



**CITY OF COLONIAL HEIGHTS, VIRGINIA
MEETING OF THE PLANNING COMMISSION
City Hall, Council Chambers, 201 James Avenue
Tuesday, January 6, 2026
6:00 p.m.
AGENDA**

I. Call to Order

II. Roll Call

III. Organizational Matters

- Election of Chairman and Vice-Chairman
- Appointment of Secretary
- Adoption of Rules of Procedure (“Bylaws”)
- Adoption of Planning Commission Meeting Schedule and Agenda Materials Deadline for the Next 12 Months

IV. Approval of Agenda

V. Approval of Minutes for the

- October 2, 2025 special meeting
- December 3, 2025 regular meeting

VI. 2025 Annual Report

VII. Manner of Addressing the Commission

Each speaker at Commission meetings shall, in an audible voice for the record, give his name and address and who he is representing if other than himself; and unless the Commission grants further time, shall limit his remarks to 5 minutes per issue. 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 Commission for a maximum of 10 minutes, and later in rebuttal for a maximum of 3 minutes. All remarks shall be addressed to the Chairman and the Commission as a body and not to any member or staff person.

VIII. Hearing of Citizens Generally

IX. Old Business

X. Reports

1. **Chairman** – Mr. Kwiek
2. **Planning and Community Development** – Ms. Brown, Interim Director.
3. **Public Works and Engineering** – Mr. Barnes; Director of Public Works
4. **City Manager** – Mr. Smith
5. **City Attorney** – Mr. Meyer

XI. Adjournment

COLONIAL HEIGHTS PLANNING COMMISSION
RULES OF PROCEDURE

Article 1 – Objective of the Commission

- 1.1 The official title of this Commission shall be the Colonial Heights Planning Commission.
- 1.2 The objective of this Commission shall be to discharge those duties assigned to it pursuant to the Code of Virginia and the Code of the City of Colonial Heights, including those duties specified in the City's Charter, so as to promote the health, safety and general welfare of the citizens of Colonial Heights, Virginia.

Article 2 – Duties of the Commission

- 2.1 The Commission shall have the following duties:
 - a) To draft and submit to City Council a Master or Comprehensive Plan, and any amendments thereto, which shall show the Commission's recommendation for land use, community facilities and transportation within the city;
 - (b) To make recommendations to the City Council for the preservation of historical landmarks; for the design, location, removal, relocation and alteration of statuary or other works of art which are or may become the property of the City; and to consider and suggest the design of bridges, viaducts, airports, stadia, arenas, swimming pools, street fixtures and other public structures and appurtenances;
 - (c) To prepare and revise annually as required, a program of capital improvement projects and proposed funding for the ensuing five (5) years. Such program shall meet the requirements set forth in Section 17.8 of the City Charter and shall be delivered to the City Manager;
 - (d) To prepare and submit to Council any suggested changes to the City Zoning Ordinance (Chapter 286 of the City Code), including its recommendations regarding the rezoning of property, that Council may request or that conditions may warrant;
 - (e) To act as the subdivision platting agent for the City of Colonial Heights in accordance with the provisions of Section 17.29 of the City Charter;
 - (f) To present to Council an annual report setting forth the Commission's activities; and

- (g) To perform any other duty prescribed by the Code of Virginia or the City Code (including the City Charter), or properly assigned to it by Council.

Article 3 – Membership and Composition

3.1 The Colonial Heights Planning Commission shall consist of seven (7) voting members who shall be appointed by Council.

3.2 In addition to seven (7) voting members appointed by Council, the City Manager or his designee shall be a non-voting member.

3.3 The composition of the Commission shall meet the following criteria:

- (a) one (1) member shall be a member of the City Council and shall serve for a term coincident with his term on the Council;
- (b) one (1) member shall be a member of the Board of Zoning Appeals for a term coincident with his term on the Board;
- (c) one (1) member shall be the City Manager or his designee; and
- (d) five (5) members shall be qualified voters of the City who serve for a four (4) year term beginning the January 1 following appointment, and continuing to December 31 four years later.

3.4 Vacancies on the Commission shall be filled for unexpired portions of terms.

Article 4 – Appointments and Election of Officers

4.1 In January of each year the Commission shall annually elect a Chairman and Vice-Chairman from among the citizen members of the Commission as provided in Section 3.3(d). Such officers shall serve from January 1 to December 31 and shall be eligible for reelection.

4.2 The Commission shall annually appoint a Secretary, who may be a City employee.

4.3 The Commission shall appoint one (1) member to the Advisory Board of Recreation and Parks for a two (2) year term beginning September 1.

4.4 Vacancies in any elected office or appointment shall be filled for the unexpired portion of the term.

Article 5 – Duties of Officers

5.1 The Chairman shall:

- (a) preside at all meetings;
- (b) appoint all committee chairmen and members;
- (c) rule upon all points of order of procedure (subject to reversal by two-thirds majority of Commission members);
- (d) receive, report upon, or arrange for a report upon all official communications by the next regular meeting;
- (e) act as an ex-officio member of all committees;
- (f) ensure preparation of the annual report; and
- (g) assume any other appropriate duties.

5.2 The Vice-Chairman shall:

- (a) assume the powers, duties and responsibilities of the Chairman in cases of that individual's absence or inability to act; and
- (b) assume any other appropriate duties.

5.3 The Secretary shall:

- (a) record the minutes of all business transacted by the Commission and maintain a record of all actions;
- (b) notify all members in writing of all regular and special meetings at least five (5) days prior to the date of such meetings and include the meeting's agenda and supporting documents with each notice;

- (c) attend to the correspondence of the Commission;
- (d) prepare and publish advertisements relating to public hearings;
- (e) prepare the annual report during the first quarter of the calendar year under the direction of the Chairman;
- (f) certify any of the Commission's records; and
- (g) perform other duties as assigned.

Article 6 – Committees

6.1 All committees and committee chairmen shall be appointed by and responsible to the Commission Chairman.

6.2 The Commission shall not have standing Committees. However, after consultation with the Commission members, the Chairman may appoint special committees he deems appropriate.

Article 7 – Meetings

7.1 Unless otherwise scheduled, regular meetings of the Commission shall be held on the first Tuesday of every month at 6:00 P.M. Unless exempted by the Virginia Freedom of Information Act or other applicable law, all regular meetings and records of such meetings shall be open to the public.

7.2 The Commission may go into a closed meeting pursuant to the Virginia Freedom of Information Act.

7.3 Special meetings shall be called in writing by the Chairman or upon the written request of at least two (2) members of the Commission to the Chairman. The written notice for such special meeting shall be provided to each Commission member at least five (5) days prior to the meeting, unless each Commission member signs a written waiver of such five (5) day notice. The notice shall state the time, purpose and location of such special meeting; and the press shall be notified of the meeting at the same time as the Commission members. Matters other than those specified in the notice may be added to the agenda by the majority vote of the entire Commission.

7.4 A majority of the membership of the Commission shall constitute the quorum needed to transact business.

7.5 Commission decisions and recommendations shall be made by majority vote of all members.

7.6 Unless otherwise agreed to by the Commission, voting shall be by roll call, in which case a record of such vote shall be a part of the minutes.

7.7 The agenda for regular meetings shall consist of the following components, except any such components shall be omitted from a meeting agenda if they are not relevant to the meeting:

(a) Call to Order

(b) Roll Call

(c) Approval of Agenda

(d) Approval of Minutes

(e) Manner of Addressing the Commission

Each speaker at Commission meetings shall, in an audible voice for the record, give his name and address and who he is representing if other than himself; and unless the Commission grants further time, shall limit his remarks to 5 minutes per issue. 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 Commission for a maximum of 10 minutes, and later in rebuttal for a maximum of 3 minutes. All remarks shall be addressed to the Chairman and the Commission as a body and not to any member or staff person.

(f) Hearing of Citizens Generally

(g) Public Hearings

(h) Preliminary Plans of Development and Subdivision Plans

(i) Old Business

(j) Reports

1. Chairman
2. Director of Planning and Community Development or his designee
3. Representative of the Public Works Department
4. City Manager
5. City Attorney

(k) Adjournment

Additional items may be added to a regular meeting agenda when appropriate.

7.8 The agenda may be amended to adjust the alignment of the components identified in Section 7.7 or to make additions of other relevant issues, by a majority vote of the membership.

7.9 Applications and petitions:

- (a) Unless otherwise provided herein, all applications or petitions to be considered by the Commission at its next regular meeting shall be filed with the appropriate City department (as the Commission's designee) at least 28 calendar days preceding such meeting. Items that have been referred back to the applicant for redesign shall be filed with the appropriate City department at least 21 calendar days preceding the next meeting.
- (b) Any application or petition to be considered by the Commission shall be deemed to be filed only if it contains all information and includes any applicable fee specified in, and otherwise fully complies with, all applicable provisions of the Code of Virginia and the Code of the City of Colonial Heights.

7.10 No person shall be recognized or allowed to speak as a representative of another person or entity unless the person or entity being represented has filed with the Commission an affidavit giving his consent for such representation on the matter before the Commission.

7.11 Unless specified herein, rules of procedure at Commission meetings shall be decided by consensus. Robert's Rules of Order may be used as a guide where these Bylaws do not address a matter of procedure but shall not be considered controlling. The Chairperson shall make all rulings on points of order or procedure. The ruling of the Chairperson on any point of order or procedure may be challenged by any member, and the full Board can be asked to overturn the ruling, which may be overturned by a majority vote of all members in attendance at that meeting. Any member may raise a point of order or procedure.

7.12 The City Attorney, or in his absence the Director of Planning and Community Development, shall act as the Commission's Parliamentarian.

7.13 General Rules for presenting/speaking may be adopted by the Commission. See General Rules, attached and made part hereof.¹

Article 8 – Public Hearings

8.1 The Commission shall hold advertised public hearings on all proposed ordinances that would change the City Code, all rezoning applications, and other matters that legally require a public hearing.

8.2 The Commission may hold public hearings other than those required by law when such hearings are deemed to be in the best interest of the citizens of Colonial Heights.

8.3 At all public hearings, the main issue shall be summarized by the Chairman or by another person delegated the task by the Chairman. Interested parties shall have the privilege of speaking once on each subject, and each speaker shall be limited to five (5) minutes; except the applicant (or his representative) of the matter that is the subject of the public hearing shall be allowed to speak a second time for five (5) minutes, after all other speakers, solely to rebut or respond to comments made by others during the public hearing.

8.4 The Secretary shall maintain a record of the individuals speaking at public hearings.

Article 9 – Certification

9.1 All official papers and plans involving the authority of the Commission shall be signed by the Chairman or Vice-Chairman.

Article 10 – Suspension and Amendments

10.1 Unless inconsistent with law, the Commission may temporarily suspend any of these Rules of Procedure in whole or in part upon a majority vote of the Commission membership.

10.2 These Rules of Procedure may be amended upon a majority vote of the Commission members. Proposed amendments to these "Rules" shall not be adopted without previous notice having been given to Commission members.

[Amended January 06, 2026]

GENERAL RULES

1. The proponents and opponents of the application, or for items not on the agenda, will be requested to fill out a speaker form when required by the Chair. Failure to submit a speaker form when required by the Chair will result in the forfeiture of speaking time, unless the Commission grants special permission for good cause shown.
2. Each person appearing before the Commission is requested to state his/her name and address at the beginning of his/her presentation.
3. The Commission asks that speakers not be repetitive or redundant in their comments.
4. No rebuttal shall be permitted. Clarification may be requested by members of the Commission.
5. No “running” debates between various parties will be permitted by the Chairman.
6. Anyone having maps, graphs, pictures, etc., to present to the Commission shall either present them to the Commission from behind the speaker’s stand or pass them to the Recording Secretary or Planning Staff for distribution to the Commission. Please have at least Ten (10) copies for distribution.
7. Your cooperation in expediting matters before the Commission will be greatly appreciated.
8. Any Commissioner may call individual speakers back to the podium to answer specific and relevant questions from any Commissioner at the end of the public comment period for the item under consideration or in the period given for items not on the agenda.
9. Speakers and audience members will not be permitted to: 1. Engage in personal attacks against any person or entity; 2. Use profanity or vulgar language; 3. Campaign for public office; or 4. Promote private business ventures.

The City of Colonial Heights will attempt to make reasonable accommodations and services necessary for sensory impaired and disabled citizens giving this department a three working day notice by calling 804-520-9297.

ⁱ Highlighted text is the proposed text change



City of Colonial Heights Planning Commission
Public Meeting Schedule for the Year 2026/2027

All Meetings Begin at 6:00 P.M.

Meeting Dates

Tuesday, February 3, 2026
Tuesday, March 3, 2026
Tuesday, April 7, 2026
Tuesday, May 5, 2026
Tuesday, June 2, 2026
Tuesday, July 7, 2026
Wednesday, August 5, 2026ⁱ
Tuesday, September 1, 2026
Tuesday, October 6, 2026
Wednesday, November 4, 2026ⁱⁱ
Wednesday, December 2, 2026ⁱⁱⁱ
Tuesday, January 5, 2027

ⁱ August 4, Tuesday, is National Night Out

ⁱⁱ November 3, Tuesday, is Election Day

ⁱⁱⁱ December 1, Tuesday, is the Christmas Parade



City of Colonial Heights Planning Commission

2026/2027 Agenda Materials Deadlines for Administrative Applications*

Meeting Date

Tuesday, February 3, 2026

Tuesday, March 3, 2026

Tuesday, April 7, 2026

Tuesday, May 5, 2026

Tuesday, June 2, 2026

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Wednesday, August 5, 2026ⁱ

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Agenda Materials Deadline

Tuesday, January 6, 2026

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City of Colonial Heights Planning Commission

2026/2027 Agenda Materials Deadlines for Legislative Applications*

Meeting Date

Tuesday, February 3, 2026

Tuesday, March 3, 2026

Tuesday, April 7, 2026

Tuesday, May 5, 2026

Tuesday, June 2, 2026

Tuesday, July 7, 2026

Wednesday, August 5, 2026ⁱ

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**CITY OF COLONIAL HEIGHTS, VIRGINIA
SPECIAL MEETING OF THE PLANNING COMMISSION
City Hall, Council Chambers, 201 James Avenue
Thursday October 2, 2025
6:00 p.m.**

MINUTES

I. Call to Order

Chairman Noah Kwiek called the meeting to order at 6:00 P.M.

II. Roll Call

Commissioners Present:

Mrs. Mary Ann Hamilton
Mrs. Rita C. Schiff
Mrs. Deborah Levenson- Melvin, Vice Chairman
Mr. Mitchell Hartson
Ms. Tricia Palmer, Councilwoman
Mr. Carl “Buzz” J. Kohan, Jr
Mr. Noah Kwiek, Chairman

III. Approval of Agenda

Mr. Hartson motioned to approve the Agenda; Mrs. Levenson-Melvin seconded the motion with all Commissioners voting in the affirmative.

Approved 7-0.

IV. Appointment of Secretary

Mr. Smith shared that Mr. Joseph Carter previously served as Secretary of the Planning Commission. Staff recommended that Ms. Maxie Brown, Interim Director of Planning and Community Development, be appointed as the new Secretary.

Mrs. Schiff motioned to approve the appointment of Ms. Brown as Secretary. Mrs. Levenson-Melvin seconded. All commissioners approved.

Approved 7-0

V. Planning Commission Work Session

Old Towne Creek Rezoning: Discussion of potential rezoning of approximate 82.7 +/- Acres parcel located in the Mt. Pleasant Acres Subdivision to RH- High Residential District; and the potential land use change to Residential Multi-Family of an approximate 26.70 +/- acres of the 82.7 +/- acre parcel.

Ms. Brown summarized the rezoning request as a rezoning request by Roslyn Farm Corporation, consisting of a total of 17 parcels of land, ranging in lot size as small as 13,000 sq. ft. to the larger parcel, with 72 acres. The property is currently vacant. The Developer of the proposed project is Rogers-Chenault, Inc., Mechanicsville, Virginia; Engineering services are provided by the Bay Companies, Civil Engineers, Mechanicsville, Virginia. As proposed, the subdivision will be accessed via Conduit Road. The proposed street accessing the subdivision will be Mount Pleasant Drive, located and principally accessed off Conduit Road near Elmwood Drive. A right-in and right-out only is proposed to serve the development as well as connections to Greenwood Avenue and Cedarwood Avenue, located in the existing Mount Pleasant Subdivision.

Ms. Brown reported the requested rezoning is from RL Residential Low Density to RH Residential High Density, subject to a Proffer Statement. The conceptual plan shows a total of 72 townhouses and 36 single family dwellings located on 26 acres \pm with the residue (56 acres \pm) to remain undeveloped. Ms. Brown summarized the proffer statement and traffic impact analysis dated August 2025, prepared by Gorove/Slade Associates, and agency comments.

Ms. Brown reported that the Comprehensive Plan Land Use designates these properties as predominately "Parks and Open Space", with a description as follows: "Public and Open Space". The proposed rezoning would also change the Comprehensive Land Use Map classification from Low Density Residential to Residential Multi-family for 9.22 acres \pm , as shown on the map on screen. This rezoning would also change the Land Use Map Designation of the northern portion of Parcel #68170000018 from Public and Open Space to Residential Multi-Family (17.48 acres \pm) and amend the Land Use Map accordingly. The remaining area of parcel #68170000018, consisting of approximately 56 acres \pm , would remain unchanged as Public and Open Space.

Chairman Kwiek announced that a work session does not include a public comment period.

Mr. Hartson stated that the Comprehensive Plan does encourage additional homes but also encourages a small-town flavor.

Ms. Schiff stated there was a rumor regarding Section 8 vouchers and Section 8 can be used anywhere in the city. In addition, this property is currently zoned low density residentially and can be developed residentially under by-right development.

Chairman Kwiek stated that he also conducted research and found that Section 8 in Colonial Heights is handled by the Chesterfield Housing Authority and currently there are several

low-income housing projects listed, which include Colonial Ridge Apartments, Dunlop Farms Senior Apartments, Oaks of Dunlop Farms, and Terrace View Apartments. He also noted that RCI Builders are known all over the state and there is nothing that connects this builder to Section 8, noting they build mostly individual homes and over 55 communities.

Ms. Palmer stated that Section 8 is based on income; further, anyone can rent their residence after five years. Ms. Palmer stated that based on the average Section 8 voucher, it is unlikely, if not impossible, for them to afford the rental of a residence in the price range of \$300,000.

Discussion ensued regarding existing housing in Colonial Heights and what is going on in Chesterfield with many developments with townhouses and condominiums.

Mrs. Palmer stated her biggest concern with the rezoning is increased traffic, and options should be explored to keep the traffic out of the existing neighborhood.

Discussion ensued regarding increased traffic on Conduit Road, noting there is also the new Briar Cliff neighborhood, with an additional 39 homes, adding more traffic on Conduit Road.

Ms. Hamilton questioned the grinder pumps. Mr. Ryan indicated that the individual homes would have grinder pumps in the basement and the wastewater would be pumped up to the pumping station. She questioned overflow parking on holidays. Mr. Todd Rogers, President of RCI, stated that the garages would be used for parking, as well as on-street parking for visitors and overflow parking, noting the 32' wide street would accommodate parking on one side and a sidewalk on the other side of the street.

Mr. Kwiek questioned whether the 32' wide street met requirements; Ms. Brown responded that the minimum street width is 30'; so it exceeds minimum standards and has been reviewed and approved by the Fire Department. Discussion ensued parking and traffic. Mr. Rogers indicated the road was designed to accommodate pedestrians and vehicular traffic.

Chairman Kwiek asked about HOA covenants. The applicant stated they would provide an example of what the covenants will look like.

Mr. Kohan questioned whether there would be a 50' right-of-way. Mr. Ryan indicated yes, the total right of way would be 50' which includes sidewalks, landscaping, etc.

Ms. Hamilton thanked the developer for retaining existing trees and the 50' buffer.

Mr. Kohan expressed concern regarding the 60' wide lots; noting it was going to be very tight.

Chairman Kwiek requested a district zoning map and school enrollment data for the schools at the next meeting. He questioned how this development would impact the CIP and the

expansion of Tussing and Lakeview schools. Mr. Hartson questioned the student increase figure of 43 noting that it seemed low. Ms. Levenson-Melvin stated that according to the Comprehensive Plan, Tussing was built in 1975 with an enrollment of 600 students. Today, the enrollment is 600 plus. She indicated that according to the National Center of Education, as of 2023, there are 649 students enrolled at Tussing with a ratio of 14 students per teacher. Therefore, she did not believe the school would be an issue.

Mr. Kohan noted a correlation between the number of bedrooms and number of children and school enrollment. He questioned how many bedrooms would be in the single-family dwellings; Mr. Rogers responded 2-3 bedrooms with a potential for a fourth, with several options. Mr. Rogers indicated they intend to be the builder throughout the project; but if something changed, the new builders would still be bound by the proffers.

Mrs. Palmer stated that factors contributing to the increase in townhouse ownership is turn-key living, no grass cutting and lawn maintenance and not having the maintenance of a large home and offers options for young families.

Chairman Kwiek questioned if there would be increased demand and/or issues with the existing pump station. Mr. Ryan stated he would research this and report at the next meeting.

Ms. Schiff noted the proposed development will produce real estate and personal property taxes and could have positive impacts for the city. Ms. Palmer agreed, noting that new revenue needs to be generated to meet inflation rates and overall increased costs.

Discussion ensued concerning additional runoff and water being directed away from the flooding areas on Conduit Road. Mr. Ryan responded some of the water will be routed into the RPA which does not require that the city contact the Corps. of Engineers. Further, maintenance activities and stormwater runoff out-falling to a floodplain are allowable activities.

Mr. Kohan questioned the retaining wall design. The applicant responded the wall would be approximately 8', with a stone veneer; and a design will be provided prior to the next meeting.

Chairman Kwiek questioned whether a traffic study would be required for the left turns onto Yacht Basin and the impact on traffic lights. Ms. Brown indicated she would research this matter.

Chairman Kwiek questioned Fire and EMS and Police Department input. Ms. Brown responded that there were Fire and EMS comments which were addressed in earlier submissions. Following discussion, the consensus was to follow-up with these agencies regarding whether the proposed development would necessitate the need for additional staffing.

Mr. Hartson requested that the staff report include a recommendation for denial or approval.

Ms. Levenson-Melvin stated she found it very helpful to go online and view the interactive maps. She requested clarification on which maps will be changed. Mr. Smith responded both the proposed land use map and zoning map.

Ms. Schiff stated the property was formerly zoned industrial and rezoned at some point.

Chairman Kwiek thanked the applicant for preserving the 56 acres and making a significant effort to preserve the RPA areas, with the exception of a portion of the trail system. He questioned whether backyard fences would be provided during construction. The applicant responded that fences would be placed where the units break and that it would eventually be up to the homeowner to construct a fence on their property.

Mr. Kwiek noted the sidewalk does not connect to Conduit. Mr. Rogers stated that a sidewalk would be provided to connect to Conduit.

Ms. Brown stated that staff would work on providing additional information and materials prior to the next meeting.

Ms. Levenson-Melvin summarized the 2025 Community Survey results, which indicated that many respondents described the city as suburban. The survey recognized the importance of land development to provide projects and services for city residents; 24% of respondents favored development and redevelopment in the city to generate tax revenue for the city. She noted there were misconceptions, such as many properties in the City are rentals and, in fact, most are owned, and townhouses are not always rentals. Ms. Levenson-Melvin stated there is a big stigma about Section 8 and her mother was a recipient of a Section 8 voucher, noting there are those that walk among us that look for resources to live in adequate housing. Mr. Kwiek requested that staff provide the results of the community survey as part of the staff updates for the next meeting. Ms. Palmer requested that this information also be made part of City Council's packet.

Discussion ensued regarding affordable housing. Mr. Kwiek emphasized the importance of making sure that residents and citizens are educated and have all the facts and reliable information with regard to this project.

VI. Adjournment –

Mr. Hartson motioned to adjourn the meeting; Councilwoman Palmer seconded and all commissioners approved. Mr. Kwiek adjourned the meeting at 7:45 pm.

X

Mr. Noah Kwiek
Chairman

X

Ms. Maxie Brown.
Secretary



**CITY OF COLONIAL HEIGHTS, VIRGINIA
MEETING OF THE PLANNING COMMISSION
City Hall, Council Chambers, 201 James Avenue
Wednesday, December 3, 2025
6:00 p.m.**

MINUTES

I. Call to Order

Chairman Noah Kwiek called the meeting to order at 6:00 p.m.

II. Roll Call

Commissioners Present:

- Mrs. Mary Ann Hamilton
- Mrs. Rita C. Schiff
- Mrs. Deborah Levenson-Melvin, Vice Chairman
- Mr. Mitchell Hartson
- Mr. Carl “Buzz” J. Kohan, Jr.
- Mr. Noah Kwiek, Chairman

Councilwoman Tricia Palmer requested permission to attend the meeting remotely from Willemstad, Curacao due to personal reasons (vacation). Mrs. Schiff made a motion to allow Councilwoman Palmer to join the meeting remotely. Mrs. Levenson-Melvin seconded the motion. Upon roll call vote, the motion was unanimously approved.

Vote: 6–0

Ms. Tricia Palmer, Councilwoman (Remote)

Commissioners Absent: None

III. Approval of Agenda

Mr. Hartson motioned to approve the agenda. Mrs. Levenson-Melvin seconded the motion, and all commissioners approved.

Vote: 7–0

IV. Approval of Minutes for the November 5, 2025 Meeting

Mr. Hartson motioned to approve the minutes of the November 5, 2025 meeting. Mrs. Schiff seconded the motion, and all commissioners approved.

Vote: 7–0

V. Manner of Addressing the Commission

Each speaker at Commission meetings shall, in an audible voice for the record, state his or her name and address and identify whom he or she represents, if other than himself or herself. Unless the Commission grants further time, remarks shall be limited to five (5) minutes per issue. The main

proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Commission for a maximum of ten (10) minutes, and later in rebuttal for a maximum of three (3) minutes. All remarks shall be addressed to the Chairman and the Commission as a body and not to any individual member or staff person.

Mr. Meyer, City Attorney, read aloud the manner of addressing the Planning Commission.

VI. Hearing of Citizens Generally

None.

VII. Staff Update on Upcoming Amendments to § 286-326 COD Chesapeake Bay Overlay District

Ms. Brown, Interim Director of Planning and Community Development, presented an overview of the mandatory changes to the City's zoning ordinance § 286-326 COD Chesapeake Bay Overlay District. These updates include requirements related to preserving mature vegetation/trees and coastal resiliency.

Ms. Brown explained that the coastal resiliency amendment will require resiliency assessments for projects in the Resource Protection Area (RPA), considering sea-level rise and flooding impacts. The mature trees amendment mandates the preservation of existing trees or the planting of new trees within RPAs. She further stated that draft ordinance amendments are expected from the Department of Environmental Quality (DEQ), with a public hearing tentatively planned for early 2026.

Chairman Kwiek asked for the definition of "mature trees" under the ordinance. Ms. Brown responded that she did not have the definition available at the meeting but noted that the proposed amendments include an expanded definitions section that will define "mature trees." Chairman Kwiek expressed concern that these amendments could potentially hinder development due to the limited availability of land for new development in the City.

Mrs. Hamilton asked whether the ordinance amendments apply only to development within the RPA or citywide. Ms. Brown clarified that the amendments apply only to development within the RPA, though the City may pursue other beautification initiatives outside of the RPA. Mrs. Hamilton expressed disappointment at the number of trees being removed throughout the City and concern that newly planted trees are often not properly maintained. She stressed the need for an arborist for the City.

Mr. Hartson asked whether the ordinance would require tree planting if a proposed project, such as a hotel, involved the removal of existing trees. Ms. Brown clarified that tree planting would be required if the project is located within the RPA.

VIII. Old Business

Old business discussions included enforcement of landscaping requirements and crosswalk safety improvements. Chairman Kwiek referenced the Go Car Wash on the Boulevard, noting that while vegetation was installed as a buffer screen, it has not been adequately maintained, defeating the intent of the buffer requirement. He asked about enforcement protocols to ensure that landscaping requirements are not only met during initial project approval but are also properly maintained over time.

Mr. Smith responded that staff would need to regroup and follow up with the Commission on this matter.

IX. Reports

1. Chairman – Mr. Kwiek

Chairman Kwiek thanked Vice Chairman Mrs. Levenson-Melvin for presiding over meetings during his recent absence due to a family emergency.

2. Planning and Community Development – Ms. Brown, Interim Director

None.

3. Public Works and Engineering – Mr. Barnes, Director of Public Works

Mr. Barnes provided updates on the following ongoing projects:

- High School sidewalks: anticipated completion February 2026
- Appomattox River Greenway Trail: Phase V has begun
- Roundabout flagpoles: bid currently under review

Mrs. Hamilton requested an update on the leaf removal project. Mr. Barnes stated that work is currently underway in the Conduit Road North area and that recent rains have caused minor delays. He added that crews are expected to return to regular operations soon. Mrs. Hamilton noted that parked vehicles in older neighborhoods hinder effective curb and gutter cleaning and suggested the City consider posting signs to notify residents of scheduled leaf removal dates.

Commissioners asked clarification questions regarding the High School sidewalk project, including location, maintenance responsibilities, lighting, and crosswalk striping. Mr. Smith suggested staff provide the Commission with a map showing planned sidewalk improvements on both sides of the road.

4. City Manager – Mr. Smith

Mr. Smith thanked the Planning Commission for rescheduling its regular meeting due to the Christmas parade and noted good attendance at the event the previous evening.

Mr. Smith informed the Commission that the Board of Zoning Appeals is scheduled to meet the following day to review a variance request for a seven-foot-tall fence in the front yard of a property located at 439 Jennick Drive, which had previously come before the Planning Commission for a Special Use Permit.

Mr. Kohan requested updates on the Kroger project. Mr. Smith stated that the project is active and staff is working with the applicant on pending approvals. Mr. Kohan also asked about the Sherwood Hills swimming pool project. Mr. Smith reported there were no updates at this time.

Mr. Hartson asked whether Roslyn Farms (referencing the former Old Towne Creek project) could be developed as single-family dwellings. Mr. Smith deferred to Ms. Brown, who stated that the property could be developed for single-family dwellings by right, provided all zoning ordinance requirements are met. The project would require Site Plan approval, which would come before the Planning Commission.

5. City Attorney – Mr. Meyer

Mr. Meyer discussed the possibility of future charter changes and requested feedback from the Commission on removing the requirement for mandatory monthly meetings. The Commission discussed the pros and cons, meeting frequency of other volunteer boards, and the Commission's role considering the upcoming Comprehensive Plan update in 2026. The matter was tabled for future

discussion pending additional information.

Mrs. Levenson-Melvin proposed that departments share their strategic plans with the Commission to provide context during Comprehensive Plan review. She also thanked Mr. Barnes for meeting with Mr. Rooney from the Colonial Heights Historic Commission regarding dam restoration work.

X. Adjournment

Mrs. Schiff motioned to adjourn the meeting. Mrs. Levenson-Melvin seconded the motion, and all commissioners approved. Chairman Kwiek adjourned the meeting at 6:45 p.m.

X

Mr. Noah Kwiek
Chairman

X

Ms. Maxie Brown.
Secretary



2025 ANNUAL REPORT CITY OF COLONIAL HEIGHTS PLANNING COMMISSION

I. 2025 MEMBERS OF THE PLANNING COMMISSION

Mr. Noah Kwiek, Chairman
Mrs. Deborah Levenson-Melvin Vice Chairman
 Planning Commission Representative on the Architectural Review Board
Mrs. Tricia Palmer,
 City Council Representative on Planning Commission
Mrs. Rita Schiff,
 Planning Commission Representative on the Parks and Recreation Advisory Board
Mr. Carl “Buzz” Kohan,
 Planning Commission Representative on the Board of Zoning Appeals
Mrs. Mary Ann Hamilton
Mr. Mitchell Hartson

II. 2025 PLANNING COMMISSION MEETINGS

All meetings are regularly scheduled meetings unless otherwise specified.

January 07, 2025	July 01, 2025
February 04, 2025	August 06, 2025
March 04, 2025	September 03, 2025
April 01, 2025	October 02, 2025 (Special Meeting)
May 06, 2025	October 07, 2025
May 28, 2025 (Special Meeting)	November 05, 2025
June 03, 2025	December 03, 2025

Regular meetings of the Planning Commission

Planning Commissioners	Virtual participation	Absent
Mr. Noah Kwiek	2	3
Mrs. Deborah Levenson-Melvin		
Mrs. Tricia Palmer	2	
Mrs. Rita Schiff		
Mr. Carl “Buzz” Kohan,		1
Mrs. Mary Ann Hamilton		
Mr. Mitchell Hartson		1

Special meetings of the Planning Commission

Planning Commissioners	Virtual participation	Absent
Mr. Noah Kwiek		
Mrs. Deborah Levenson-Melvin		
Mrs. Tricia Palmer		
Mrs. Rita Schiff		
Mr. Carl “Buzz” Kohan,		
Mrs. Mary Ann Hamilton		
Mr. Mitchell Hartson		

III. RESOLUTIONS ACTED ON BY THE PLANNING COMMISSION

PC Resolution No. 24-02; Ordinance No. 24-25

JoAnn Bogese and C. Richard Bogese, Jr. requested a special use permit to allow for a commercial indoor sports and recreation use at 206 Temple Ave., also known as parcel identification #56000100046, which consists of 1.23 acres and is zoned as Residential Office District.

Approved 4-0 on 01/07/2025

Absent: Mr. Hartson and Mr. Kwiek

PC Resolution No 25-01

City’s proposed FY2026-2030 Capital Improvement Plan (CIP)

Approved 6-0 on 03/04/2025

Absent: Mr. Carl “Buzz” J. Kohan, Jr

PC Resolution No 25-02

Add the Southpark Boulevard Sidewalks project and Charles Dimmock Sidewalks projects to Fiscal Year 2026-2027 of the Fiscal Years 2026-2030 Capital Improvement Plan (CIP)

Approved 7-0 on 05/06/2025

PC Resolution 25-03; Ordinance No. 25-12

Amending Chapter 286, Zoning, of the Colonial Heights City Code by adding a new Article VII, Signs, which regulates the duration and placement of signs in the City; amending Chapter 286 by repealing § 286-524 through 286-524.92 of the City Code; and amending § 286-612 of Chapter 286 by specifying a maximum duration and a uniform fee for all temporary signs.

Approved 7-0 on 06/03/2025

PC Resolution No. 25-04, Ordinance No. 25-15

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”; amends § 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

Approved 7-0 on 08/06/2025

PC Resolution 25-05, Ordinance No 25-16

A request to grant a Special Use Permit to Duane Rankin, on behalf of American Behavioral Health Group, for the installation of 135-foot, 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. Also known as Parcel Identification No.68215600001, the property comprised of approximately 3.32 acres and zoned GB (General Business).

Approved 7-0 on 09/03/2025

PC Resolution 25-06, Ordinance No 25-18

To recommend that the City Council approve Ordinance No. 25-18, to change from Residential Low Density-Single Family to Residential Multi-Family the Comprehensive Plan Land Use Map classification of an approximately 9.22-acre \pm parcel of property owned by Roslyn Farm Corporation, which include parcel identification numbers: 6813180J010 also known as Lot 10, Block J, Mt Pleasant Acres; 6813180J011 also known as Lot 11, Block J, Mt. Pleasant Acres; 6813180J012 also known as Lot 12, Block J, Mt. Pleasant Acres; 6813180J013 also known as Lot 13, Block J, Mt. Pleasant Acres ; 6813180J014 also known as Lot 14, Block J, Mt. Pleasant Acres; 6813180J015 also known as Lot 15, Block J, Mt. Pleasant Acres; 6813180J016 also known as Lot 16, Block J, Mt. Pleasant Acres; 6813200G010 also known as Lot 10, Block G, Mt. Pleasant Acres; 6813200G011 also known as Lot 11, Block G, Mt. Pleasant Acres; 6814200G009 also known as Lot 9, Block G, Mt. Pleasant Acres; 6815120M010 also known as Lot 10, Block M, Mt. Pleasant Acres; 6815120M011 also known as Lot 11, Block M, Mt. Pleasant Acres; 6815120M012 also known as Lot 12, Block M, Mt. Pleasant Acres; 6815120M013 also known as Lot 13, Block M, Mt. Pleasant Acres; 6815120M014 also known as Lot 14, Block M, Mt. Pleasant Acres; and 6815120M015 also known as Lot 15, Block M, Mt. Pleasant Acres; and to amend the Land Use Map accordingly. To also change from Public and Open Space to Residential Multi-Family the Comprehensive Plan Land Use Map classification of the northern approximate 17.48 \pm acres of parcel identification number 68170000018 also known as Lot 18, Block 71.88 \pm A; and to amend the Land Use Map accordingly.

Denied 4-3 on 10/07/2025

PC Resolution 25-07, Ordinance No 25-19

To recommend that the City Council approve Ordinance No. 25-19, to change from RL – Low Density Residential District to RH –High Density Residential District the zoning classification of an 82.7 \pm acre parcel of property consisting of 17 parcel identification numbers owned by Roslyn Farm Corporation, including 68170000018 also known as Lot 18, Block 71.88 \pm A; 6813180J010 also known as Lot 10, Block J, Mt Pleasant Acres; 6813180J011 also known as Lot 11, Block J, Mt. Pleasant Acres; 6813180J012 also known as Lot 12, Block J, Mt. Pleasant Acres; 6813180J013 also known as Lot 13, Block J, Mt.

Pleasant Acres ; 6813180J014 also known as Lot 14, Block J, Mt. Pleasant Acres; 6813180J015 also known as Lot 15, Block J, Mt. Pleasant Acres; 6813180J016 also known as Lot 16, Block J, Mt. Pleasant Acres; 6813200G010 also known as Lot 10, Block G, Mt. Pleasant Acres; 6813200G011 also known as Lot 11, Block G, Mt. Pleasant Acres; 6814200G009 also known as Lot 9, Block G, Mt. Pleasant Acres; 6815120M010 also known as Lot 10, Block M, Mt. Pleasant Acres; 6815120M011 also known as Lot 11, Block M, Mt. Pleasant Acres; 6815120M012 also known as Lot 12, Block M, Mt. Pleasant Acres; 6815120M013 also known as Lot 13, Block M, Mt. Pleasant Acres; 6815120M014 also known as Lot 14, Block M, Mt. Pleasant Acres; 6815120M015 also known as Lot 15, Block M, Mt. Pleasant Acres; and to amend the Zoning Map accordingly.

Denied 4-3 on 10/07/2025

PC Resolution No. 25-08; Ordinance No. 25-21

Amending Chapter 286, Zoning, of the City Code by amending § 286-500.04 to allow the keeping of three female chickens and associated structures in the RL Low Density Residential district as an accessory use.

Approved 6-0 on 11/05/2025

IV. PLANS OF DEVELOPMENT / PRELIMINARY SITE PLANS

PD 25-01 114 Southpark Circle; Kroger

An application, by Robertson Loia Roof, PC on behalf of Kroger Mid-Atlantic (the “Developer”) to approve a preliminary plan of development for a 109,720 sq. ft. grocery store building and a 184 sq. ft. gasoline station building in the GB – General Business zoning district at 114 Southpark Circle, also known as parcel identification numbers 68204700013 and 68054700016.

Approved 7-0 on 05/06/2025

PD 25-02 119 Temple Lake Drive; East Coast Appliance

An application, by Balzer and Associates INC on behalf of East Coast Appliance (the “Developer”) to approve a preliminary plan of development for a 16,250 sq. ft. one-story appliance retail store in the General Business zoning district at 119 Temple Lake Drive, also known as parcel identification number 68204800006.

Approved 7-0 on 05/06/2025

V. MISCELLANEOUS

- Updating the City’s Comprehensive Plan in 2026
 - During the regular July PC meeting, Planning Director, Mr. Carter shared a presentation outlining the steps for updating the Comprehensive

Master Plan suggesting that the Commission review the plan in sections rather than all at once.

- Mrs. Maxie Brown was appointed Interim Director of Planning and Community Development in September 2025
- Planner, Ms. Prarthana Rao was designated Zoning Administrator and acting Assistant Director in September 2025 and was promoted as Assistant Director of Planning and Community Development in November 2025.