



## PLANNING COMMISSION ANNUAL REPORT 2017

### Planning Commission

Robin Schick, Chairwoman  
 Maureen McCabe, Vice Chairwoman  
 Quinn Robertson  
 Bob Busick  
 Pam Tolson  
 Eric Nelson

### Town Staff

Val Foulds, Town Manager  
 Brendan McHugh, Planning/Zoning Administrator  
 Kelly DeJesus, Planning Assistant

### Town Attorney

Andrea Erard

### Town Council

Eddie Blunt, Mayor  
 Dallas Leamon, Vice Mayor  
 Burkett Lyburn  
 Bill Deller  
 Phil Rogers  
 Steve Cirbee  
 Frank Alger

Date	Attendance	Committee Reports	Items/Topics Reviewed
Regular Meeting  January 5 5:30 p.m.  Town Center	<u>Commissioners</u> Schick McCabe Tolson Busick Nelson  <u>Staff</u> De Jesus	<u>Capital Improvement Committee-</u> McCabe presented the 2017 CIP to the citizens of Colonial Beach. Ms. McCabe was also reappointed to the Chair of this Committee.  <u>Public Outreach Committee-</u> Pam Tolson was reappointed as Chair  <u>Policy Committee-</u> Eric Nelson was reappointed as Chair	<u>Appointment of the Chairperson-</u> Robin Schick was reappointed as the Chairperson  <u>Appointment of the Vice-Chairperson-</u> Maureen McCabe was reappointed as the Vice-Chairperson  <u>2017 By-Laws-</u> The 2017 By-Laws were reviewed by the Planning Commission. The changes made by staff were not immediately accepted. The By-Laws discussion was tabled for the following meeting.  <u>Appointment to Public Outreach Committee Chair and Policy Committee Chair-</u> Pam Tolson was reappointed to the Public Outreach Committee positions, and Eric Nelson was reappointed to the Policy Committee Chair positions. At this time Maureen McCabe was reappointed as the Chair for the CIP Committee as well.

			<p><u>Public Hearing on Capital Improvement Plan (CIP)-</u> Citizens gave input on the presented 2017 CIP. Two requested actions came from Dr. Fahrney on behalf of the Colonial Beach Foundation and Ms. Saffos on behalf of the Camber of Commerce.</p> <p><u>Continued Discussion on Resolution #39-16 Mural Regulations-</u> They reached a consensus and moved to go to Public Hearing in February</p> <p><u>Review the 2016 Annual Report-</u> The Planning Commission was pleased with the progress the Planning Commission had made over the last year. Chairwoman Schick noted the correlation between their recommendations and votes and Resolutions passed by Town Council.</p> <p><u>Discussion on Goals and Objectives-</u> It was decided that some goals were too grand and others could be re-implemented. Overall, they were pleased with the continued dedication of and progress made by the Planning Commission.</p>
<p>Regular Meeting</p> <p>February 2 5:30 p.m.</p> <p>Town Center</p>	<p><u>Commissioners</u> Schick McCabe Tolson Nelson Busick</p> <p><u>Staff</u> McHugh De Jesus</p>	<p><u>Capital Improvement Committee</u></p>	<p><u>By-Laws for 2017-</u> Revisions with notations were made by the town Attorney, Andrea Erard, to the By-Laws, and were forwarded to the Planning Commission. The changes were disregarded by the Planning Commission and a motion to pass was made by McCabe and seconded by Nelson. <i>(Topic was to be continued)</i></p> <p><u>Public Hearing: ZOA-03-2016-Sign Ordinance-</u> The Planning Commission passed the revisions of the sign ordinance unanimously, moved by Nelson, seconded by Tolson.</p> <p><u>Discussion on Housing Chapter Rewrite-</u> Because the Planning Commission already reviewed the rewrite and sent recommendations to council, but it was returned to them, the Planning Commission formed a subcommittee to more closely review the details within the Comprehensive Plan and state requirements.</p>

<p>Regular Meeting</p> <p>February 23 5:30 p.m.</p> <p>Town Center</p>	<p><u>Commissioners</u> Schick McCabe Busick Nelson</p> <p><u>Staff</u> McHugh De Jesus</p> <p><u>Absent</u> Tolson</p>	<p><u>Public Outreach Committee</u></p> <p><u>Policy Committee-</u></p>	<p><u>By-Laws for 2017-</u> The 2017 By-Laws were passed and agreed upon by both Town Staff and Planning Commission Members.</p> <p><u>Interview of Quinn Robertson-</u> Interview Quinn Robertson for position on the Planning Commission took place. Following the interview, the Planning Commission agreed upon sending a favorable recommendation for his appointment as a Planning Commissioner to Town Council.</p>
<p>Regular Meeting</p> <p>March 23 5:30 p.m.</p> <p>Town Center</p>	<p><u>Commissioners</u></p> <p><u>Staff</u> McHugh De Jesus</p>	<p><u>Public Outreach Committee</u></p>	
<p>10:00 a.m.</p> <p>Town Center</p>	<p><u>Commissioners</u> Schick Busick</p> <p><u>Staff</u></p>		

	<p>McHugh</p> <p><u>Absent</u> Tolson Clopton McCabe Nelson</p>		
<p>Regular Meeting</p> <p>April 7 5:30 p.m.</p> <p>Town Center</p>	<p><u>Commissioners</u> Schick McCabe</p> <p>Clopton Nelson Tolson</p> <p><u>Staff</u> McHugh Haynes</p> <p><u>Absent</u> Busick</p> <p><u>Other</u> Clark, Jack Mullins, Jason</p>	<p><u>Public Outreach Committee-</u> PC set a goal of 1 weekly post on the Facebook page. Nelson was appointed to the committee unanimously.</p> <p><u>CIP Committee-</u> Applications for next year’s CIP were started.</p>	<p><u>Nuisance/ Trash Ordinance-</u> There were proposed changes to the nuisance and trash ordinances. The Planning Commission was against joining the two. They didn’t feel that the proposed changes benefitted either the people or the town of Colonial Beach. No consensus was reached.</p> <p><u>CUP-01-2016 Colonial Beach Elementary School-</u> The Planning Commission held a public hearing for the Elementary School CUP Application. Town Staff recommended to approve the CUP application conditionally. <i>The Planning Commission voted to recommend the CIP with further conditions beyond staff recommendations.</i></p> <p><u>Harry Prassenos' Application for Planning Commission-</u>  Harry Prassenos was not present at the meeting wherein his application was presented for review. Further discussion on the matter was tabled until he presented himself at the meeting.</p> <p><u>Member Tolson's Memo to the Planning Commission-</u> Tolson had completed Planning Commission training, and felt that the Colonial Beach Planning Commission had areas in need of improvement.</p> <p><u>Appointment to the Public Outreach Committee-</u> Nelson was appointed to the subcommittee with a unanimous vote by the Planning Commission.</p> <p><u>Dr. Fahrney's Letter-</u></p>

			Dr. Fahrney requested improvements to the Community Center on behalf of the Colonial Beach Foundation. This matter was referred to the Town Manager and the Town Council.
Regular Meeting May 5 5:30 p.m.  Town Center	<u>Commissioners</u> Schick McCabe Clopton Nelson Tolson  <u>Staff</u> McHugh Haynes  <u>Other</u> Prassenos, Harry	<u>Public Outreach Committee</u> A goal was set to invite citizens to the Public Outreach Committee.  <u>CIP Committee</u> The CIP would be reviewed in May by  Town Council with the annual budget.	<u>Resolution #29-16 Conditional Use Permit 02-2016 125 Wilder Ave-</u> Owner of 125 Wilder requested a conditional use permit to use the building as a mixed residential and commercial-use building. The property is located in the Resort Commercial district of Colonial Beach. A public hearing was set for May 26 <sup>th</sup> at 9:00 a.m.  <u>Resolution #30-16 Comprehensive Plan Amendment 01-2016- Housing Section-</u> Council asked Planning Commission to review Chapter 1, Section 6 of the 2009 Comprehensive Plan.  <u>Review Harry Prassenos' Application for the Planning Commission-</u> Harry Prassenos' application was read before the commission, and the motion to admit him as the newest Planning Commission Member passed unanimously.
Special Meeting May 26 9:00 a.m.  Town Center	<u>Commissioners</u> McCabe Busick Clopton Nelson Tolson  <u>Staff</u> McHugh Haynes  <u>Other</u> Schick, abstaining from	<u>Committee Reports</u> None	<u>CUP 02-2016-125 Wilder Avenue- Public Hearing-</u> Owner of 125 Wilder requested a conditional use permit to use the building as a mixed residential and commercial-use building. The property is located in the Resort Commercial district of Colonial Beach. The CUP was approved unanimously by the Planning Commission.

	participation		
Regular Meeting June 2 5:30 p.m. Town Center	<u>Commissioners</u> Schick McCabe Busick Nelson Tolson  <u>Staff</u> McHugh Haynes  <u>Absent</u> Clopton  <u>Other</u> Beach Gate Inn, LLC	<u>Committee Reports</u> None          <u>Public Outreach Committee</u> Stated intentions of compiling a list of business owners. Facebook updates were also reported.  <u>CIP Committee</u> Committee presented updated status charts.	<u>Resolution #30-16 Public Hearing- Comprehensive Plan Amendment 01-2016- Housing Section-</u> Council asked Planning Commission to review Chapter 1, Section 6 of the 2009 Comprehensive Plan.  <u>Resolution #33-16 Request by the Beach Gate Inn, LLC to Rezone lots 21, 22, 23, 24, 25 of Block A &amp; Conditional Use Permit to Operate as a Motel-</u>  Beach Gate Inn, LLC made a formal request to Rezone lots 21, 22, 23, 24, 25 of Block A from an R-2 district to a C-1 district; as well as a Conditional Use Permit to Operate as a Motel.  <u>Article 13- Parking Ordinance Amendments-</u> The text amendment would include a best management practice to mitigate storm water runoff.
Regular Meeting July 7 5:30 p.m. Town Center	<u>Commissioners</u> Schick McCabe Busick Nelson Tolson  <u>Staff</u> McHugh Haynes  <u>Absent</u> Clopton	<u>Public Outreach Committee</u> Stated intentions of compiling a list of business owners. Facebook updates were also reported.  <u>CIP Committee</u> Committee presented updated status charts.	<u>Resolution #33-16 Request By Beach Gate Inn, LLC Rezone Lots-</u> A portion of the Beach Gate Inn property, lots 21, 22, 23, 24, & 25, were zoned as an R-2 district rather than a C-1 district. In order to gain permission to operate as a motel again, they would have to rezone the rear portion of the property.  <u>Resolution #33-16- Conditional Use Permit Request By Beach Gate Inn, LLC-</u> In order to operate as a business, it was recommended by the Planning Commission for the Beach Gate Inn, LLC to meet certain requirements before gaining permission to operate again. They are as follows: 1. Co-compliance review

			<p>2. Owners are encouraged to participate in Downtown Colonial Beach revitalization efforts</p> <p><u>Article 13- Parking Ordinance Amendments-</u> Planning Commission recommended to move this discussion to the August meeting.</p> <p><u>1st Review of Article 24- Landscape Ordinance-</u> Major changes included a transitional meeting section to include a buffer chart and more detailed requirements. Soil maps and soil tests were suggested additions to the proposed ordinance by the Planning Commission.</p> <p><u>Resolution #21-15 1st Review- Vacant Town Owned Property Study- Wilder Avenue Municipal Parking Lot-</u> The proper use of the Wilder Avenue Municipal Parking Lot was discussed. The Planning Commission proposed to sell the lots, build a parking garage, or both.</p>
<p>Regular Mtg. August 4 5:30 p.m.  Town Center</p>	<p><u>Commissioners</u> Schick McCabe Busick Clopton Tolson Nelson</p> <p><u>Staff</u> McHugh De Jesus</p>	<p><u>CIP Committee</u> CIP Committee was gathering reports for the September meeting. The CIP had been uploaded to the website.</p>	<p><u>Public Hearing Article 24 Landscaping Amendments-</u> Addressed the transitional screening section to include a buffer chart and more detailed requirements. Additional native tree species were added to Article 20. <i>Planning Commission passed the Article 24 Landscaping Amendments provisional on the specification that removed trees may only be replaced by trees from the Native Species List.</i></p> <p><u>Public Hearing Article 13 Parking Amendments-</u> Amendments include clarifying language, include environmentally beneficial requirements, and moving/ consolidating certain sections of the ordinance. Planning Commission voted unanimously in favor of the proposed amendments.</p> <p><u>Resolution #21-15 2nd Review- Vacant Town Owned Property Study- Wilder Avenue Municipal Parking Lot-</u> Planning Commission discussed the possibility of selling lots 3-6.</p>

			<p><u>Mural Ordinance-</u> The Planning Commission proposed to create two documents, one for signs and one for murals. They discussed the possibility of forming a Mural Committee.</p>
<p>Regular Mtg. September 5:30 p.m.</p> <p>Town Center</p>	<p><u>Commissioners</u> Schick Busick Nelson</p> <p><u>Staff</u> McHugh De Jesus</p> <p><u>Absent</u> McCabe Tolson Clopton</p>		<p><u>No Quorum- Meeting Closed</u></p>
<p>***** NO OCTOBER MEETING 2016*****</p>			
<p>Regular Mtg. November 17 5:30 p.m.</p> <p>Town Center</p>	<p><u>Commissioners</u> Schick McCabe Busick Tolson Nelson</p> <p><u>Staff</u> McHugh De Jesus</p>	<p><u>Public Outreach Committee</u> Outreach Committee decided to advertise the two available Planning Commission seats via Facebook and Nextdoor Colonial Beach.</p> <p><u>CIP Committee</u> An updated table on the 2016 CIP was first presented to the Planning Commission to be scrutinized at the next meeting.</p>	<p><u>Discussion- Resolution #3916- Mural Regulations-</u> The mural ordinance proposal was to regulate allotted size and use of murals within the town. Planning Commission was unable to reach a consensus so they voted unanimously to form a subcommittee.</p> <p><u>Resolution #21-15- Vacant Property Study: Town Hill-</u> <i>Planning Commission voted unanimously in support of town staff recommendations, which were to retain the property as a Public Open Space and continue to utilize the property for public use and events.</i></p> <p><u>Evaluation of Current Standing of the CIP-</u> A brief standing of the CIP was examined. This was a basic overview and starting point for the December CIP discussion.</p>

Regular Mtg. December 1 5:30 p.m.  Town Center		<u>Public Outreach Committee</u> Reported having 100+ views on their Facebook page.  <u>Sign and Mural Committee</u> Announced a meeting for December 2, 2016  <u>CIP Committee</u> Presented 2016 year-end CIP Report for Planning Commission review.	<u>Continued Discussion Resolution #39-16- Mural Regulations-</u> The Sign and Mural Committee had a meeting scheduled for December 3, 2016.  <u>Continued Discussion on the Capital Improvement Plan-</u> The Planning Commission thoroughly reviewed the status of the CIP.
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## TOWN COUNCIL ACTION

Town Council Meeting/ Work Session Date	Description	Case Number	Ordinance Number	Town Council Action
03/11/2017	Appointment of Quinn Robertson to the Planning Commission.		RESOLUTION #12-17	Approved as presented.
Deferred until 2018	Sign Ordinance Update	ZOA-03-2016		Assigned a new number keeping current with the year Council reviewed the zoning ordinance amendment. New Case Number: ZOA-01-2018
09/08/2016	Beach Gate Motel, LLC- Rezoning Parcels 3A2-1-A-(21, 22, 23, 24, & 25) from an R-2 District to a C-1 District	RZ-01-2016	678	Approved as presented.
09/08/2016	Beach Gate Motel, LLC- Conditional Use Permit (CUP)	CUP-03-2016	679	Approved as presented.