



**Planning Commissioners**

**Victor Albea, Chairman**

victor.albea@cox.net

757-688-1215 757-688-6378(fax)

**Sharyn L. Fox, Vice-Chairwoman**

sfox@wrallp.com

757-599-5101 757-599-5320(fax)

**Lorraine P. Austin**

lorraineaustin@cox.net

757-596-8785

**Robert B. Jones**

ryjones@visi.net

757-595-4390

**Cleon Long**

cleonlong@cox.net

757-969-1993(h) 757-365-2626(w)

**Wesley L. Maxwell**

frontdesk-planning@nngov.com

757-245-3736

**H. Eugene Roberts**

groberts@jamesriverarchitects.com

757-595-5504 757-595-5582(fax)

**Elizabeth W. Smith**

tax8774000@aol.com

757-880-1361

**Clara P. Swanson**

lawyer@cswanson.hrcoxmail.com

757-873-8808 757-873-3038(fax)



**Department of Planning**

**Sheila W. McAllister, AICP**

Director/Executive Secretary

**Melissa M. Reynolds**

Administrative Assistant II/

CPC Recording Secretary

**Kathy E. James-Webb, AICP**

Manager of Current Planning

**Michael S. King, AICP**

Manager of Comprehensive Planning

**Angela Y. Hopkins**

Senior Planner

**Saul Gleiser**

Senior Planner

**David F. Watson, AICP**

Planner

**Flora D. Chioros, ASLA**

Landscape Planner II

**Eric C. Chen**

Senior Research Planner

**Johnnie E. Davis**

Planner

**Sandra K. Hitchens**

Planning Technician

**Dedra M. Richardson**

Administrative Coordinator

**Karlene Y. Greenhow**

Administrative Assistant II



**City of  
Newport News  
Planning  
Commission**

**A Citizens Guide to the  
Planning Commission  
Process**

## What is the Planning Commission?

The Planning Commission is a group of nine Newport News citizens that are appointed by City Council to serve as an advisory body on land use planning issues. Commissioners may serve up to two consecutive four year terms. The Commission reviews each application, holds a public hearing and either recommends to City Council or the Board of Zoning Appeals approval or denial of the case. The City Council or The Board of Zoning Appeals makes the final decision on the case.

## What's the Recommendation Based on?

Each case that comes before the Planning Commission is considered based on its own unique issues. However, there are three issues that are standard for every case. They are:

- Is the use in accordance with the *Framework for the Future* comprehensive plan?
- Is it compatible with the current surrounding uses?
- What impact will the use have on the City's roads, schools, public facilities and services?

## How are Citizens Notified about Cases?

The cases are advertised in the *Daily Press* on Wednesday 15 days before the meeting and again 8 days before the meeting. The agenda is posted to the Planning Department's website on the Friday before the meeting.

## How Do I Get Specific Information on a Case?

Information about cases can be obtained by contacting the Planning Department.

## Can I Speak at the Meeting?

All interested citizens will have the opportunity to speak following the City's presentation and the applicant's remarks, by filling out a speakers card at the meeting. Time may be limited based on the number of citizens that wish to speak.

## Are Petitions Accepted?

A petition may be submitted to the Planning Commission and will become public record during the meeting. While this is a good way for a large group to express their opinion, citizens are still encouraged to attend the public meeting.

## When and Where Does the Commission Meet?

The Planning Commission meets the 1st and 3rd Wednesday of every month at 2pm in the City Council Chambers at 2400 Washington Ave.

## What if I Can't attend the Meeting?

If you cannot attend the public hearing there are other ways to make your views known:

- Contact the Planning Commissioners
- Write, call or e-mail your comments to the Planning Department.

## Are the Meetings Televised?

The meeting can be viewed the Thursday following the meeting at 7:30pm, and again on Friday at 7:30am, on cable channel 48 and FiOS channel 19.



### Contact Us

Department of Planning  
City Hall 2nd Floor  
2400 Washington Avenue  
Newport News, VA 23607  
Phone: 757-926-8761  
Fax: 757-926-3639  
frontdesk-planning@nngov.com  
www.nngov.com/planning