



**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