



**CITY OF COLONIAL HEIGHTS, VIRGINIA  
MEETING OF THE PLANNING COMMISSION  
City Hall, Council Chambers, 201 James Avenue  
Tuesday, February 3, 2026  
6:00 p.m.  
AGENDA**

**I. Call to Order**

**II. Roll Call**

**III. Approval of Agenda**

**IV. Approval of Minutes for the**

- October 7, 2025 regular meeting
- January 6, 2026 regular meeting

**V. Manner of Addressing the Commission**

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

**VI. Hearing of Citizens Generally**

**VII. Approval of amended Rules of Procedure (“Bylaws”)**

**VIII. Old Business**

**IX. 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

**X. Adjournment**



**CITY OF COLONIAL HEIGHTS, VIRGINIA  
MEETING OF THE PLANNING COMMISSION  
Colonial Heights Middle School Auditorium, 500 Conduit Road  
Tuesday, October 07, 2025  
6:00 p.m.**

**MINUTES**

**I. Call to Order**

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

**II. Roll Call**

Present:

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

**III. Approval of Agenda**

Mrs. Schiff motioned to approve the agenda. Mrs. Hamilton seconded the motion, and all Commissioners approved.

Approved 7-0

**IV. Manner of Addressing the Commission**

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

**V. Hearing of Citizens Generally**

At this time, Chairman Kwiek thanked the citizens for their attendance, noting that the Commission does not usually have large attendance at its meetings. Chairman Kwiek explained the responsibilities of the Planning Commission to include making land use recommendations to the City Council as well as preparation and review of the City’s Comprehensive Plan, preparing and revising Capital Improvements Plan, and acting as the

Subdivision Agent for the City of Colonial Heights.

## **VI. Public Hearings**

### **A. PC Resolution No. 25-05; Ordinance Number. 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.

### **B. PC RESOLUTION NO. 25-06; Ordinance Number 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.

## **Staff Presentation**

Ms. Maxie Brown, Interim Planning and Community Development, summarized the rezoning request which consists of a total of 17 parcels of land, ranging in lot size as small as 13,000 sq. ft. to the larger parcel, with 72 acres. The Developer of the proposed project is Rogers-Chenault, Inc., Mechanicsville, Virginia; Engineering services are provided by the Bay Companies, Civil Engineers, Mechanicsville, Virginia.

Ms. Brown summarized the following points:

- The subdivision will be accessed via Conduit Road.
- The proposed street accessing the subdivision will be Mount Pleasant Drive, located and principally accessed off Conduit Road near Elmwood Drive.
- A right-in and right-out only is proposed to serve the development as well as connections to Greenwood Avenue and Cedarwood Avenue, located in the existing Mount Pleasant Subdivision.
- The applicant is proposing that the property be rezoned from RL Residential Low Density to RH Residential High Density, subject to a Proffer Statement.
- The conceptual plan shows a total of 72 townhouses and 36 single family dwellings located on 26± acres with the residue (56 acres) ± to remain undeveloped.
- The rezoning request for high density residential or HDR is required to accommodate the requested number of dwelling units.

Ms. Brown summarized the Revised Proffer Statement submitted by the applicant to include:

- Conceptual Development Plan
- Building Elevation Drawings
- Architectural Design Elements
- Establishment of a Homeowner's Association
- 50' Residential Landscape Buffer

Ms. Brown summarized Supplement #1 to the Planning Commission Staff Report, which provided additional information requested by the Commission as follows:

- 2024 Community Survey Results
- Sample HOA documents
- Retaining wall illustration
- Conduit Access – Public Works/Engineering comment
- 40' townhouse separation requirement
- Sidewalk connection to Conduit Road
- School Information
- Pumping station capacity
- Traffic Impact Analysis – Yacht Basin left turn lane
- Fire/EMS comment
- Police comments

- Staff Recommendation

Ms. Brown summarized the Transportation Impact Analysis, as well as comments from the Colonial Heights School Board, and the City Public Works/Engineering Department.

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

In conclusion, Ms. Brown noted staff recommended approval of the rezoning request, subject to the Proffer Statement and Proffered Concept Plan.

Discussion ensued whether both Resolutions could be considered at the same time. Mr. Gore responded yes.

Mr. Hartson noted the increase in traffic of approximately 900 trips per day is concerning. He expressed concern about Conduit Road being able to handle the increased traffic. He indicated it would be helpful to have an overall percentage of increased traffic as a result of the proposed development.

Councilwoman Palmer voiced concern about the increase in traffic on Conduit Road. She also noted that bringing in new residents also helps with applying for grants and transportation improvements. She encouraged residents to review the results of the Housing Study and what is needed in the city.

Mr. Kohan noted that 60’ wide lots are proposed. Mr. Corey Sedler, Director of Development for Rogers-Chenault, Inc. responded yes, single family, two-story. Mr. Kohan voiced concern about this being a tight situation with very limited side yards. He also voiced concern about the nearby trail being constructed which was held up due to protection of a bat population. Mr. Sedler indicated that this does not generally come up until the site plan process and will be dealt with at that time. Mr. Kohan also voiced concern about transportation aspects of the project.

Chairman Kwiek stated that based on his research, the city needs housing, specifically, single-family dwellings; however, other factors must be considered such as safety and transportation. He voiced concerns regarding traffic on Conduit Road and Yacht Basin Road, especially school traffic, noting the early morning sun prevents you from being able to see children and pedestrians.

Chairman Kwiek opened the public hearing, asking for each citizen wishing to speak to please state their name and address.

The following citizens/residents spoke in opposition to the rezoning request, noting the following concerns: Increased traffic, traffic-related impacts, environmental impacts, construction traffic, unaffordable housing, housing turning into rentals, school-related impacts and increased taxes.

1. Mary Eley Deans, 1117 Yacht Basin Drive
2. Daniel Culler, 212 Marvin Avenue
3. Teresa Clark, 1213 Elmwood Drive
4. Kevin Steinke, 3101 Greenwood Avenue
5. Kelly Runyun, 1113 Yacht Basin Drive
6. Bonnie Baird, 1213 Wellington Road
7. Kim Tucker, 1219 Elmwood Drive
8. Greg Laughlin, 1528 Mount Pleasant Drive
9. Matt McNeer, 1306 Elmwood Drive
10. Randolph Thomas, 118 Lexington Drive
11. Jonathan Hernandez, 1211 Yacht Basin Drive
12. Amanda Minetree, 203 Homestead Drive
13. Richard Sorensen, 223 Virginia Avenue
14. Tammy Copp, 301 Mallard Drive
15. Sharon Weston, 1317 Elmwood Drive
16. Temu Vitalis, 1009 Elmwood Drive
17. John Chapman, 1114 Elmwood Drive
18. Erin Mitten, 3001 Conduit Road
19. Jeff Weinz, 1111 Elmwood Drive
20. Daniel McBride, 1013 Forest View Drive
21. Elizabeth Richardson, 1207 Elmwood Drive
22. Jill Mitten, 3001 Conduit Road
23. Charlotte Swearingen, 1510 Mount Pleasant Drive
24. Jennifer Frazier, 1219 Elmwood Drive
25. Amy Bales, 1305 Elmwood Drive
26. David Bass, 1006 Forest View Drive
27. Charles Lowe, 3009 Wildwood Avenue
28. Larry Brown, 311 Brooke Edge Drive
29. Kim Williams, 102 Comstock Drive

The following citizens/residents spoke in favor of the rezoning request:

1. Emma Artis, Southside Association of Realtors, 114 Mason Grove Avenue.

There being no further citizens wishing to speak, Chairman Kwiek gave the floor to the applicant's representatives.

Mr. Corey Sedler, of Rogers-Chenault, Inc., represented the applicant, and wanted to clarify erosion control and stormwater design will be addressed during the site plan process and there would be no building within the 100-year flood plain. He indicated the homeowner's association would be responsible for maintaining all yards, open spaces, exterior facades of the townhome dwellings, trails and amenities. He noted their goal is to develop these lots for sale and not for rent.

Mr. Carl Holdren, Gorove Slade Associates, wished to address traffic-related questions. He noted the applicants are asking for a 20' waiver of a VDOT spacing requirement of 250; which is routine practice. Regarding the 900 additional vehicles per day, that includes all vehicles in the neighborhood within a 24-hour period; which includes school business, deliveries, and the number is based on sound transportation and engineering practices.

Mrs. Levenson-Melvin moved to recommend approval of PC Resolution No. 25-06; Ordinance Number 25-18 and PC Resolution No. 25-07; Ordinance Number 25-19 (recommending approval). Mrs. Schiff seconded the motion. The motion failed with the following roll call vote:

- Mrs. Mary Ann Hamilton - yes
- Mrs. Rita C. Schiff - yes
- Mrs. Deborah Levenson- Melvin, Vice Chair - yes
- Ms. Tricia Palmer, Councilwoman – no
- Mr. Carl “Buzz” J. Kohan, Jr. - no
- Mr. Mitchell Hartson - no
- Mr. Noah Kwiek - no

**Motion Failed – 3-4.**

Mr. Hartson moved to recommend approval of PC Resolution No. 25-06; Ordinance Number 25-18 and PC Resolution No. 25-07; Ordinance Number 25-19 (recommending denial). Mr. Kohan seconded the motion. The motion was adopted with the following roll call vote:

- Mrs. Mary Ann Hamilton - no
- Mrs. Rita C. Schiff - no
- Mrs. Deborah Levenson- Melvin, Vice Chair - no
- Ms. Tricia Palmer, Councilwoman – yes
- Mr. Carl “Buzz” J. Kohan, Jr. - yes
- Mr. Mitchell Hartson - yes
- Mr. Noah Kwiek - yes

**Motion Approved – 4-3.**

**VII. Old Business – none**

## **VIII. Reports**

### **Chairman**

No report at this time.

### **Interim Director of Planning and Community Development**

No report at this time.

### **Director of Public Work and Engineering**

Mr. Parker Ryan shared the following items:

- East Coast Appliance remaining administrative items are underway;
- High School sidewalk project is scheduled to begin Oct. 10; and
- Roanoke Avenue Project is in the design phase.

### **City Manager**

Mr. Smith thanked Mr. Gore for his assistance as the Interim City Attorney.

### **City Attorney**

Mr. Gore indicated he was glad to assist the City in this endeavor.

## **IX. Adjournment**

Mrs. Levenson-Melvin moved to adjourn. The meeting adjourned at 10:10 p.m.

X

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Noah Kwiek.  
Chairman

X

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Maxie Brown  
Secretary



**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.**

**MINUTES**

**I. Call to Order**

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

**II. Roll Call**

Present:

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

Absent:

Mrs. Mary Ann Hamilton

**III. Organizational Matters**

**• Election of Chair and Vice Chair**

Mr. Hartson nominated Mr. Noah Kwiek as Chairman, seconded by Mrs. Schiff. Mr. Kwiek called for further nominations. Hearing none, all Commissioners voted to elect Mr. Kwiek as Chairman.

**Approved 6-0**

Mr. Kwiek nominated Mrs. Deborah Levenson-Melvin as Vice Chairperson, seconded by Mr. Hartson. Hearing no further nominations, all Commissioners voted to elect Mrs. Levenson-Melvin as Vice Chairperson.

**Approved 6-0**

- **Appointment of Secretary**

Mr. Kwiek nominated Interim Planning Director Ms. Maxie Brown to serve as Secretary to the Planning Commission. Mrs. Schiff seconded the motion. Following a roll call vote, all Commissioners voted in favor.

**Approved 6-0**

- **Adoption of Rules of Procedure (“Bylaws”)**

City Attorney Andrew Meyer highlighted two changes to the Bylaws:

- Section 7.11, allowing flexibility by not strictly binding the Commission to Robert’s Rules of Order; and
- Section 7.13, adding general rules of conduct.

Mr. Kwiek asked whether the five-minute rebuttal period for applicants was mandatory. Mr. Meyer confirmed that it was mandatory under the current language. Hearing no further questions, Mr. Kwiek requested a motion to approve the Bylaws as written. Mr. Hartson moved to approve, seconded by Mrs. Schiff. All Commissioners voted in favor.

**Approved 6-0**

- **Approval of Planning Commission Meeting Schedule and Agenda Materials Deadline Schedules for next 12 months**

Mr. Kwiek asked whether the Commission was required to meet monthly. Mr. Meyer confirmed that monthly meetings are required under the City Charter.

Mrs. Levenson-Melvin noted that the Parks and Recreation Board meets at the discretion of the department head and, as the Planning Commission’s representative on that Board, observed that it has not met to date. She requested that Mr. Meyer review the City Charter regarding the Board’s meeting requirements and provide an update. She also noted a vacancy for an Architect/Engineer on the Architectural Review Board, which Mr. Meyer indicated he would also look into.

Mrs. Schiff moved to adopt the Planning Commission meeting schedule and agenda materials deadline schedule for the next twelve months. Councilwoman Tricia Palmer seconded the motion. Following a roll call vote, all Commissioners voted in favor.

**Approved 6-0**

#### **IV. Approval of Agenda**

Mr. Kwiek called for a motion to approve the January 6, 2026 meeting agenda. Councilwoman Palmer moved to approve, seconded by Mr. Kohan. All Commissioners voted in favor.

**Approved 6-0**

**V. Approval of minutes for the**

- **October 2, 2025 Special meeting**

Mr. Kwiek called for a motion to approve the January 6, 2026 meeting agenda.

Councilwoman Palmer moved to approve, seconded by Mr. Kohan. All Commissioners voted in favor.

**Approved 6-0**

- **December 3, 2025 regular meeting**

Mr. Kwiek called for a motion to approve the December 3, 2025 regular meeting minutes.

Mrs. Schiff moved to approve, seconded by Mrs. Levenson-Melvin. All Commissioners voted in favor.

**Approved 6-0**

**VI. 2025 Annual Report**

The Commissioners reviewed the 2025 Annual Report and offered no comments or suggestions.

**VII. Manner of Addressing the Commission**

Mr. Meyer read aloud the manner of addressing the Planning Commission. He noted an inconsistency between the agenda and the Rules of Procedure regarding the applicant rebuttal time. Mr. Meyer stated that he would review the issue and bring it back to the Commission at a future meeting.

**VIII. Hearing of Citizens Generally**

None

**IX. Old Business**

Mr. Hartson asked whether a new smoke shop on Boulevard must comply with the hours of operation specified in the new ordinance. Ms. Brown confirmed that it must. She also stated that a Notice of Violation had been issued to the property owner for installing a temporary sign without a permit.

Mr. Kwiek asked whether the business had obtained a City business license. Ms. Brown responded that the business had applied but did not complete the required steps and did not receive zoning approval.

Mrs. Levenson-Melvin shared her experience attending the August 2025 Land Use Legal Seminar sponsored by VCU and the Grace Harris Leadership Institute, noting that it was very informative. She encouraged Commissioners to attend the upcoming seminar on August 7, 2026. At the Commission's request, she agreed to share registration details with staff for distribution.

Mrs. Schiff commented on the usefulness of the new sidewalks on Conduit Road and suggested that the City pursue additional grant funding to connect the remaining segments.

Mrs. Levenson-Melvin recalled a recent rezoning hearing where the School Board was unable to provide student-to-teacher ratios. She requested that the City Manager relay a request to the School Board to make this information publicly available, particularly for use in the upcoming Comprehensive Plan update.

Mrs. Levenson-Melvin observed that a resident was videotaping the meeting and asked Mr. Meyer whether this was allowed and whether future meetings could be recorded and made available to the public. The Commissioners discussed whether videotaping meetings could be detrimental to open discussion, whether it could assist in preventing the spread of misinformation, and consistency with City Council meeting practices. Mr. Meyer confirmed that videotaping is permitted. He stated that the Commission could consider video or audio recording meetings for public access, and agreed to communicate the Commission's interest in videotaping to staff.

Mr. Kwiek asked whether recording meetings would need to be addressed in the Rules of Procedure. Mr. Meyer stated that he would review the City Charter and report back at a future meeting.

## **X. Reports**

### **Chairman**

Mr. Kwiek thanked the Commissioners for reelecting him as Chairman for 2026.

### **Interim Director of Planning and Community Development**

Ms. Brown reported that the City has advertised for two full-time positions in the Planning Department: Planner and Code Inspector and hopes to fill them soon.

### **Director of Public Work and Engineering**

Mr. Barnes shared his responses to some questions and information requested by the Commission during their meeting in December 2025:

- The scope of our sidewalk projects: He presented a Map showing the scope of the project to the Commissioners.
- Leaf collection in certain areas of the city and whether or not the City was providing advanced notice to citizens: he said the city has put a number of sign boards facing

neighborhoods on the main streets giving this information. He added that the City's webpage also has a lot of information related to the leaf collection program.

- Crosswalk markings at schools: The city is looking to use thermoplastic for street markings at the schools and several other locations pending funding, potentially beginning in early summer.

Mr. Kwiek asked Mr. Smith whether social media could be used more extensively to share information. Mr. Smith responded that some of the information is shared currently by certain departments that have a social media page but largely the city's webpage is being used to share all important information to the public though expanded use of social media could be beneficial.

### **City Manager**

Mr. Smith stated he had no formal report, but asked Commissioners to watch for announcements regarding a new Director. Mr. Kohan asked about the status of the Chicken Ordinance and sign ordinance revisions. Mr. Smith responded that both items have been tabled and added that the sign ordinance revision may return after review by new staff. Mr. Meyer noted that the Chicken Ordinance may need to come back under the statute as well, depending on the timeframe of the tabling.

### **City Attorney**

Mrs. Levenson-Melvin noted that three Commissioners—herself, Mr. Hartson, and Mrs. Hamilton—are up for reappointment this year. She suggested adding a “New Business” section to the agenda. Ms. Brown noted that the agenda format is established in the Bylaws and may require amendment. Mr. Meyer stated he would research the matter further and noted that the Chair has discretion to allow new discussion items.

Councilwoman Palmer expressed appreciation for Mr. Meyer's work as the City's new Attorney.

## **XI. Adjournment**

Mr. Hartson moved to adjourn the meeting, seconded by Mrs. Levenson-Melvin. The meeting adjourned at 6:50 p.m.

X

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Noah Kwiek.  
Chairman

X

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Maxie Brown  
Secretary

COLONIAL HEIGHTS PLANNING COMMISSION  
RULES OF PROCEDURE

Article 1 – Objective of the Commission

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

Article 2 – Duties of the Commission

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

- (f) To present to Council an annual report setting forth the Commission's activities; and
- (g) To perform any other duty prescribed by the Code of Virginia or the City Code (including the City Charter), or properly assigned to it by Council.

### Article 3 – Membership and Composition

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

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

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

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

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

### Article 4 – Appointments and Election of Officers

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

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

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

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

#### Article 5 – Duties of Officers

5.1 The Chairman shall:

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

5.2 The Vice-Chairman shall:

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

5.3 The Secretary shall:

- (a) record the minutes of all business transacted by the Commission and maintain a record of all actions;
- (b) notify all members in writing of all regular and special meetings at least five (5) days prior to the date of such meetings and include the meeting's agenda and supporting documents with each notice;
- (c) attend to the correspondence of the Commission;
- (d) prepare and publish advertisements relating to public hearings;
- (e) prepare the annual report during the first quarter of the calendar year under the direction of the Chairman;
- (f) certify any of the Commission's records; and
- (g) perform other duties as assigned.

#### Article 6 – Committees

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

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

#### Article 7 – Meetings

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

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

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

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

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

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

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

- (a) Call to Order
- (b) Roll Call
- (c) Approval of Agenda
- (d) Approval of Minutes
- (e) Manner of Addressing the Commission

Any member of the public addressing the Commission shall approach the lectern, state their name and address in an audible tone for the record, and address the Commission as a body rather than speaking to any individual member. Unless additional time is granted by the Commission, members of the public may address the Commission one time for a maximum of five (5) minutes, regardless of the number of issues they wish to discuss. The main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Commission initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.

(f) Hearing of Citizens Generally

(g) Public Hearings

(h) Preliminary Plans of Development and Subdivision Plans

(i) Old Business

(j) Reports **Related to Planning Commission Duties**

1. Chairman

**2. Other Planning Commission Members**

3. Director of Planning and Community Development or his designee

4. Representative of the Public Works Department

5. City Manager

6. City Attorney

(k) Adjournment

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

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

7.9 Applications and petitions:

(a) Unless otherwise provided herein, all applications or petitions to be considered by the Commission at its next regular meeting shall be filed with the appropriate City department (as the Commission's designee) at least 28 calendar days preceding such meeting. Items that have been referred back to the applicant for redesign shall be filed with the appropriate City department at least 21 calendar days preceding the next meeting.

(b) Any application or petition to be considered by the Commission shall be deemed to be filed only if it contains all information and includes any applicable fee specified in, and otherwise fully complies with, all applicable provisions of the Code of Virginia and the Code of the City of Colonial Heights.

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

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

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

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

#### Article 8 – Public Hearings

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

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

8.3 At all public hearings, the main issue shall be summarized by the Chairman or by another person delegated the task by the Chairman. Interested parties shall have the privilege of speaking once on each subject, and each speaker shall be limited to five (5) minutes; except the applicant (or his representative) of the matter that is the subject of the public hearing shall be allowed to speak for 10 minutes in their initial address, and then a second time for three (3) minutes, after all other speakers, solely to rebut or respond to comments made by others during the public hearing.

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

## Article 9 – Certification

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

## Article 10 – Suspension and Amendments

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

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

[Amended January 06, 2026]

## GENERAL RULES

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

attacks against any person or entity; 2. Use profanity or vulgar language; 3. Campaign for public office; or 4. Promote private business ventures.

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

## ENGINEERING

### TRANSPORTATION CAPITAL PROJECTS

#### **Development**

##### **Appomattox River Greenway Trail Phase 5 UPC 107533**

*New trail from Rolslyn landing north to Jennick Drive*

Preliminary Engineering: Complete

Right of Way: Complete

Construction: 1%

Funding: Transportation Alternatives Grant (80%/20%)

- Low Bid \$1,992,023.50
- Additional TAP funds procured
- Contract awarded: Dickerson Construction
- Awaiting time of year tree clearing restrictions to be lifted
- Construction start December 2025
- Anticipated completion March 2027

##### **Highschool Sidewalks UPC 118071**

*New sidewalks on the west side of Conduit will run from School Ave. to Edinborough Dr., and from Pleasant Dale Ave. to River Oaks Dr. on the east side of Conduit.*

Preliminary Engineering: Complete

Right of Way: Complete

Construction: 80%

Funding: Transportation Alternatives Grant (80%/20%)

- Lowest responsive bid \$579,577.19
- Additional TAP funds procured
- Contract awarded: Finley Asphalt
- Construction start October 2025
- Anticipated completion February 2026

##### **Boulevard at Temple Intersection Improvements UPC 109264**

*Intersection improvements adding an additional left turn lane from south bound Boulevard on to Temple and new mast arm signals.*

Preliminary Engineering: Complete

Right of Way: Complete

Construction: 0%

Funding: Surface Transportation Block Grant (100%) Congestion Mitigation (100%)

- One bid received \$6,068,756.92, roughly \$4,000,000 over allocation.
- Preparing to readvertise.

##### **Appomattox Greenway Trail Boulevard Spur UPC 121417**

*Trail connecting Boulevard sidewalks at the MLK bridge to the Appomattox River Greenway Trail*

Preliminary Engineering: 60%

Right of Way: 20%

Construction: 0%

Funding: Transportation Alternatives Grant (80%/20%) SmartScale Grant (100%)

- Current Engineer's Estimate is overallocation. Working with the MPO to have additional funds allocated to the project.
- Anticipated construction start December 2026
- Anticipated completion December 2027

##### **Ridge Road Reconstruction UPC 117072**

*Reconstruction of pavement from North Temple to the end of Ridge Road*

Preliminary Engineering: 60%

Right of Way: 0%

Construction: 0%

Funding: Revenue Sharing Grant (50%/50%)

- Applied for additional revenue sharing funds, awaiting VDOT response
- Anticipated construction start February 2027
- Anticipated completion July 2028

### **SGR Boulevard Paving Richmond Ave to MLK Bridge North Bound Lane UPC 125371**

*Repaving of the north bound lanes of the Boulevard from the MLK bridge to Richmond Ave.*

Preliminary Engineering: Complete

Right of Way: N/A

Construction: 0%

Funding: State of Good Repair Grant (100%)

- Intend to award to On-Call Paving: New Market Asphalt
- FIN ordinance approved by Council
- Anticipated construction start March 2026
- Anticipated completion May 2026

### **Boulevard Sidewalks UPC 124601**

*New sidewalks on the west side of the Boulevard from Temple Ave to Newcastle Dr.*

Preliminary Engineering: 5%

Right of Way: N/A

Construction: 0%

Funding: Surface Transportation Block Grant (100%)

- Design underway

### **Appomattox River Greenway Trail Phase 6 UPC 124715**

*New trail from Appomattox Park going west to connect to the Fall Line Trail*

Preliminary Engineering: 0%

Right of Way: 0%

Construction: 0%

Funding: SmartScale Grant (100%)

- Design proposal approved, awaiting Administrative approval to issue NTP.
- Anticipated construction start November 2029
- Anticipated completion October 2030

## **CAPITAL IMPROVEMENT PROJECTS**

### **Development**

#### **Roanoke Ave. Reconstruction**

*Full depth reconstruction of pavement, new water and sanitary sewer infrastructure, and drainage improvements for entire length of Roanoke Ave.*

Preliminary Engineering: 30%

Right of Way: 0%

Construction: 0%

Funding: City Funds

- Applying for revenue sharing funds
- Anticipated construction start September 2026
- Anticipated completion December 2027

#### **Brook Edge and Spring Drive Drainage Improvements**

*New curb and gutter along Spring Dr. from Snead to Brookedge, outfall and drainage improvements along Brookedge.*

Preliminary Engineering: 4%

Right of Way: 0%

Construction: 0%

Funding: City Funds

- Anticipated construction start November 2027
- Anticipated completion June 2028

### **City Hall Parking Lot Extension**

*New parking lot in the vacant lots adjacent to City Hall*

Preliminary Engineering: 0%

Right of Way: 0%

Construction: 0%

Funding: City Funds

- Plat approved working with planning to start rezoning process

### **Delivery**

#### **Main Pump Station Valve Replacement**

*Replace four 18" valves at the main pump station*

Preliminary Engineering: 100%

Right of Way: N/A

Construction: 100%

Funding: City Funds

- Low Bid: \$163,456
- Contract awarded to Waco Construction
- Construction completed

#### **C&B Pump Station Emergency Stormwater Channel Rehabilitation**

*Rehabilitation of the storm water channel and outfall*

Preliminary Engineering Start: N/A

Right of Way: N/A

Construction: 40%

Funding: City Funds

- Contract awarded to Dickerson Construction.
- Cost: \$120,060
- Anticipate construction completion 1/16/2026

#### **Roundabout Flag Poles**

*Installation of three lighted flag poles in the Temple Ave. roundabout*

Preliminary Engineering: Complete

Right of Way: N/A

Construction: 0%

Funding: City Funds

- VDOT permit approval received October 15, 2025
- Contract and specifications received and under review
- Anticipated construction start April 2026
- Anticipated completion May 2026

## **PRIVATE DEVELOPMENT PLAT AND PLAN REVIEWS**

### **Final Site Plans**

- **Roslyn Farm Lot 12** (*medical office building, located along Temple Lake Drive*) –Substantially Complete
- **Home 2** (*145 room hotel located along Charles Dimmock Parkway*) – Under construction.
- **East Coast Appliances** (*Commercial Appliance Store located along Temple Lake Drive, but facing Temple Ave*) – Construction has started
- **Kroger** (*Commercial Grocery Store and Fuel Center located at Southpark Mall*) – No updated preliminary plans or Final Site Plans have been submitted. The Traffic Impact Analysis was submitted and reviewed by the Engineering Department. The Department did not have any comments to be addressed.

**§ 286-506.06. B Final site plan.**

A **final site plan** shall be submitted for approval within one year of the **approved preliminary site plan**. Thereafter, the preliminary site plan shall expire.

**§ 286-506.10. Final site plan administrative procedures and requirements.**

Approval of the **final site plan** pursuant to the provisions of this chapter shall expire **five years** from the date of approval in accordance with § 15.2-2261 of the Code of Virginia, unless building and/or zoning permits have been obtained for the development.