



**CITY OF COLONIAL HEIGHTS, VIRGINIA  
MEETING OF THE PLANNING COMMISSION  
City Hall, Council Chambers, 201 James Avenue  
Wednesday, January 4, 2023  
7:00 p.m.  
SUMMARY**

**I. Call to Order**

**II. Roll Call**

Present:

Mr. Kwiek

Mr. Hartson

Mr. Kohan

Mr. Wade

Mrs. Levenson-Melvin

Mrs. Schiff

Mrs. Hamilton

Absent:

None

**III. Determination of Quorum**

**IV. Approval of Minutes for the November 1, 2022 meeting**

7-0 Approved with Amendments

**V. Approval of Agenda**

7-0 Approved

**VI. Hearing of Citizens Generally**

**VII. Organizational Matters**

- Election of Mr. Hartson as Chairman  
7-0 Approved
- Election of Mrs. Schiff as Vice-Chairman

- 7-0 Approved
- Appointment of Mr. Carter as Secretary
  - 7-0 Approved
- Adoption of Rules of Procedure
  - 7-0 Approved
- 2022 Annual Report
  - 7-0 Approved
- Adoption of Planning Commission Meeting Schedule for the Next 12 Months
  - 7-0 Approved
    - **Meeting Time**
      - 6-1 Approved

## **VIII. Old Business**

## **IX. New Business/Reports**

### **Reports**

- 1. Chairman – Mr. Hartson**
- 2. Director of Planning and Community Development – Mr. Carter**
- 3. City Engineer or Designee – Asst. Director of Public Works – Mr. Campbell**
- 4. Others, as necessary or appropriate**
  - a. City Manager – Mr. Smith**
  - b. City Attorney – Mr. Fisher**

## **X. Adjournment**