



# COLONIAL HEIGHTS CITY COUNCIL AGENDA

201 James Avenue, Colonial Heights, VA

## REGULAR MEETING CITY HALL

### Council Members

Elizabeth G. Luck  
Tricia L. Palmer  
Craig R. Skalak  
Brad E. Slaybaugh  
John T. Wood  
John E. Piotrowski,  
Vice-Mayor  
T. Gregory Kochuba,  
Mayor

January 13, 2026

7:00 PM

1. Call To Order
2. Roll Call
3. Devotion - The Honorable Craig R. Skalak
4. Pledge Of Allegiance
5. Adoption Of Agenda
6. Declarations Of Personal Interest
7. Commendations And Presentations
  - A. Fire Department Presentation - First Responder Supply Bag Donation
  - B. Recognition Of Senior Police Officer Rocky Navarro For His Exemplary Service
8. Reading Of Manner Of 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 one time 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.
9. Written Petitions And Communications By Members Of The Public And Council Members
10. Advertised Public Hearings:
11. Hearing Of Citizens Generally On Non-Agenda Items
12. Consideration Of Uncontested Minutes, Ordinances, Resolutions, And Motions In Accordance With The Consent Agenda
  - A. AN ORDINANCE NO 25-FIN-17

*(Second Reading)* To amend the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$40,878 consisting of: 1) \$225 in donations to Human Services and to Miscellaneous; 2) \$2,953 in additional

grant funds from the Virginia Department of Environmental Quality to Nondepartmental and to Intergovernmental Revenue; 3) \$1,700 in funding from Virginia Department of Emergency Management to Public Safety and to Intergovernmental Revenue; 4) \$33,500 in Federal Asset Forfeiture to Public Safety and to Intergovernmental Revenue; and 5) \$2,500 in Restricted Fund Donation Balance to Public Safety and to Miscellaneous.

Documents:

[EX SUM ORD 25-FIN-17.PDF](#)  
[ORD 25-FIN-17 RECAP.PDF](#)  
[AN ORD NO. 25-FIN-17.PDF](#)

B. December 16, 2025 Special Meeting Minutes

Documents:

[DECEMBER 16 SPECIAL MTNGFINAL.PDF](#)

C. December 16, 2025 Regular Meeting Minutes

Documents:

[DECEMBER 16 REGULAR MTNGFINAL.PDF](#)

D. April 22, 2025 Special Meeting Minutes

Documents:

[APRIL 22 SPECIAL MTNGFINAL.PDF](#)

E. Council Retreat Minutes February 21-22, 2025

Documents:

[COUNCIL RETREAT MINUTES FEBRUARY 21-22 2025.PDF](#)

13. Introduction And Consideration Of Ordinances And Resolutions

A. AN ORDINANCE NO 26-1

*(First Reading)* To add a new Deputy IV Class Specification and Job Description and adopt a revised General Pay Plan Class and Salary Range that changes the Assistant City Manager title to Deputy City Manager; removes the asterisk symbol next to the City Manager and City Attorney titles; increases the Minimum and Maximum Pay Range for the Executive level; and adopts the corresponding job description and class specifications for Deputy IV.

Documents:

[EX SUM ORD NO. 26-1.PDF](#)  
[GENERAL PAY PLAN CLASS AND SALARY RANGE 2-10-2026.PDF](#)  
[AN ORDINANCE NO 26-1.PDF](#)

B. AN ORDINANCE NO 26-FIN-1

*(First Reading)* To amend the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$282,667 consisting of: 1) \$60,083 in Cooperative Agreement funding from the Virginia Opioid Abatement Authority to Health and Social Services and to Intergovernmental Revenue; 2) \$137,196 in grant funds administered by the Department of Criminal Justice Services to Public Safety and to Intergovernmental Revenues; 3) \$1,900 in funding from Old Dominion EMS Alliance to Public Safety and to Intergovernmental Revenue; 4) \$5,000 in Help Eliminate Auto Theft Grant funding from the Virginia State Police to Public Safety and to Intergovernmental Revenue; and 5) \$78,528 in Virginia Health Department reimbursement funds to Debt & Transfers and Intergovernmental Revenues.

The General Fund Budget is also amended by transferring \$10,000 from Nondepartmental to General & Financial.

The Capital Projects Fund Budget is also amended by transferring \$78,528 from the General Fund to Miscellaneous and to City Hall Complex Improvements (formerly Health Department Building Renovations).

The Recreation Activity Fund is also amended by appropriating \$10,000 in Grant funding to Miscellaneous & Fund Balance and to Operating Expenses.

Documents:

[EX SUMMARY 26-FIN-1.PDF](#)  
[ORDINANCE NO. 26-FIN-1 RECAP.PDF](#)  
[AN ORDINANCE NO. 26-FIN-1.PDF](#)

C. A RESOLUTION NO 26-1

Specifying the regular meeting dates of the Colonial Heights City Council.

Documents:

[EX SUMMARY RESO 26-1.PDF](#)  
[A RESOLUTION NO 26-1.PDF](#)

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

15. Reports Of Officers And Documents Related Thereto

A. City Manager

1. General Activity Report

Documents:

[EX SUM CM ACTIVITY REPORT.PDF](#)  
[DATES OF INT - JANUARY 2026.PDF](#)

2. City Of Colonial Heights Audit Statement

**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 audits for the fiscal years ending June 30, 2024 and June 30, 2025 are pending. The major factor for the delay of the audits is: delay in completion of the audit for the fiscal year ending June 30, 2023 and additional work after financial system conversion resulting in significant delay in the year-end close and audit work for the fiscal year ending June 30, 2024, which consequently resulted in a delay in the year-end close and audit work for the fiscal year ending June 30, 2025. Our estimated date of completion for the 2024 audit report is February 10, 2026 and the estimated date of completion for the 2025 audit report is June 30, 2026.

B. City Attorney

C. Director Of Planning And Community Development

1. Planning Boards & Commission Summary

Documents:

[EX SUM PLANNING SUM 01\\_2026.PDF](#)  
[08\\_2025 PC ANNUAL REPORT.PDF](#)  
[202601\\_PC\\_PLANNING SUMMARY.PDF](#)

16. Adjournment



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** January 13, 2026

**ITEM:** ORDINANCE NO. 25-FIN-17 (Second Reading)

To amend the General Fund Budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, by appropriating \$40,878 consisting of 1) \$225 in donations to Human Services and to Miscellaneous; 2) \$2,953 in additional grant funds from the Virginia Department of Environmental Quality to Nondepartmental and to Intergovernmental Revenue; 3) \$1,700 in funding from Virginia Department of Emergency Management to Public Safety and to Intergovernmental Revenue; 4) \$33,500 in Federal Asset Forfeiture to Public Safety and to Intergovernmental Revenue; and 5) \$2,500 in Restricted Fund Donation Balance to Public Safety and to Miscellaneous.

**DEPARTMENT:** Finance

**INTRODUCED AND SPONSORED BY:** City Manager.

**PROPOSED ACTION:** This item is for second reading of requested budgetary appropriations.

**BACKGROUND:** The Office on Youth has received \$225 in private donations to support the Shoe Fund.

The City has received an additional \$2,953 in Grant funds from the Department of Environmental Quality for litter prevention and recycling program activities. This brings the total grant award from the Department of Environmental Quality to \$9,953.46 for the current fiscal year.

The Emergency Management Department has received \$1,700 in Radiological Emergency Preparedness Program Grant funds from the Virginia Department of Emergency Management for upgrades to the Emergency Operations Center.

The Police Department received \$33,500 in Federal Asset Forfeiture funds given for participation in the Virginia State Police Task force and is requesting to appropriate those funds to purchase a replacement vehicle for the assigned task force officer.

Staff is requesting to appropriate \$2,500 from the Restricted Adopt-A-COP fund donation balance to the Auxiliary Police to support Colonial Heights Police Staff with significant non-work related challenges.

This item was reviewed and approved on first reading at the Regular City Council meeting on December 16, 2025.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was: ☐ included ☒ not included in the current-year budget ☐ N/A

**RECOMMENDATION:** Staff recommends approval of Ordinance No. 25-FIN-17.

**ATTACHMENTS:** Ordinance No. 25-FIN-17 Recap; An Ordinance No. 25-FIN-17

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☐ Staff will provide brief comments and answer questions on this item at the meeting.
- ☒ This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

	Add'l Litter Control Grant Public Works	VDEM Funds Emergency Management	Fund Balance Donation Auxilliary Police	Shoe Fund Donation OOY	Federal Asset Forfeiture Police Department	Total
<b>GENERAL FUND</b>						
<u>REVENUE:</u>						
General Property Taxes						-
Other Local Taxes						-
Licenses, Permits & Fees						-
Fines and Forfeitures						-
Use of Money & Property						-
Intergovernmental Revenues	2,953.00	1,700.00			33,500.00	38,153.00
Charges for Current Services						-
Miscellaneous			2,500.00	225.00		2,725.00
Total	2,953.00	1,700.00	2,500.00	225.00	33,500.00	40,878.00
<u>EXPENDITURES:</u>						
Legislative						-
General & Financial						-
Judical Administration						-
Public Safety		1,700.00	2,500.00		33,500.00	37,700.00
Public Works						-
Health and Social Services						-
Recreation & Culture						-
Community Development						-
Human Services				225.00		225.00
Nondepartmental	2,953.00					2,953.00
Debt & Transfers						-
Total	2,953.00	1,700.00	2,500.00	225.00	33,500.00	40,878.00

AN ORDINANCE NO. 25-FIN-17

To amend the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$40,878 consisting of: 1) \$225 in donations to Human Services and to Miscellaneous; 2) \$2,953 in additional grant funds from the Virginia Department of Environmental Quality to Nondepartmental and to Intergovernmental Revenue; 3) \$1,700 in funding from Virginia Department of Emergency Management to Public Safety and to Intergovernmental Revenue; 4) \$33,500 in Federal Asset Forfeiture to Public Safety and to Intergovernmental Revenue; and 5) \$2,500 in Restricted Fund Donation Balance to Public Safety and to Miscellaneous.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. Section 1 of Ordinance No. 25-FIN-15, the General Fund Budget, is hereby amended and re-ordained as follows:

a. The budget designated the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, is hereby adopted; and subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	\$ 247,863	
General and Financial Administration	6,603,956	
Judicial Administration	6,602,030	
Public Safety	18,222,216	18,259,916
Public Works	7,298,434	
Health and Social Services	1,898,624	
Culture and Recreation	3,241,529	
Community Development	918,560	
Human Services	561,399	561,624
Nondepartmental	866,812	869,765
Debt Service & Transfers Out	<u>36,142,569</u>	
TOTAL	\$ 82,603,992	82,644,870

b. The foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2025:

General Property Taxes	\$ 32,694,222	
Other Local Taxes	25,884,610	
Licenses, Permits & Fees	4,758,624	
Fines and Forfeitures	299,910	
Use of Money & Property	348,022	
Intergovernmental Revenues	9,547,747	9,585,900
Charges for Current Services	3,300,551	
Miscellaneous	<u>5,770,306</u>	5,773,031



TOTAL \$~~82,603,992~~ 82,644,870

2. This ordinance shall be effective upon approval on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Councilwoman:

\_\_\_\_\_

The Honorable Tricia L. Palmer, Councilwoman:

\_\_\_\_\_

The Honorable Craig R. Skalak, Councilman:

\_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman:

\_\_\_\_\_

The Honorable John T. Wood, Councilman:

\_\_\_\_\_

The Honorable John E. Piotrowski, Vice-Mayor:

\_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor:

\_\_\_\_\_

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Councilwoman:

\_\_\_\_\_

The Honorable Tricia L. Palmer, Councilwoman:

\_\_\_\_\_

The Honorable Craig R. Skalak, Councilman:

\_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman:

\_\_\_\_\_

The Honorable John T. Wood, Councilman:

\_\_\_\_\_

The Honorable John E. Piotrowski, Vice-Mayor:

\_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor:

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney

CITY OF COLONIAL HEIGHTS, VIRGINIA  
Special Meeting of City Council  
Tuesday, December 16, 2025

1. Call to Order.

The Special Meeting of the City Council was called to order by Mayor Kochuba at 6:15 P.M.

2. Roll Call.

Present: Councilwoman Elizabeth G. Luck  
Councilwoman Tricia L. Palmer  
Councilman Craig R. Skalak  
Councilman Brad E. Slaybaugh  
Councilman John T. Wood  
Vice Mayor John E. Piotrowski  
Mayor T. Gregory Kochuba

Absent: None

Also Present: Mr. Douglas E. Smith, City Manager  
Mr. Andrew A. Meyer, City Attorney  
Mrs. Pamela B. Wallace, City Clerk

3. Declarations of Personal Interest

There were none.

The Clerk announced the purpose of the closed meeting.

4. Closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- Paragraph A.1 of Section 2.2-3711, to discuss or consider appointments to the Board of Zoning Appeals, Board of Directors of Central Virginia Waste Management Authority, Board of Directors of the Economic Development Authority, Board of Fire Prevention Code Appeals, Personnel Board, and Friends of the Lower Appomattox.

A motion to convene in a closed meeting was made by Mrs. Palmer, seconded by Mr. Skalak.

Vote: 7-0  
Yes: Luck  
Palmer  
Skalak  
Slaybaugh  
Wood  
Piotrowski  
Kochuba

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No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

5. Vote to come back into open meeting.

A motion to reconvene in open session was made by Mayor Kochuba, seconded by Mr. Skalak, and carried unanimously on roll call vote at 6:29 P.M.

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

As stated by the Clerk, the Council was in a closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- Paragraph A.1 of Section 2.2-3711, to discuss or consider appointments to the Board of Zoning Appeals, Board of Directors of Central Virginia Waste Management Authority, Board of Directors of the Economic Development Authority, Board of Fire Prevention Code Appeals, Personnel Board, and Friends of the Lower Appomattox.

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.

Council members approved this certification without any stated departure from the requirements of clauses (i) and (ii) by the following roll call vote:

<u>Vote:</u>	7-0
Yes:	Luck Palmer Skalak Slaybaugh Wood Piotrowski Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

6. Motions and Resolutions of Appointment

A RESOLUTION NO. 25-65

Appointing Ross Bauschatz and Glenn A Dean as members of the Board of Zoning Appeals for a four-year term beginning January 1, 2026.

A RESOLUTION NO. 25-66

Appointing Douglas E. Smith as a member, and Andrew Barnes as an alternate member, of the Board of Directors of Central Virginia Waste Management Authority, each for a four-year term beginning January 1, 2026.

A RESOLUTION NO. 25-67

Appointing Randy Ahigrim as a member of the Board of Directors of the Economic Development Authority for a four-year term beginning January 1, 2026.

A RESOLUTION NO. 25-68

Appointing Mitchell Hartson as a member of the Personnel Board for a three-year term beginning January 1, 2026.

A RESOLUTION NO. 25-69

Appointing Leonardo Cabellero as a member of the “Friends of the Lower Appomattox River” for an indefinite term.

A motion was made by Mr. Skalak, seconded by Mr. Slaybaugh, to approve the resolutions of appointment.

<u>Vote:</u>	7-0
Yes:	Luck Palmer

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	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

The Clerk advised that a Resolution of Appointment for John V. Mazza, III, had not been read; therefore, the Council must reconvene into Closed Meeting.

The Clerk announced the purpose of the closed meeting.

7. 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 an appointment to the Board of Fire Prevention Code Appeals.

A motion to convene in a closed meeting was made by Mayor Kochuba, seconded by Mr. Skalak.

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

8. Vote to come back into open meeting.

A motion to reconvene in open session was made by Mayor Kochuba, seconded by Mr. Slaybaugh, and carried unanimously on roll call vote at 6:35 P.M.

<u>Vote:</u>	7-0
Yes:	Luck

	Palmer
	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

As stated by the Clerk, the Council was 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 an appointment to the Board of Fire Prevention Code Appeals.

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.

Council members approved this certification without any stated departure from the requirements of clauses (i) and (ii) by the following roll call vote:

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

9. Motions and Resolutions of Appointment

**A RESOLUTION NO. 25-70**

Appointing John V. Mazza, III as a member of the Board of Fire Prevention Code Appeals for the remainder of a four-year term ending September 30, 2027.

A motion was made by Mayor Kochuba, seconded by Mr. Slaybaugh, to approve the resolution of appointment.

**10. City of Colonial Heights Audit Statement**

**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 February 10, 2026.

**11. Adjournment.**

A motion to adjourn the Special Meeting was made by Mayor Kochuba, seconded by Vice-Mayor Piotrowski, and carried unanimously on voice vote at 6:37 P.M.

**APPROVED:**

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T. Gregory Kochuba, Mayor

**ATTEST:**

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Pamela B. Wallace, City Clerk

CITY OF COLONIAL HEIGHTS, VIRGINIA  
Regular Meeting of City Council  
Tuesday, December 16, 2025

1. Call to Order

The Regular Meeting of the City Council was called to order by Mayor Kochuba at 7:00 P.M.

2. Roll Call

The following members of the Council and Council's staff were present for roll call by the Clerk:

Present: Councilwoman Elizabeth G. Luck  
Councilwoman Tricia L. Palmer  
Councilman Craig R. Skalak  
Councilman Brad E. Slaybaugh  
Councilman John T. Wood  
Vice Mayor John E. Piotrowski  
Mayor T. Gregory Kochuba

Absent: None

Also Present: Mr. Douglas E. Smith, City Manager  
Mr. Andrew A. Meyer, City Attorney  
Mrs. Pamela B. Wallace, Clerk

3. Devotion

A devotional prayer was led by Mrs. Palmer.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Kochuba.

5. Adoption of Agenda

A motion was made by Vice-Mayor Piotrowski, seconded by Mrs. Palmer, to approve the agenda as presented.

Vote: 7-0  
Yes: Luck  
Palmer  
Skalak

Slaybaugh  
Wood  
Piotrowski  
Kochuba  
No: None  
Absent: None  
Abstained: None

Motion: UNANIMOUS PASS

6. Declarations of Personal Interest

There were none.

7. Commendations and Presentations

- A. Presentation by Renata Sharnick, Chief Executive Officer, Crater District Area Agency on Aging.

Shalisha Hill, representing Renata Sharnick, provided information on the services provided to seniors by the Crater District Area Agency on Aging.

- B. Presentation of the City's Annual Contribution to the 2025 Christmas Mother Carol Ricker.

On behalf of the Christmas Mother, Carol Ricker, Bonnie Cauthorne accepted the City's annual contribution.

- C. Recognizing Keith Jones, Keystone Truck and Tractor Museum, for his contributions supporting veterans of Colonial Heights and the surrounding localities.

- D. Recognizing William S. Feasenmyer upon his retirement as Commissioner of the Revenue and for his contributions to the City of Colonial Heights.

8. Reading of Manner of Addressing Council.

Mr. Meyer read the Manner of Addressing Council.

9. Written Petitions and Communications by members of the Public and Council Members.

There were none.

10. Advertised Public Hearings

There were none.

11. Hearing of Citizens and Council Members Generally on Non-Agenda Items

Tracey Wood, 215 Fairfax Avenue – Thanked staff for their effort in supporting the installation of speed humps on Fairfax Avenue.

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

A. AN ORDINANCE NO 25-FIN-16

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$3,802 in donations to Public Safety and to Miscellaneous.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$946,182, consisting of funding from the Virginia Department of Transportation to Intergovernmental Revenue and to SGR Boulevard Paving (\$264,182) and to Appomattox River Greenway Trail Phase VI (\$682,000).

B. May 20, 2025 Special Meeting Minutes

C. June 17, 2025 Special Meeting Minutes

D. July 23, 2025 Special Meeting Minutes

E. September 16, 2025 Special Meeting Minutes

F. October 14, 2025 Special Meeting Minutes

G. October 14, 2025 Regular Meeting Minutes

H. October 21, 2025 Special Meeting Minutes

I. November 12, 2025 Special Meeting Minutes

J. November 12, 2025 Regular Meeting Minutes

K. November 18, 2025 Special Meeting Minutes

A motion to approve the Consent Agenda as presented was made by Mr. Slaybaugh, seconded by Mr. Skalak, to approve the consent agenda as presented.

Vote: 7-0  
Yes: Luck  
Palmer  
Skalak  
Slaybaugh  
Wood  
Piotrowski  
Kochuba  
No: None  
Absent: None  
Abstained: None

Motion: UNANIMOUS PASS

13. Introduction and Consideration of Ordinances and Resolutions

- A. AN ORDINANCE NO. 25-FIN-17  
(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$40,878 consisting of: 1) \$225 in donations to Human Services and to Miscellaneous; 2) \$2,953 in additional grant funds from the Virginia Department of Environmental Quality to Nondepartmental and to Intergovernmental Revenue; 3) \$1,700 in funding from Virginia Department of Emergency Management to Public Safety and to Intergovernmental Revenue; 4) \$33,500 in Federal Asset Forfeiture to Public Safety and to Intergovernmental Revenue; and 5) \$2,500 in restricted Fund Donation Balance to Public Safety and to Miscellaneous.

A motion to approve was made by Mrs. Luck, seconded by Mrs. Palmer.

At Mr. Smith's request, Mrs. Sadler further explained several funding items for approval. The Police Department received \$33,500 through the Federal Asset Forfeiture Program related to participation in the Virginia State Police LMB Task Force, which is requested to purchase a replacement vehicle for the assigned officer.

An Emergency Management grant totaling \$1,700 was presented for Emergency Operations Center upgrades, including \$700 rolled forward from the prior year. Mrs. Sadler also reported that the Department of Environmental Quality Litter Prevention Grant was approved for just under \$10,000 and requested an appropriation adjustment to match the full award.

Additionally, staff noted receipt of two private donations for the Office on Youth Shoe Fund and requested approval to use \$2,500 from restricted Adopt-A-Cop funds to support Auxiliary Police assistance for officers with significant non-work-related injuries.

Addressing Mr. Skalak's question regarding the litter and recycling programs, Mrs. Sadler advised that the main use for the program was for the Annual Spring Clean-up/Adopt a Roadway Program.

Vote: 7-0  
Yes: Luck  
Palmer  
Skalak  
Slaybaugh  
Wood  
Piotrowski  
Kochuba  
No: None  
Absent: None  
Abstained: None

Motion: UNANIMOUS PASS

B. A RESOLUTION NO. 25-64

Authorizing the City Manager to enter into the "Agreement between the Virginia Department of Health and the Colonial Heights City Council for Funding and Services of the Colonial Heights Health Department" on behalf of City Council; and granting the City Manager signatory authority for future Agreements between City Council and the Virginia Department of Health for funding and services of the Colonial Heights Health Department.

A motion to approve was made by Mrs. Palmer, seconded by Mrs. Luck.

Mr. Smith advised that the proposed resolution was a two-part resolution authorizing him to execute the health department agreements with the Virginia Department of Health. The resolution approves funding and services for the Colonial Heights Health Department and updates an older resolution whose language no longer reflects current terms.

The agreement presented applies to the prior fiscal year; however, approval of this resolution will allow staff to administratively execute the agreement for the current fiscal year upon receipt, consistent with the State's typical December timeline.

There being no questions, Mayor Kochuba called for the vote.

Vote: 7-0  
Yes: Luck  
Palmer  
Skalak  
Slaybaugh  
Wood  
Piotrowski  
Kochuba  
No: None  
Absent: None  
Abstained: None

Motion: UNANIMOUS PASS

14. Unfinished Business, Contested Ordinances and Resolutions, and Items Removed from the Consent Agenda.

- A. AN ORDINANCE NO. 25-23  
(Second Reading) to adopt a revised General pay Plan Class and Salary Range that increases the hourly rate and range of certain part-time positions by \$0.27 pursuant to the new minimum wage effective January 1, 2026.

A motion to approve was made by Mr. Skalak, seconded by Mrs. Palmer.

Mr. Smith explained that this item would typically be placed on the consent agenda; however, due to the adoption of another pay plan amendment at the previous Council meeting, the changes were consolidated into this ordinance on second reading. This approach avoids confusion among multiple ordinances. The amendment incorporates the code enforcement position change and the addition of a part-time radio position into the existing ordinance.

There being no questions, Mayor Kochuba called for the vote.

Vote: 7-0  
Yes: Luck  
Palmer  
Skalak  
Slaybaugh  
Wood  
Piotrowski  
Kochuba  
No: None  
Absent: None  
Abstained: None

Motion: UNANIMOUS PASS

15. Reports of Officers and Documents Related Thereto.

A. City Manager

1. General Activity Report

Mr. Smith thanked staff members who were instrumental in the success of the holiday events, including the tree lighting, Christmas Parade, and Employee Christmas Luncheon. Mr. Smith specifically recognized Mr. Andrew Barnes, Matt Sprill and Department staff, as well as staff from Public Safety for their efforts supporting the Christmas events.

2. 100<sup>th</sup> Anniversary Updates

Dr. Caballero provided brief comments relative to the “kick-off” of the 100<sup>th</sup> Anniversary of the City of Colonial Heights. He stated that in January, the City will begin partnering with local businesses to promote the City and plans to begin for Americana Fest in July. Additionally, he shared examples of promotional merchandise that will be available to promote the upcoming anniversary.

3. City of Colonial Heights Audit Statement

**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 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 February 10, 2026.

B. City Attorney



Mr. Meyer provided an update regarding Council-sponsored ordinances and advised that Section 16.b of Council's Rules of Procedure requires ordinances to be introduced by a sponsor. He explained that while ordinances are typically introduced by the City Manager, the Rules of Procedure allow for Council member sponsorship. He further advised there is no change to the process; however, if Council wishes to initiate legislation, Council members should notify staff, and the initiating Council member will be listed as the ordinance sponsor.

Mr. Meyer then presented two possible ideas submitted by Mrs. Palmer, after which Mrs. Palmer provided additional comments in support of her submission. Mayor Kochuba thanked Mr. Meyer and advised that Council would revisit the proposed ordinance change at a future meeting or work session.

C. Director of Planning and Community Development

Mr. Smith reported there was a Planning Commission and Board of Zoning Appeals meeting held in December with a January meeting planned for the Planning Commission.

16. Adjournment

There being no further business, a motion was made by Mr. Slaybaugh, seconded by Mrs. Palmer, and carried unanimously on a voice vote to adjourn the meeting. The meeting was adjourned at 8:04 P.M.

APPROVED:

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T. Gregory Kochuba, Mayor

ATTEST:

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Pamela B. Wallace, City Clerk

CITY OF COLONIAL HEIGHTS, VIRGINIA  
Special Meeting of City Council  
April 22, 2025

1. Call to Order.

The Special Meeting of the City Council was called to order by Mayor Kochuba at 6:00 P.M.

2. Roll Call.

Present: Councilwoman Elizabeth G. Luck  
Councilwoman Tricia L. Palmer  
Councilman Craig R. Skalak  
Councilman Brad E. Slaybaugh  
Vice Mayor John E. Piotrowski  
Mayor T. Gregory Kochuba

Absent: Councilman John T. Wood

Also Present: Mr. Douglas E. Smith, City Manager  
Mr. Hugh P. Fisher, III, City Attorney  
Mrs. Jeri-Ann F. Tomlin, Deputy City Clerk

The Clerk announced the purpose of the closed meeting.

3. Declarations of Personal Interest

Declarations were read by Mayor Kochuba and Mr. Slaybaugh, then filed with the Clerk.

4. Work Session on the Following Items:

A. Review and Discussion of the Proposed FY 2025-2026 City of Colonial

The total appropriation included in this FY2025-26 Annual Budget, net of inter-fund transfers (and not including Water and Sewer Fund capital outlay), is \$128,880,239 which is around 0.8% more than the current fiscal year's adopted budget.

Some significant changes between the current year adopted budget and this budget are the decreased budget for Use of Fund Balance in Miscellaneous Revenue (approximately \$1.3 million less than FY 25) and decreased appropriations in the Capital Projects Fund (about \$9.6 million less than FY 25).

**Proposed FY 25-26 Budget by Fund**

Fund	Amount	% of Budget
General Fund	\$50,256,500	39% (net of transfers)
IT Service Fund	\$869,566	0.7%
Economic Development Authority	\$369,580	0.29%
Recreation Fund	\$156,534	0.1%

Colonial Heights Public Schools Fund	\$65,790,454	51%
Capital Projects	\$4,524,984	3.5%
Stormwater Fund	\$953,707	0.7%
Utilities Fund	\$5,958,915	4.6%
TOTAL BUDGET (net transfers)	\$128,880,239	

The City's total General Fund budget for the upcoming fiscal year of \$81,827,970 is an increase of 5.1% from the original FY 2024-25 General Fund budget of \$77,863,214 (the proposed FY 26 General Fund Budget net of interfund transfers is \$50,256,500 as shown in the graph on the previous page). The General Fund budget includes a significant transfer of \$2,241,129 to the Capital Projects Fund for FY 26 for various capital projects (pass through funds); however, this is less than the \$3,541,008 transfer to the Capital Projects fund budgeted for FY 25. The total use of Fund Balance (assigned/restricted) in the FY 26 Proposed Budget is \$3,481,283 which is \$1,329,740 lower than last year. If the FY 26 Proposed General Fund budget included the same use of fund balance as last year, the overall increase in the General Fund Budget would be 6.8% instead of 5.1%.

The funding for Colonial Heights Public Schools through the Memorandum of Understanding (MOU) between the School Board and City Council increased in the upcoming budget (further details regarding the School Budget are included below). Under this MOU, the School division receives 50.73% of the City's top six revenue sources as the local contribution to schools. The City's transfer is adjusted to the actual revenue received from these six sources at the end of the fiscal year.

The budget for Colonial Heights Public Schools totals \$65,790,454, which is 51% of the total budget and an increase of \$7,701,816 over the current year. The line-item detail of the school budget is found in the back of this document.

Transfers from the General Fund to other funds represent the largest expenditure of the General Fund budget. The General Fund transfer to the Colonial Heights School system is budgeted at \$28,522,911, which is 9.9% higher than the \$25,965,051 transfer in the current fiscal year budget.

The FY 26 General Fund budget includes: a net increase of two new full-time positions, employee compensation adjustments, increases in health insurance premiums, technology equipment replacement, other equipment replacements, and funding in contingency for additional school funding (not yet included in the School budget appropriation) due to revised revenue projections.

The FY25-26 Budget continues the City's practice of being a balanced, financial plan. It was created with input from all department heads.

The budget includes the continuation of existing services and programs; support for existing staff and operations; and funding for equipment replacement and selected new investment. The City's budget is comprised of eight (8) funds:

- General Fund – (\$50.26M, net of \$31.57M transfers) The General Fund provides for the majority of city services; the funding of the General Fund comes from taxes, charges for services, fines and forfeitures, and intergovernmental revenue, among others. All functions not included in one of the other six funds are provided through the General Fund.
- School Fund – (\$65.8) This fund accounts for revenues and expenditures related to the operation of the Colonial Heights Public School System (CHPS). The City makes a lump-sum transfer of funds to the school division based on a formula as set in a Memorandum of Understanding (MOU) between the School Division and the City. While the school funds are appropriated by City Council in total, the School Board allocates and manages these funds.
- Economic Development Authority Fund – (\$369,580) This fund receives transfers from the General Fund for funding specific economic incentives approved by the Economic Development Authority and City Council.
- Recreation Fund – (\$156,534) The Recreation fund holds revenues and expenditures relating to specialized recreation services including athletic leagues, community events, youth sport sponsorships, classes, etc. Salaries of the Recreation and Parks staff and basic activities of the department are funded through the General Fund.
- Capital Projects Fund– (\$4.5M) Large capital purchases are planned through the City's Capital Improvement Plan, which is a supplemental document to this Operating Budget and integral part of the City's budgeting process. The Capital Projects Fund accounts for expenditures related to the purchase, construction, and installation of capital projects as included in the City's Capital Improvement Plan. Revenue sources include transfers from other funds, debt proceeds, or capital grants used to fund these large-scale projects.
- Information Technology Service Fund– (\$869,566) This fund is funded through charges to each department for the ongoing maintenance and ultimate replacement of desktop and laptop computers in service in departments and computer licenses. These charges are accumulated in the IT Service Fund, which provides funding for the City's outsourced technology support and computer licenses. Additional funding is also transferred for computer replacement and other costs.

- Stormwater Management Fund\* – (\$953,707) Stormwater management activities are funded through a stormwater fee on City utility bills. The stormwater fees are deposited to the Stormwater Management Fund.
- Water and Sewer Fund\* – (\$5.96M) The City's potable water and sanitary sewer services are recorded in the Water and Sewer Fund.

\*Designates Enterprise Funds

The FY25-26 budget document is presented in a format similar to prior years. Preceding most departmental budgets is a title page that includes a brief narrative with information as to departmental activities, duties, and responsibilities. Also, on this page are performance indicators providing statistical data of that department's volume of work and a summary of personnel resources. As was included in the current year budget, this document includes a five-year plan for equipment, furnishings, fixtures, vehicles and other one-time capital outlays in each major department.

#### FY2025-26 ANNUAL BUDGET - Budget Highlights and Issues

The City of Colonial Heights continues to respond to financial challenges through the effective management of its available resources. As we look into the future, infrastructure replacement, increased demands for services, and general increases in costs will continue to stretch current financial resources. This budget does not anticipate deficit spending and/or utilization of unassigned fund balance for operating expenses (some of the assigned fund balance utilized in the proposed budget is yet to be assigned; these assignments will be proposed to Council prior to the final adoption of the FY 26 budget).

The following is a brief discussion of various issues impacting the FY25-26 Annual Budget:

- **Cost of Operations** - The City has experienced increased costs in various areas. Providing a compensation increase to employees is a critical item for rewarding our employees and for helping with recruitment and retention. The proposed budget includes a 3% cost of living adjustment for full-time employees who are not included in the Public Safety Pay Plan. Additional adjustments are also included for a group of maintenance employees. For positions in the Public Safety Pay Plan, the proposed budget includes significant changes to the pay plan which provide for increased compensation for employees as well as movement of one step in the step plan (the one step movement will come later in the fiscal year for employees who are in a recruit school/academy).

Health insurance costs increased 5.6% for FY 26 with the City taking on 80% of the increased cost for all employee plans (approximate additional cost of \$183,000).

- **Funding Enterprise Operations** - The City's water and sewer rates were last adjusted effective January 1, 2025, and the current stormwater rate was also increased effective January 1, 2025. The monthly stormwater fee is proposed to increase from \$4.75 to \$5.25 per equivalent residential unit beginning January 1, 2026. A rate increase is also proposed for water and sewer rates beginning January 1, 2026 to generate an increase of 5% for water/sewer user charge revenue. Prior to January 1, 2026, staff will have further discussion with City Council on recommendations for the stormwater and water/sewer funds to be self-sustaining including potentially revising the proposed January 1, 2026 rate recommendations.
- **Budget Organization and Structure** - A new division is added under Health & Social Services for Opioid Abatement which provides for budgeted revenue and expenditures for Opioid Abatement outside funding.
- **Capital Outlay and Capital Project Funding** - As mentioned earlier, the FY25-26 operating budget supports various capital projects through the transfer of funds from the General Fund (\$2,241,129 in fund balance proposed to be transferred by the General Fund budget to the Capital Projects Fund for FY 26). The City also plans the one-time utilization of \$473,827 in assigned (or restricted) General Fund balances for specific capital outlay purchases/projects in the General Fund. The use of general fund assigned (or restricted) fund balance is planned for the following:
  - Sheriff's Office Vehicle: \$65,000 (Sheriff restricted funds)
  - Police Patrol Vehicle: \$65,500
  - Police Admin. Vehicle: \$40,000
  - Police Fingerprint System: \$11,327 (State asset forfeiture funds)
  - Animal Control Vehicle: \$55,000
  - Animal Shelter Gazebo (Donations): \$2,000
  - Fire Department Cardiac Monitors: \$90,000
  - Public Works Dump Truck: \$90,000
  - Public Works Truck: \$55,000
- **Fees and Rates** - The Personal Property Tax Rate of \$3.50 per \$100 of assessed value for calendar year 2025 is proposed to stay the same for calendar year 2026. No change is proposed for the real estate tax rate.

The monthly rate for garbage/recycling is proposed to increase from \$21.25 to \$22.00 following solid waste collection and recycling rate adjustments through the Central Virginia Waste Management Authority.

- **Specific Personnel Needs/ Staffing** - The budget includes funding in FY25-26 for two hundred seventy-seven (277) full-time positions, in addition to multiple part-time and seasonal positions. This is a net increase of two full-time positions over the original adopted FY 25 budget. A full-time Accounting Manager position is added in the Finance Department, and a new Utilities Superintendent position is added in the Water & Sewer Fund. An Outreach Program Coordinator position (grant funded) was added to the General Pay Plan during FY 25 (it is shown in the Office on Youth position chart in this budget document). One full-time Deputy position is removed from the Sheriff's office, reverting to two-part time employees instead. Other personnel changes include various title and classification changes.
- **Vehicles, Furniture, Fixtures & Equipment** - Planned replacement and acquisitions of vehicles, furniture, fixtures, equipment and other capital outlay items in the General Fund for FY 25-26 total \$985,806. This is an increase of 26.5% when compared to the FY24-25 figure of \$779,320. Some items included in the proposed FY 26 budget include three police vehicles, equipment for the Fire Department, vehicles for the Sheriff's Office and Public Works, and equipment for Parks Maintenance. The chart below illustrates General Fund equipment, furniture, fixtures, and vehicle spending/other capital outlay planned in FY 26 by functional category.
- **General Fund Vehicles, Furniture, Fixture, and Equipment/Other Capital Outlay: Planned FY 26 Spending**

Budget Category	Amount	Percent of Total
Legislative	4,300	0.44%
General & Financial Administration	6,500	0.66%
Judicial	111,360	11.30%
Public Safety	623,790	63.28%
Public Works	174,456	17.70%
Culture and Recreation	56,500	5.73%
Community Development	8,900	0.90%
<b>TOTAL</b>	<b>\$985,806</b>	

### **Capital Improvement Plan FY2026-FY2030**

The budget process included the development of a separate five-year Capital Improvement Plan (CIP). The City's capacity for issuing new debt over the period of the CIP was analyzed and funding alternatives for capital projects were identified.

Colonial Heights will need to renovate and replace core infrastructure and facilities to continue the service levels enjoyed by its citizens. By planning for these needs over the long term and matching them to the available resources for that exact period, City Council and City Management can proactively address community needs in a systematic, planned manner that maintains a stable tax base and allows for continued excellence in our services to the public.

The following projects are included and recommended for funding in the first year of the Capital Improvement Plan. They will be appropriated in the Capital Projects Fund as part of this Budget:

- Fire & EMS Medic 933 Replacement
- Total Maximum Daily Load Project
- Repaving of Conduit Road from Ellerslie Avenue to Riveroaks Drive
- Boulevard Sidewalks
- Boulevard at Temple Intersection Improvements
- Appomattox River Greenway Trail Phase 6
- Bridge Repairs
- Water Tower Rehabilitation and Coating Replacement
- White Bank Park – Pavilion Roofing and Lighting Replacement
- White Bank Park – Parking Lot Repairs
- Lakeview Park – Parking Lot Repairs
- Violet Bank Museum Restoration – Phase III
- Splash Pad
- Colonial Heights Technical Building – HVAC Replacement

For additional information on all capital projects, including those proposed for funding in future years, please see the City's Fiscal Years 2026-2030 Capital Improvement Plan.

The General Fund budget includes a transfer of \$2,241,129 to the Capital Projects Fund from various assigned or restricted fund balances for funding toward some of the projects listed above.

### **Other Items**

- FY 25 Debt Issuance – The FY 26 budget includes funds for the first debt payment for the debt issuance that was proposed for FY 25 for Roanoke Avenue Reconstruction



and stormwater projects. While the debt was not issued earlier in FY 25, the City plans to participate in the upcoming summer 2025 debt issuance through the Virginia Resources Authority pooled financing program.

- Information Technology Services Fund – A \$426,327 transfer from General Fund assigned fund balance to the Information Technology Services Fund is included in the proposed budget.
- Economic Development Authority Fund – The Economic Development Authority Fund includes \$340,000 from General Fund assigned fund balance for payments for several previously approved Economic Development incentives (development of 401 Temple Avenue and the TownePlace Suites hotel).
- Compensation Adjustments – The proposed budget includes funding for employee
- Employee Health Insurance – As mentioned previously, premiums for FY 25-26 increased 5.6%, after an approximate 5.8% increase in the previous year. The City is absorbing a significant amount of this increase at a cost of approximately \$183,000 for all funds.
- Financial Policies – The City of Colonial Heights' financial management policies are also included in this document. In summation, the FY25-26 budget does show an increase from the previous fiscal year.

However, the City faces cost increases requiring additional funding, and it is critical for the City to provide meaningful compensation adjustments to our employees.

#### B. Discussion Concerning the Qualifications and Recruitment of a New City Attorney.

Ms. Carpenter provided Council with the City Attorney's job description and website announcement, and both she and Mr. Fisher provided comments and guidance regarding the advertisement of the position. After several minutes of discussion, it was the consensus of the Council for Ms. Carpenter to immediately release the ad to the City website for public viewing.

#### C. City of Colonial Heights Audit Statement

##### 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 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 May 30, 2025.

7. Adjournment.

A motion to adjourn the Special Meeting was made by Mrs. Palmer, seconded by Mrs. Luck, and carried unanimously on voice vote at 9:18 P.M.

APPROVED:

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T. Gregory Kochuba, Mayor

ATTEST:

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Pamela B. Wallace, City Clerk

# CITY OF COLONIAL HEIGHTS

2025 Annual City Council Retreat  
Smithfield Station  
409 South Church Street, Smithfield, Virginia  
February 21–22, 2025

Friday, February 21, 2025

## I. Call to Order

The following members of City Council and City Staff were present for the Friday Session:

Present:       The Honorable Elizabeth G. Luck  
                  The Honorable Tricia L. Palmer  
                  The Honorable Craig R. Skalak  
                  The Honorable Brad E. Slaybaugh  
                  The Honorable John T. Wood (arrived late)  
                  The Honorable John E. Piotrowski, Vice-Mayor  
                  The Honorable T. Gregory Kochuba, Mayor  
                  Mr. Douglas E. Smith, City Manager  
                  Mr. Hugh P. Fisher, III, City Attorney  
                  Dr. Leonardo Caballero, Assistant City Manager  
                  Mrs. Christina Sadler, Director of Finance  
                  Mrs. Pamela B. Wallace, City Clerk

The meeting was called to order by Mayor Kochuba at 2:00 P.M. after which time, Mr. Smith led the meeting.

## II. Review of 2024 City Council Retreat

- The City Manager reviewed highlights and follow-up items from the 2024 City Council Retreat.
- **Action:** City Manager to follow up with the Commissioner of Revenue regarding making proactive enforcement of the cigarette tax a priority.
- **Action:** Follow up regarding a Subway location in Colonial Heights that reflected Chesterfield County meals tax on customer receipts.
- Council discussed enforcement related to business licenses, personal property taxes, and similar compliance matters.
- **Action:** City Manager and Finance Director to review, during the budget process, the feasibility of a part-time auditing position focused on revenue verification and compliance.

### III. Discussion of Possible Funding Sources for Potential Future School Construction Project

- This item was held for later discussion.

### IV. Break

### V. Financial Overview

#### A. Revenue Trends

- Staff reviewed recent revenue trends.

#### B. FY 24 Year-End Update

- Staff provided an update on FY 2024 year-end financial results.

#### C. FY 25–26 Budget Preview

- Staff presented a preliminary FY 2025–2026 budget preview.
- A comment was made that the Capital Improvement Program (CIP) had historically been developed during the fall.
- Staff noted that the date listed for the school appropriation ordinance on the budget timeline would need to be verified.

#### D. Employee Compensation Discussion

- Council discussed employee health insurance costs, including comparisons to other localities and how the School Division addressed health insurance cost sharing and salaries.
- Council expressed interest in a new employee commitment or contract concept for Fire and Police, with a two-year timeframe discussed.
- Action: City Manager to seek feedback from the Police Chief and Fire Chief regarding the new hire contract concept and report back to Council.
- Council questions included:
  - What is currently being paid in overtime to other staff for Fire Recruit School training?
  - What is the total cost of placing a new police officer or firefighter on the street?
- The City Manager presented a midyear compensation concept, including:
  - General Employees: 1% pay adjustment
  - CDL Drivers: \$2,000 salary adjustment
  - Public Safety Pay Plan:
    - Establish a new starting salary of \$55,024 for police officers and firefighters and implement the full 2% step increase between Step 1 and the next step

- Increase paramedic pay an additional 3% to maintain a 10% differential between Firefighter EMT and Paramedic
  - Increase Public Safety Supervisors by 1% and increase Communications and Animal Control by 1%
- **Action:** Council supported the City Manager’s recommended pay adjustments effective April 1, 2025.

#### E. Proposed Road Projects for FY 25–26

- Council asked staff to check on a manhole issue on Conduit Street following a paving project.
- Council commented on the desire to have a consultant ensure pavement work meets project specifications, noting concerns with road crowning and blending on Conduit Street.
- **Action:** Staff to provide an update on how road work quality is reviewed and whether a consultant is currently utilized.
- Council also requested staff to check on a dip located on Roslyn Street.

#### F. Capital Projects Update

- Staff provided an update on the City facilities security project.

#### G. FY 25 City Debt Issuance

- Staff introduced the concept of using the Virginia Resources Authority (VRA) pooled bond issuance approach.
- **Action:** Council unanimously supported pursuing VRA borrowing opportunities and proceeding with the process.

#### H. Other Finance Items

- Staff provided an overview of the Tyler Munis implementation and the upcoming phase.
- Real estate reassessment was noted as a topic needing future discussion.
- **Action:** Bring credit card processing fees to a future Council work session, including discussion on whether the full cost could be passed through.
- Council requested staff to check on conflicting information regarding payment methods for tickets (cash/check versus credit card).

### VI. Break

### VII. Economic Development Update/Discussion

#### A. Economic Development/Tourism Vision and Strategy

- Council discussed the importance of promoting the City through video marketing.

#### B. Current Projects Review

- Action: Staff to continue working available properties at Pickwick and bring information back to Council.

#### C. Development Opportunities for Various Properties

The Clerk announced the purpose of the closed meeting.

D. Closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- Paragraph A.3 of Section 2.2-3711 of the Code of Virginia to discuss or consider the disposition of an industrially zoned 19.83-acre parcel of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of a public body.

A motion to convene in a closed meeting was made by Mr. Slaybaugh, seconded by Vice-Mayor Piotrowski.

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh
	Piotrowski
	Kochuba
No:	None
Absent:	Wood
Abstained:	None

Motion UNANIMOUS PASS

E. Vote to come back into open meeting.

A motion to reconvene in open session was made by Mrs. Luck, seconded by Mr. Skalak, and carried unanimously on roll call vote at 5:05 P.M.

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh

	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

As stated by the Clerk, the Council was in a closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- Paragraph A.3 of Section 2.2-3711 of the Code of Virginia to discuss or consider the disposition of an industrially zoned 19.83-acre parcel of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of a public body.

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.

Council members approved this certification without any stated departure from the requirements of clauses (i) and (ii) by the following roll call vote:

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

#### F. Community Branding

- Action: Council supported staff bringing back City Seal refresh and branding logo concepts to a future work session.

#### VIII. Break for Dinner

Mayor Kochuba called for recess at 6:00 P.M. for dinner in the Smithfield Station Restaurant.

#### IX. Reconvene

Mayor Kochuba reconvened the meeting in the Captain Todd Executive Lighthouse Suite at 8:20 P.M.

#### X. Utilities Funds Discussion Items

##### A. Discussion on Possibly Billing Stormwater Fees on Real Estate Bill

- Discussion deferred to Saturday.

##### B. Utility Rate Review/Proposed Rates for FY 26

- Discussion deferred to Saturday.

#### XI. Various Items

##### A. Fall Line Trail Update

- Council raised questions regarding responsibility for tree maintenance along the trail.
- Council asked whether an additional public hearing opportunity exists for residents.
- **Action:** Staff to follow up on the potential for installing fencing along the Gould and Biltmore areas.

##### B. Roundabout Enhancement Update

- **Action:** Staff to determine whether stamped concrete work requires a permit, whether it is included in the current permit, and whether the work may proceed if permissible.

##### C. Health Department Update



- Council requested additional information regarding services in a new facility versus the current building, relocation timeline, and the need for the requested \$46,000 in 100% funding.
- Council was generally supportive of obtaining more information regarding potential relocation to Chesterfield.
- It was noted that restaurant inspections now require a request, whereas regular inspections had occurred previously.

## XII. Recess

A motion was made by Mayor Kochuba, seconded by Mr. Slaybaugh to recess the meeting at 9:15 P.M. until 9:00 A.M. Saturday, February 22, 2025.

Saturday, February 22, 2025

I. Breakfast (Smithfield Station Restaurant) and Hotel Check Out

II Reconvene/Call to Order (Captain Todd Executive Lighthouse Suite)

Mayor Kochuba called the meeting to order at 9:02 AM.

The Honorable Elizabeth G. Luck

The Honorable Tricia L. Palmer

The Honorable Craig R. Skalak

The Honorable Brad E. Slaybaugh

The Honorable John T. Wood (arrived late)

The Honorable John E. Piotrowski, Vice-Mayor

The Honorable T. Gregory Kochuba, Mayor

Mr. Douglas E. Smith, City Manager

Mr. Hugh P. Fisher, III, City Attorney

Dr. Leonardo Caballero, Assistant City Manager

Mrs. Christina Sadler, Director of Finance

Mrs. Pamela B. Wallace, City Clerk

III. Overall City Strategic Plan Review and Discussion

- **Action:** Topic to be brought back for discussion at a future work session.

IV. Shepherd Stadium Improvement Projects

- Council supported a 10-year lease for the Chili Peppers with a possible five-year extension, including an out clause.

- Council supported funding the staff-proposed improvements to Shepherd Stadium.
- **Action:** Staff to bring parking considerations for Shepherd Stadium back for further discussion.

## V. Break

## VI. Planning and Community Development Department Update

### A. Community Assessment Survey Results

- Staff presented results of the Community Assessment Survey.

### B. Discussion of Next Steps

- **Action:** Council supported bringing the recommendation section of the survey back to a work session for further discussion.

## VII. Items for Possible Future Work Session Discussion

- Parking violation fees
- Increased enforcement of parking violations and fire lane enforcement
- School Board funding discussion
- Strategic Planning
- Recognition of community members
- Credit card processing fees
- Utility rate sustainability (stormwater, water, and sewer)
- Stormwater billing methodology, including parcel size considerations
- Vape taxation authority

## VIII. Continue Discussion of Retreat Agenda Items / Wrap-Up

(Working lunch)

## IX. Adjourn

There being no further business, a motion was made by Mayor Kochuba, seconded by Mr. Piotrowski, and approved on a voice vote (7-0) to adjourn the meeting. The meeting was adjourned at 1:00 PM.



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** January 13, 2026

**ITEM:** Ordinance No. 26-1

**DEPARTMENT:** City Manager/Human Resources Department

**INTRODUCED AND SPONSORED BY:** City Manager

**PROPOSED ACTION:** This item is for first reading.

#### **BACKGROUND:**

Ordinance No. 26-2 provides for addition of a Deputy IV position to the Circuit Court Clerk's Office and approval of the associated job description. From information from the Virginia Compensation Board: the 2025 General Assembly has approved additional funding and positions to allocate 70 Assistant Commonwealth's Attorney positions to Commonwealth's Attorneys' offices based on staffing standards, and 120 Deputy Clerk IV positions to be allocated to each of the 120 Circuit Court Clerks' offices, with positions allocated to assist with anticipated workload increases resulting from implementation of HB2723/SB1466 related to sealing and expungement of court records.

The Ordinance also provides for a title change proposed by the City Manager for changing the Assistant City Manager position title to Deputy City Manager. Staff has received responses for a Compensation and Classification Study and will be discussing this topic further with City Council. In the meantime, the City Manager proposes modifying the pay range for Department Director positions in the pay plan as included in the Ordinance.

If approved by Council on first reading, a public hearing will be scheduled for second reading of the Ordinance on February 10, 2026.

#### **BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:** ☐ included ☐ not included in the current-year budget ☐ N/A

#### **RECOMMENDATION:**

Approve Ordinance 26-1 on first reading.

#### **ATTACHMENTS:**

- General Pay Plan Class and Salary Range
- Deputy IV Job Description
- Ordinance No. 26-1

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.
- ☐ This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

**CITY OF COLONIAL HEIGHTS, VIRGINIA  
GENERAL PAY PLAN CLASS AND SALARY RANGE  
EFFECTIVE FEBRUARY 10, 2026**

<b>GRADE</b>	<b>GENERAL PAY PLAN CLASS AND SALARY RANGE</b>	
	<b>MINIMUM</b>	<b>MAXIMUM</b>
11	<b>\$34,117</b>	<b>\$51,698</b>
	Deputy I Facilities/Groundskeeper I (Starting salary: \$35,360) Meter Reader (Starting salary: \$35,360) Public Works Technician I (Starting salary: \$35,360) Staff Assistant Van Driver	
12	<b>\$35,983</b>	<b>\$59,073</b>
	Deputy II Facilities/Groundskeeper II (Starting salary: \$38,480) Financial Technician I Legal Secretary Public Works Technician II (Starting salary: \$37,440) Senior Meter Reader (Starting salary: \$37,440)	
13	<b>\$38,001</b>	<b>\$67,482</b>
	Chief Deputy Registrar Concrete Technician (Starting Salary: \$41,600) Deputy III Facilities/Groundskeeper III (Starting salary: \$42,640) Financial Technician II Police Records Technician Public Works Heavy Equipment Operator (Starting salary: \$39,520) Recreation Specialist I	

GENERAL PAY PLAN CLASS AND SALARY RANGE  
Effective February 10, 2026

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
14	\$43,420	\$77,111 Administrative Assistant Building Maintenance Technician Chief Deputy Commissioner of Revenue Code Enforcement Inspector Cross-Connection Control Technician (Starting salary: \$44,720) <b>Deputy IV (Starting salary: \$48,272)</b> Deputy Sheriff (Starting salary: \$48,825) Digital Resource Specialist Engineering Technician (Starting salary: \$48,538) Financial Specialist I Horticulturist Museum Curator Permit Technician Procurement Specialist Real Estate Assessor's Office Specialist Recreation Specialist II Tourism & Economic Development Specialist Traffic Technician (Starting salary: \$44,720) Utility Maintenance Specialist (Starting salary: \$44,720) Victim Witness Program Assistant/Court Advocate Waterworks Distribution Technician (Starting salary: \$44,720) Youth Program Coordinator
15	\$49,601	\$88,092 Sergeant Deputy Sheriff (Starting salary: \$57,348) Combination Inspector Construction Inspector (Starting salary: \$50,960) Chief Deputy Circuit Court Clerk Crime Analyst Emergency Equipment Technician (Starting salary: \$50,960) Executive Assistant Financial Specialist II Heavy Truck/Bus Technician (Starting salary: \$50,960) Human Resources Specialist Outreach Program Coordinator (Starting salary: \$58,363) Parks & Facilities Foreman (Starting salary: \$50,960) Planner (Starting salary: \$52,882) Public Works Foreman (Starting salary: \$50,960) Recreation Supervisor Recreation Supervisor – Senior Center Senior Automotive Mechanic (Starting salary: \$50,960) Senior Digital Resources Specialist Senior Engineering Technician (Starting salary: \$54,082) Senior Traffic Technician (Starting salary: \$50,960)

GENERAL PAY PLAN CLASS AND SALARY RANGE  
Effective February 10, 2026

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
16	<b>\$56,673</b>	<b>\$100,645</b>
	Accountant Financial Systems Analyst Geographic Information System (GIS) Coordinator Lieutenant Deputy Sheriff (Starting salary: \$65,975) Purchasing Agent Revenue Supervisor Senior Paralegal/Deputy City Clerk Utility Billing Supervisor	
17	<b>\$64,409</b>	<b>\$114,990</b>
	Accounting Manager Assistant Commonwealth's Attorney* (Starting salary: \$74,603) Automotive Maintenance Superintendent Chief Deputy Sheriff (Starting Salary: \$76,603) City Assessor Information Systems Coordinator Office on Youth & Human Services Administrator Project Coordinator Public Works Superintendent Utilities Superintendent Victim Witness Program Director	
	*Salary range of one Assistant Commonwealth's Attorney designated as a Senior Assistant Commonwealth's Attorney spans to the maximum of Grade 18.	
18	<b>\$73,977</b>	<b>\$131,376</b>
	Assistant Director of Planning & Community Development Assistant Director of Public Works – Engineering Assistant Director of Recreation & Parks Building Official Chief Deputy Commonwealth's Attorney Deputy Director of Finance	
EXEC	<b>\$99,207</b> <del>\$89,207</del>	<b>\$168,888</b> <del>\$158,888</del>
	Chief of Fire & EMS Chief of Police Director of Finance Director of Human Resources Director of Information Technology Director of Recreation & Parks Director of Planning & Community Development Director of Public Works/City Engineer Library Director	

GRADE		GENERAL PAY PLAN CLASS AND SALARY RANGE	
UNCLASSIFIED	N/A	N/A	
		<b>Deputy City Manager</b>	<del>Assistant City Manager</del>
		City Attorney**	
		City Clerk	
		City Manager***	
		Clerk of Circuit Court	
		Commissioner of Revenue	
		Commonwealth's Attorney	
		Registrar	
		Sheriff	
		Treasurer	



**PART-TIME/SEASONAL/TEMPORARY POSITIONS**

<b>Position Title</b>	<b>Hourly Rate</b>
Administrative Assistant	\$15.00 - \$20.00
Animal Control Aide	\$12.77 - \$16.50
Assistant Fire Marshal	\$23.00 - \$28.00
Code Enforcement Inspector	\$15.00 - \$25.00
Communications Officer	\$15.00 - \$25.00
Deputy Sheriff	\$23.00 - \$28.00
Digital Resources Assistant	\$12.77 - \$14.00
Digital Resources Specialist	\$15.00 - \$20.00
Emergency Management Assistant	\$15.00 - \$25.00
EMS Firefighter*	\$20.00 - \$28.00
Fire Logistics Officer	\$15.00 - \$25.00
FOIA Specialist	\$20.00 - \$25.00
Groundskeeper Assistant	\$12.77 - \$14.50
Landscaping Technician	\$12.77 - \$14.50
Meter Reader	\$12.77 - \$16.50
Program Assistant	\$12.77 - \$14.50
Radio System Specialist	\$20.00 - \$25.00
Recreation Assistant I	\$12.77 - \$14.50
Recreation Assistant II	\$14.50 - \$16.50
Recreation Attendant	\$13.50 - \$15.00
Recycling Center Attendant	\$12.77 - \$14.50
Senior Automotive Mechanic	\$20.00 - \$25.00
Site Supervisor	\$14.50 - \$17.50
Support Worker	\$12.77 - \$14.50
Temporary/Seasonal	\$12.77 - \$20.50
Van Driver	\$12.77 - \$14.50

\*Part-time EMS Firefighter position includes Firefighter-EMT, Firefighter-Advanced, Firefighter - Intermediate, Firefighter-Paramedic, EMT, Advanced, Intermediate, and Paramedic designations.

All full-time positions on the City's Pay Plan may be filled on a part-time basis, temporarily or permanently, with the approval of the City Manager. Hourly rates for part-time employees filling positions classified as full-time on the City's Pay Plan may be calculated within the range of the applicable full-time position based on the employee's experience.

## AN ORDINANCE NO. 26-1

To add a new Deputy IV Class Specification and Job Description and adopt a revised General Pay Plan Class and Salary Range that changes the Assistant City Manager title to Deputy City Manager; removes the asterisk symbol next to the City Manager and City Attorney titles; increases the Minimum and Maximum Pay Range for the Executive level; and adopts the corresponding job description and class specifications for Deputy IV.

WHEREAS, pursuant to City Charter §§ 9.7 and 9.8, "Classification Plan" and "Pay Plan", respectively, the City Manager has drafted a new Class Specification and Job Description for a Deputy IV position and has revised General Pay Plan Class and Salary Range that includes the following changes:

1. Changes the Assistant City Manager title to Deputy City Manager as authorized by § 9.2(b) of the City Charter;
2. Removes the asterisk symbol next to the City Manager and City Attorney titles;
3. Increases the Minimum and Maximum Pay Range for the Executive level; and
4. Adds the new Deputy IV position to Grade 14; and

WHEREAS, the job description and class specification for the Deputy IV position has been drafted; NOW, THEREFORE,

### THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. The revised General Pay Plan Class and Salary Range referenced above, including the title change of Assistant City Manager to Deputy City Manager, the removal of the asterisk symbol next to the City Manager and City Attorney titles, and the increase of the Minimum and Maximum Pay Range for the Executive level, is approved, and a copy is attached to and made a part of this ordinance.

2. The job description and class specification of the Deputy IV position is approved; and the job description and class specification is attached to and made a part of this ordinance.

3. This ordinance shall be in full force and effect upon approval on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable John E. Piotrowski, Vice-Mayor:

\_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor:

\_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** January 13, 2026

**ITEM:** ORDINANCE NO. 26-FIN-1 (First Reading)

To amend the General Fund Budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, by appropriating \$282,667 consisting of 1) \$60,083 in Cooperative Agreement funding from the Virginia Opioid Abatement Authority to Health and Social Services and to Intergovernmental Revenue; 2) \$137,196 in grant funds administered by the Department of Criminal Justice Services to Public Safety and to Intergovernmental Revenues; 3) \$1,900 in funding from Old Dominion EMS Alliance to Public Safety and to Intergovernmental Revenue; 4) \$5,000 in Help Eliminate Auto Theft Grant funding from the Virginia State Police to Public Safety and to Intergovernmental Revenue; and 5) \$78,528 in Virginia Health Department reimbursement funds to Debt & Transfers and Intergovernmental Revenues.

The General Fund Budget is also amended by transferring \$10,000 from Nondepartmental to General & Financial.

The Capital Projects Fund Budget is also amended by transferring \$78,528 from the General Fund to Miscellaneous and to City Hall Complex Improvements (formerly Health Department Building Renovations).

The Recreation Activity Fund is also amended by appropriating \$10,000 in Grant funding to Miscellaneous & Fund Balance and to Operating Expenses.

**DEPARTMENT:** Finance

**INTRODUCED AND SPONSORED BY:** City Manager.

**PROPOSED ACTION:** This item is for first reading of requested budgetary appropriations.

**BACKGROUND:** The City has received an additional \$60,083 in grant funds from the Virginia Opioid Abatement Authority for a cooperative partnership grant among Colonial Heights, Petersburg and Hopewell for transportation services (operated by City of Refuge) to recovery and other support services.

The Police Department received \$15,000 from Together RVA to be administered by the Department of Criminal Justice Services for drone replacement.

The Police Department received an Operation Ceasefire Grant from the Department of Criminal Justice Services for Personnel and Equipment. Staff is requesting to appropriate \$122,156 for the first year of operation of the grant. The total grant amount over a three-year period will be \$306,482.

The Fire Department received \$1,900 in Old Dominion EMS Alliance Grant funding for reimbursing medication costs related to the transition to an in-house agency drug box program.

The Police Department has received \$5,000 in Help Eliminate Auto Theft grant funding from the Virginia State Police for vehicle crimes training.

Staff is requesting to transfer \$10,000 in Contingency funds to the Economic Development department for costs associated with purchased related to implementing approved rebranding and use of the City Seal.

Staff is requesting to appropriate \$78,528 in returned funds from the Virginia Health Department to the City Hall Complex Improvements project.

Staff is requesting to appropriate \$10,000 in Grant funding from the Virginia Tourism Corporation to use for marketing and production of the Fort Clifton Festival.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was: ☐ included ☒ not included in the current-year budget ☐ N/A

**RECOMMENDATION:** Staff recommends approval of Ordinance No. 26-FIN-1 on first reading.

**ATTACHMENTS:** Ordinance No. 26-FIN-1 Recap; An Ordinance No. 26-FIN-1

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.
- ☐ This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

	Rebranding Economic Development	City of Refuge Opioid Abatement	Drone Replacement Police Department	Ceasefire Grant Police Department	Prescription Drug Reimbursment Fire & EMS	Health Department Building Renovation	HEAT Training Grant Police Department	Virginia Tourism Corporation Fort Clifton	Total
<b>GENERAL FUND</b>									
<u>REVENUE:</u>									
General Property Taxes									-
Other Local Taxes									-
Licenses, Permits & Fees									-
Fines and Forfeitures									-
Use of Money & Property									-
Intergovernmental Revenues		60,083.00	15,000.00	122,156.00	1,900.00	78,528.00	5,000.00		282,667.00
Charges for Current Services									-
Miscellaneous									-
Total	-	60,083.00	15,000.00	122,156.00	1,900.00	78,528.00	5,000.00	-	282,667.00
<u>EXPENDITURES:</u>									
Legislative									-
General & Financial	10,000.00								10,000.00
Judicial Administration									-
Public Safety			15,000.00	122,156.00	1,900.00		5,000.00		144,056.00
Public Works									-
Health and Social Services		60,083.00							60,083.00
Recreation & Culture									-
Community Development									-
Human Services									-
Nondepartmental	(10,000.00)								(10,000.00)
Debt & Transfers						78,528.00			78,528.00
Total	-	60,083.00	15,000.00	122,156.00	1,900.00	78,528.00	5,000.00	-	282,667.00
<b>RECREATION FUND</b>									
<u>REVENUE:</u>									
Charges for Services									-
Miscellaneous & Fund Balance								10,000.00	10,000.00
Total	-	-	-	-	-	-	-	10,000.00	10,000.00
<u>EXPENDITURES:</u>									
Operating Expenses								10,000.00	10,000.00
Operating Transfer Out									-
Total	-	-	-	-	-	-	-	10,000.00	10,000.00
<b>CAPITAL PROJECTS</b>									
<u>REVENUE:</u>									
Intergovernmental Revenue									-
Unallocated Bond Funds									-
Transfer from general fund						78,528.00			78,528.00
Total	-	-	-	-	-	78,528.00	-	-	78,528.00
<u>EXPENDITURES:</u>									
6125 White Bank Pavilion/Lights									-
6032 <del>Health Department Building Renovations</del> City Hall									-
6129 Complex Improvements						78,528.00			78,528.00
6129 Park Improvements									-
6275 Boulevard Sidewalks									-
6501 TMDL Project Placeholder									-
6105 White Bank Restrooms									-
Total	-	-	-	-	-	78,528.00	-	-	78,528.00

AN ORDINANCE NO. 26-FIN-1

To amend the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$282,667 consisting of: 1) \$60,083 in Cooperative Agreement funding from the Virginia Opioid Abatement Authority to Health and Social Services and to Intergovernmental Revenue; 2) \$137,196 in grant funds administered by the Department of Criminal Justice Services to Public Safety and to Intergovernmental Revenues; 3) \$1,900 in funding from Old Dominion EMS Alliance to Public Safety and to Intergovernmental Revenue; 4) \$5,000 in Help Eliminate Auto Theft Grant funding from the Virginia State Police to Public Safety and to Intergovernmental Revenue; and 5) \$78,528 in Virginia Health Department reimbursement funds to Debt & Transfers and Intergovernmental Revenues.

The General Fund Budget is also amended by transferring \$10,000 from Nondepartmental to General & Financial.

The Capital Projects Fund Budget is also amended by transferring \$78,528 from the General Fund to Miscellaneous and to City Hall Complex Improvements (formerly Health Department Building Renovations).

The Recreation Activity Fund is also amended by appropriating \$10,000 in Grant funding to Miscellaneous & Fund Balance and to Operating Expenses.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. Section 1 of Ordinance No. 25-FIN-16, the General Fund Budget, is hereby amended and re-ordained as follows:

a. The budget designated the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, is hereby adopted; and subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	\$ 247,863	
General and Financial Administration	<del>6,603,956</del>	6,613,956
Judicial Administration	6,602,030	
Public Safety	<del>18,226,018</del>	18,370,074
Public Works	7,298,434	
Health and Social Services	1,898,624	
Culture and Recreation	3,241,529	



Community Development	918,560	
Human Services	561,399	
Nondepartmental	866,812	
Debt Service & Transfers Out	<u>36,142,569</u>	
TOTAL	\$ <u>82,607,794</u>	82,890,461

b. The foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2025:

General Property Taxes	\$ 32,694,222	
Other Local Taxes	25,884,610	
Licenses, Permits & Fees	4,758,624	
Fines and Forfeitures	299,910	
Use of Money & Property	348,022	
Intergovernmental Revenues	<u>9,547,747</u>	9,830,414
Charges for Current Services	3,300,551	
Miscellaneous	<u>5,774,108</u>	
TOTAL	\$ <u>82,607,794</u>	82,890,461

2. The Capital Projects Fund Budget is amended as follows:

EXPENDITURES

<del>Health Department Building Renovations</del>		
<u>City Hall Complex Improvements</u>	\$ 0	78,528

REVENUE

Miscellaneous	\$ <u>3,286,504</u>	3,365,032
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3. The Recreation Activity Fund is amended as follows:

EXPENDITURES

Recreation Activities	\$ <u>156,534</u>	166,534
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REVENUE

Fund Balance/Reserves Miscellaneous	\$ 0	10,000
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This ordinance shall be effective upon approval on second reading.

Approved:

Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved as to form:

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City Attorney



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** January 13, 2026

**ITEM:** Resolution No. 26-1

**DEPARTMENT:** City Council/City Attorney

**PROPOSED ACTION:** Approve Resolution No. 26-1.

**BACKGROUND:** City Council sets its regular meeting dates for the next 12 months at its first meeting in January.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was: ☐ included ☐ not included in the current-year budget ☒ N/A

**RECOMMENDATION:** Approve Resolution No. 26-1.

**ATTACHMENTS:** Resolution No. 26-1.

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☐ Staff will provide brief comments and answer questions on this item at the meeting.
- ☒ This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

A RESOLUTION NO. 26-1

Specifying the regular meeting dates of the Colonial Heights City Council.

WHEREAS, City Council's Rules of Procedure provide that Council's regular meetings shall be held in Council Chambers of City Hall on the second Tuesday of each month at 7:00 p.m., unless changed; and

WHEREAS, Council wishes to specify the dates for future regular meetings; NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. Council's regular meetings shall be held in Council Chambers beginning at 7:00 p.m. on the following days, unless changed hereafter:

February 10, 2026

March 10, 2026

April 14, 2026

May 12, 2026

June 9, 2026

July 14, 2026

August 11, 2026

September 8, 2026

October 13, 2026

November 10, 2026

December 8, 2026

January 12, 2027

2. This resolution shall be in full force and effect upon its approval.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above resolution was:

Adopted on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney



## Colonial Heights City Council Meeting Agenda Item Executive Summary

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### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** January 13, 2026

**ITEM:** General Activity Report

**DEPARTMENT:** City Manager

**PROPOSED ACTION:** This item allows for updates for various city projects or issues.

**BACKGROUND:** This item provides opportunities for updates and comments by the staff; and Q&A with the City Council relative to on-going projects and/or issues.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:** Dates of Interest.

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.
- ☐ This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

# DATES OF INTEREST

JANUARY 2026

January 2026	February 2026	March 2026
Fri., Jan. 16 <sup>th</sup> & Sat., Jan. 17 <sup>th</sup> – City Council Retreat	Tues., Feb. 3 <sup>rd</sup> (6:00 pm) Planning Commission Meeting – Council Chambers	Tues., Mar. 3 <sup>rd</sup> (6:00 pm) Planning Commission Meeting – Council Chambers
	Tues., Feb. 10 <sup>th</sup> (7:00 pm) City Council Regular Meeting – Council Chambers	Tues., Mar. 10 <sup>th</sup> (7:00 pm) City Council Regular Meeting – Council Chambers
	Tues., Feb. 17 <sup>th</sup> (6:00 pm) City Council Special Meeting – Council Chambers	Tues., Mar. 17 <sup>th</sup> (6:00 pm) City Council Special Meeting – Council Chambers

## CITY HOLIDAYS

- Monday, January 19<sup>th</sup>, 2026 (Government Offices Closed)
- Monday, February 16, 2026 (Government Offices Closed)
- Friday, April 3, 2026 (Government Offices Closed)

## CITY ACTIVITIES/EVENTS

- **FREE Community REVIVE Training:** Thursday, January 15<sup>th</sup>, 2026 from 6pm-7pm the Colonial Heights Mobile Outreach Team will be offering this training to the community. This event will be held at the Community Center (157 Roanoke Avenue) and refreshments will be provided. To register, please call (804)520-9287.
- **No Excuse for Abuse Walk:** Thursday, March 26, 2026 from 6pm-8pm FREE EVENT (Rain Date: April 2, 2026). The walk is a roundtrip route from the Colonial Heights Community Center to the Courthouse and back.
- **Arbor Day 2026:** Friday, April 24<sup>th</sup>, 2026 at 10:00am. Details to be determined.
- **City Clean-Up/Adopt-A-Roadway Event:** Saturday, April 25<sup>th</sup>, 2026 from 8:00am-12:00pm. Volunteers can meet in the Community Center at 8:00am for gear and light refreshments. Contact Stacey Peterson at (804)520-9334.
- **2026 Fort Clifton Festival 50<sup>TH</sup> Anniversary:** Saturday, May 9<sup>th</sup> and Sunday, May 10<sup>th</sup>. We will have special hours and activities this year with more details to come. Free admission and parking. Fort Clifton Park, 100 Brockwell Lane, Colonial Heights. For more information call (804)520-9390.
- **Tri-City Chili Peppers Schedule:** Get your tickets now at [chilipeppersbaseball.com/schedule](http://chilipeppersbaseball.com/schedule). Cosmic Takeover Tour is March 19<sup>th</sup> through October 31, 2026. Home season kicks off on May 22, 2026 and runs through August 1<sup>st</sup>, 2026.





## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** January 13, 2026

**ITEM:** Boards & Commission Planning Summary

**DEPARTMENT:** Planning & Community Development

**PROPOSED ACTION:** Staff Update

**BACKGROUND:**

The Planning Commission met on Tuesday, January 6, 2026, and is scheduled to meet again on Tuesday, February 3, 2026, for its next regular meeting. During the January meeting, the Planning Commission reviewed its 2025 Annual Report, and approved the Planning Commission Meeting Schedule and Agenda Materials Deadline for the next 12 months.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:** ☐ included ☐ not included in the current-year budget ☒ N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

2025 Planning Commission Annual Report  
January 6, 2026 - Planning Commission Summary

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☐ Staff will provide brief comments and answer questions on this item at the meeting.
- ☒ This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*



## **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**

<b>Planning Commissioners</b>	<b>Virtual participation</b>	<b>Absent</b>
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**

<b>Planning Commissioners</b>	<b>Virtual participation</b>	<b>Absent</b>
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.



**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.**

**SUMMARY**

**I. Call to Order**

**II. Roll Call**

Present:

Mrs. Schiff

Mr. Kohan

Mrs. Levenson-Melvin

Mr. Kwiek

Mr. Hartson

Absent

Mrs. Hamilton

**III. Organizational Matters**

- Election of Chairman and Vice-Chairman

Mr. Kwiek was elected the Chairman and Mrs. Levenson-Melvin the Vice Chairman of the Planning Commission for 2026.

Vote: 6-0

- Appointment of Secretary

Ms. Brown, Interim Director of Planning and Community Development, was appointed the Secretary for 2026.

Vote: 6-0

- Adoption of Rules of Procedure ("Bylaws")

Rules of procedure were adopted.

Vote: 6-0

- Adoption of Planning Commission Meeting Schedule and Agenda Materials Deadline for the Next 12 Months

The Planning Commission meeting schedule and agenda materials deadline for the next 12 months were approved.

Vote: 6-0

**IV. Approval of Agenda**

6-0 Approved

**V. Approval of Minutes for the**  
October 2, 2025 special meeting  
6-0 Approved

December 3, 2025 regular meeting  
6-0 Approved

**VI. 2025 Annual Report**  
The Commission reviewed the 2025 Annual Report. No comments or input were provided.

**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 and 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 5 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**  
None

**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**      6:50 pm