pm on the Boulevard!



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:

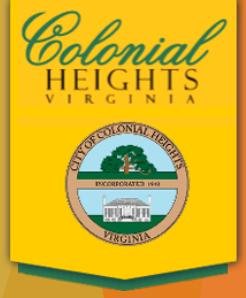
- That the required audit is pending,*
- The reasons for the delay,*
- And the estimated date of completion.*

City of Colonial Heights Audit Statement

The City of Colonial Heights audit for the fiscal year ending June 30, 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 September 30, 2025.

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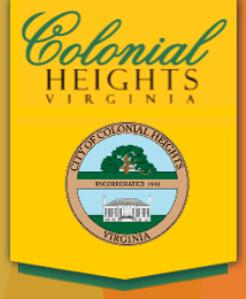


15. Reports of Officers and Documents Related Thereto cont.:

B. City Attorney

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

C. Director Of Planning And Community Development

1. Planning Boards & Commissions Summary



16. Adjournment

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7:00 pm