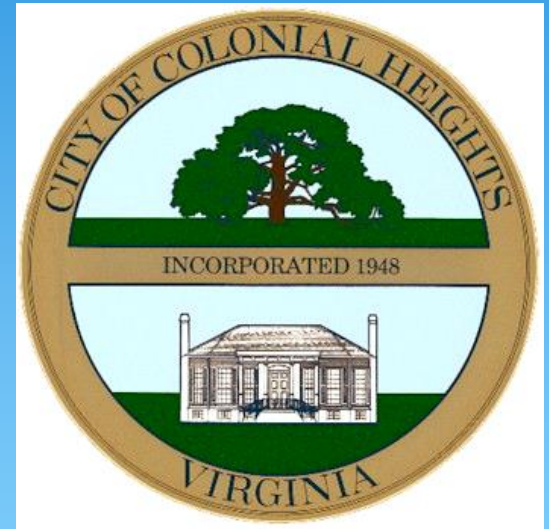


Colonial Heights City Council Work Session

August 25, 2015



Colonial Heights City Council Work Session

August 25, 2015

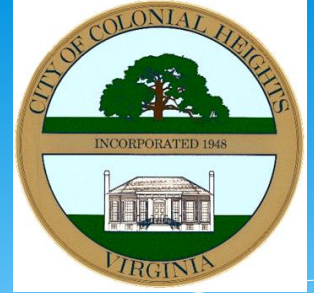


3. **Special Meeting and/or Work Session for the Following Purposes:**

A. AN ORDINANCE NO 15-20 (First Reading) To vacate and discontinue as a public right-of-way an approximate 0.652 acre portion of a parcel containing 0.752 acres located at the southwest corner of Route 1 and Archer Avenue (6:00-6:10PM)

Colonial Heights City Council Work Session

August 25, 2015

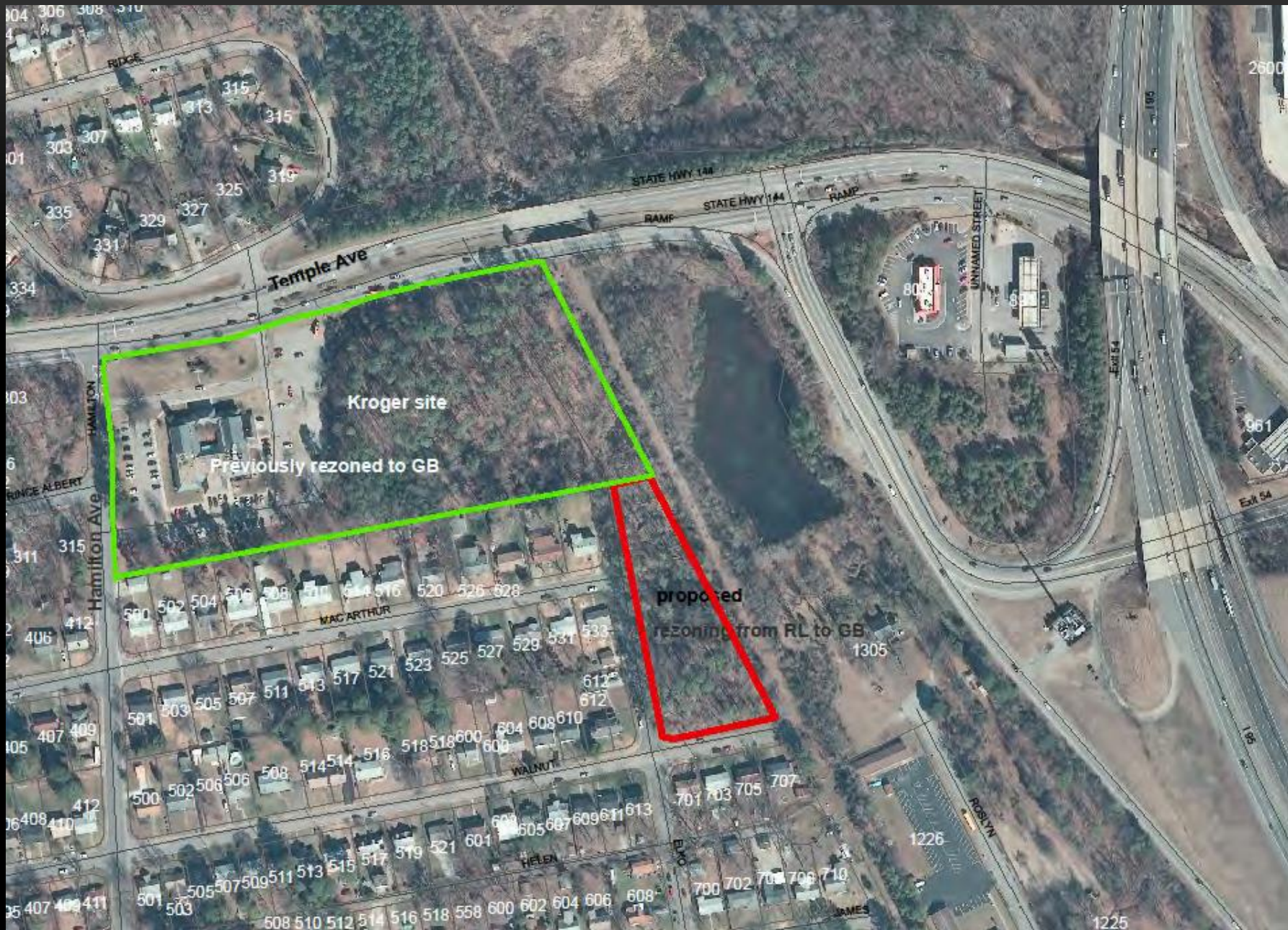


3. Special Meeting and/or Work Session for the Following Purposes:

B. A RESOLUTION NO 15-28 Authorizing the City Manager to execute a Second Amendment to Purchase, Sale, and Development Agreement on behalf of the City with Kroger Limited Partnership I. (6:10-6:20PM)

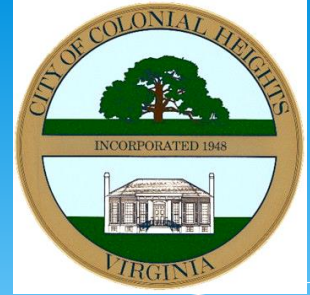
Primary Elements to Second Amendment to Kroger Purchase, Sale, & Development Agreement

- Dimensions of “Premises” amended (real property located at 401 Temple Avenue)
- Purchase Price reduced to \$2,559,392
- Kroger “anticipates” start of construction no later than 90 days after Closing
- If Kroger does not start construction within 90 days of Closing, City can reacquire the Premises for \$2.4M
- Kroger “anticipates” new store will be open December 31, 2016
- Closing on the property shall occur on or before October 30, 2015
- No change in Earnest Money provision (\$20k)



Colonial Heights City Council Work Session

August 25, 2015

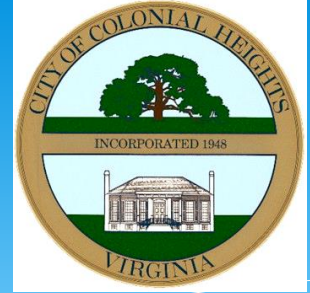


3. Special Meeting and/or Work Session for the Following Purposes:

***C. AN ORDINANCE NO 15-24 (Second Reading) To adopt a revised General Pay Plan Class and Salary Range that provides for a cost-of-living increase in the salary ranges for City employees.
(6:20-6:25PM)***

Colonial Heights City Council Work Session

August 25, 2015



3. Special Meeting and/or Work Session for the Following Purposes:

***D. Staff briefing on request for guardrail
at 1001 Conduit Road (6:25-6:35PM)***



WESTOVER AVE

CONDUIT RD

1001 Conduit Road

Requested Guardrail Barrier



Colonial Heights City Council Work Session

August 25, 2015



3. Special Meeting and/or Work Session for the Following Purposes:

E. AN ORDINANCE NO 15-21 (First Reading) To update sections of Chapter 91 by adding a fee for failing to update alarm permit within a specified time and remove the ability to use automatic dialing devices to call 911. (6:35-6:45PM)

Existing Alarm Ordinance

Purpose

- Maintain accurate contact information for police or fire units to contact when an alarm occurs
- Provide for a fine for any alarm system producing multiple false alarms in a one year period. This encourages maintaining a properly operating system and reduces City services costs.



Requested Change #1

- Allow for online submission of permits
 - www.colonialheightsva.gov



Requested Change #2

- Maintain accurate alarm permit information
 - Any changes to existing permit information must be reported within 30 days of the change to 520-9313 (Records) - \$25 fee for failure to submit changes
 - After notification of the police chief changes are still not submitted within 30 days, continued operation of the alarm system shall constitute a misdemeanor punishable by a maximum fine of \$250



Requested Change #3

- No automated dialing devices
 - Automated dialing devices have never been allowed to 911 in the existing ordinance
 - Will no longer be allowed to any phone in the communications center



Questions?



Colonial Heights City Council Work Session

August 25, 2015

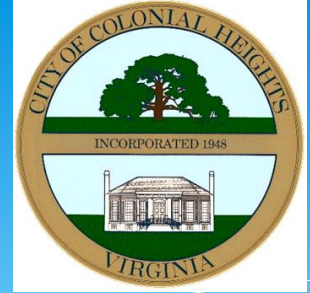


3. Special Meeting and/or Work Session for the Following Purposes:

***F. AN ORDINANCE 15-22 (First Reading).
To amend and reordain Section 226-7
of Chapter 226 of the Colonial Heights
City Code, which relates to records
kept by dealers of precious gems and
metal (6:45-6:55PM)***

Colonial Heights City Council Work Session

August 25, 2015



3. Special Meeting and/or Work Session for the Following Purposes:

***G. Staff briefing on miscellaneous code
clarifications (6:55-7:05PM)***

Miscellaneous Code Clarifications

§ 109-3. Building Official; enforcement – **Proposed update/amendment** :*“There is hereby established a division . . . titled Building Inspections which shall consist of the Building Official and such technical assistants or inspectors as may from time to time be authorized by the City Council and appointed or designated by the City Manager or his designee. It shall be the duty of the Building Official to administer and enforce the provisions of the Virginia Uniform Statewide Building Code . . . , within the City, and for this purpose the Division of Building Inspections shall be deemed to be the local building department and enforcing agency . . .”*

§ 111-1. Assignment of numbers – **Code** :*“It shall be the duty of the City Engineer or his authorized agent to assign a premise or house number to every main structure...”*.

Proposed update/amendment :*“It shall be the duty of the Building Official or his authorized agent to assign an address number or building number to every principal structure...”*.

Miscellaneous Code Clarifications

§ 111-3. Placement; size, style and color of numbers – Code does not comply with the Statewide Fire Prevention Code, VA Residential Code, or the VA Property Maintenance Code. I suggest the following language for the code.

Proposed update/amendment : “ *All buildings shall have approved address numbers or building numbers in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetic letters. Numbers shall be a minimum of four (4) inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole, or other sign or means shall be used to identify the structure. Address numbers shall be maintained.*”

§ 250-11. Variances and exceptions – Code still refers to the old zoning ordinance for apartments under R-4 zoning in Section C(1) and in C(2) it lists a zoning ordinance that no longer exists

Miscellaneous Code Clarifications

§ 250-58. Residential lots served by public sewer – Code also sites R-4 zoning for Apartment and Multi-Family Dwelling District. This two subdivision chapters need to reference RH for apartments and high density multi-family dwellings.

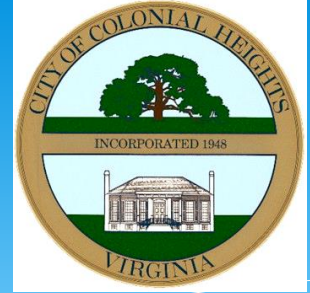
§ 286-612. Fees – City Charter allows for the Council to issue a Special Use Permit, under § 17.11-1 Uniformity of Regulations within a District—Special Use Permits, which affects the zoning of property. There is currently no fee schedule for SU-permit, but City charges \$900 for it. I suggest

Proposed update/amendment : Add Section B to zoning ordinance so that the fee is duly authorized to be charged by a code or fee schedule (instead of a Charter change through the General Assembly,)

§ 247-18. Playing on streets and sidewalks - Code lists former zoning district designations for business or commercial use (B-1, B-2, and B-3) so code needs to be changed and reflect the two zoning district classifications used currently for commercial use types GB and BB.

Colonial Heights City Council Work Session

August 25, 2015



3. Special Meeting and/or Work Session for the Following Purposes:

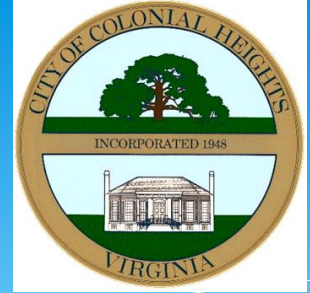
H. Electronic message boards in non-commercial areas (7:05-7:15PM)

Electronic Message Boards

- ❑ *Example* - Existing electronic message board was installed in 2005. City's sign ordinance and zoning districts were written differently at that time. In 2012, City completed rewrite of the zoning chapter of the City Code which included the change in zoning district designations and the sign ordinance.
- ❑ Electronic message board is now a nonconforming use or sign under the current sign ordinance. Electronic message boards are only listed in a section of the sign ordinance for signs accessory to commercial uses.
- ❑ Civic use type and located in the RL Low Density Residential District. This does not allow for an electronic message board under the current zoning ordinance.
- ❑ Electronic message boards are becoming a more common type of signage for religious assemblies and other civic type uses. For instance, the City is evaluating using an LED message board as part of the new library signage.
- ❑ Consideration should be given to either (a) keeping the sign ordinance as-is for electronic message boards and continue to review other interests on these types of signs on a case-by-case basis through the application process of a Special Use Permit or (b) make changes to the sign ordinance.

Colonial Heights City Council Work Session

August 25, 2015



3. Special Meeting and/or Work Session for the Following Purposes:

- I. Staff briefing on commercial and tow trucks in residential areas (7:15-7:45PM)***

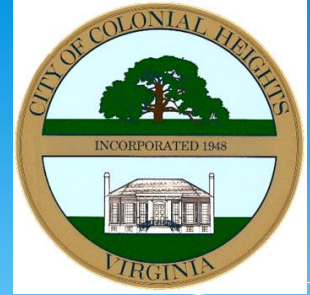
Trucks for Commercial Purpose & Gross Vehicle Weight

286-518.04 General Regulations

A. Vehicles greater than 10,000 pounds, gross vehicle weight capacity, or any tractor-trailer combinations, tractors, or trailers shall not be placed, parked, or stored in residentially zoned districts. Trucks used, or intended for use, for commercial purposes, less than 10,000 pounds gross vehicle weight capacity shall be limited to no more than one per lot in residentially zoned districts and shall be located in the side or rear yard, behind the principal building.

Colonial Heights City Council Work Session

August 25, 2015



3. Special Meeting and/or Work Session for the Following Purposes:

J. AN ORDINANCE NO 15-23 (First Reading) To adopt a revised General Pay Plan Class and Salary Range that includes the grade assignment and job description for Assistant Director of Planning and Community Development. (7:45-8:15PM)

Assistant Director Position

Why upgrade the current position?

- Final part of reorganization plan to achieve City Council's goals and objectives regarding planning, community development, and code enforcement
- To enhance overall management of departmental operations as directed by the City Manager
- Current title is outdated and duties are too restrictive for our size locality
- Need for identifiable mid-manager

Change in Management Style and Operation

Initial Assessment

- Needs interactive management
- Working in silos
- General knowledge of whole operation
- Lack of communication

Operation

- Efficiency – continual evaluation
- More focus on short and long-term planning – implement Comprehensive Plan by teaming with other departments, i.e. ED and Public Works
- Employee expectations and job performance

Outdated Title and Restrictive Duties

Overall Focus – Revitalize City not just neighborhoods

Current Duties – sets up silos

- Work w/neighborhood groups
- CDBG
- Assist in Comprehensive Plan

Expanded Duties of Assistant Director

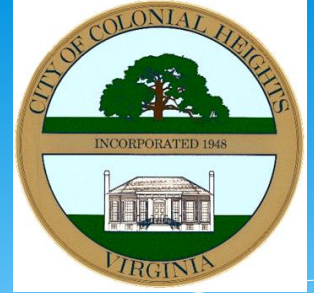
- Assist in zoning administration & plan review
- Overseeing code enforcement – daily basis
- Review permits
- Continue CDBG, working w/neighborhoods (historic districts), and assist in comprehensive plan – not just updates but focus on planning to revitalize short and long-term

Mid-Manager

- Correlates with other Supervisor in Department – Building Official
- Clearly identifies supervision for employees
- Aligns w/ additional duties needed to enhance department
- Aligns w/ other city departments w/ multiple divisions or functions
- Could be used long-term for succession planning

Colonial Heights City Council Work Session

August 25, 2015



4. Adjournment

Colonial Heights City Council Work Session

August 25, 2015

