

MAYOR
Robin Schick



DEPUTY TOWN MANAGER
Rob Murphy

TOWN COUNCIL

Mike Cabrey- Vice Mayor
Tom Moncure
Caryn Self-Sullivan
Vicki Roberson
Powell Duggan

CHIEF FINANCIAL OFFICER
Lisa Okes

TOWN CLERK
Heather Oliver

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2020 Planning Commission Annual Report

Date	Attendance	Items/Topics Reviewed
2/28/2020	<p><u>Commissioners/Regular Meeting</u> Victoria Luna, Chair Bob Christiansen Fletcher Lee Mike Cabrey Nathan Howell Pam Tolson</p> <p><u>Absent</u> Maureen McCabe</p> <p>Town Center</p> <p><u>Staff</u> Richard Douglas Kathleen Easley</p>	<p><u>Conditional Use Permit (CUP) Gunsmith Business</u> Public Hearing: Major Home Occupation for Gunsmith Business at 111 Marshall Avenue (vote 4-2 approved with the following conditions).</p> <ul style="list-style-type: none"> • Sales by mail order only • No signage • No on-street parking for customers • Agreement to operate under the minor home occupation guidelines including not hiring employees outside the residents • Meet with customers on an appointment basis only <p><u>Public Hearing Sign ordinance amendment</u> No public comment (vote to approve 6-0).</p> <p><u>Public Hearing on Landscaping ordinance amendment</u> No public comment. (vote to approve 6-0).</p> <p><u>Annual Report</u> Ms. Easley provided a copy of the 2019 annual report</p> <p><u>Development Standards for R1 & R2</u> The Commission reviewed a staff report on zoning ordinance</p>

<p>7/30/20</p>	<p><u>Commissioners/Regular Meeting</u> Victoria Luna, Chair Bob Christiansen Fletcher Lee Mike Cabrey Pam Tolson Maureen McCabe</p> <p><u>Absent</u> None</p> <p>Town Center</p> <p><u>Staff</u> Richard Douglas Kathleen Easley</p>	<p><u>Comprehensive Plan Update and Discussion</u> Ms. McCabe and Ms. Tolson gave a presentation the status of the draft plan</p> <p><u>Sidewalk and curb/gutter requirements)</u></p> <ul style="list-style-type: none"> • Discussed how installing curb and gutters that are not part of a storm water management plan which could result in adjacent properties being impacted. • Sidewalks should be viewed separately from curb and gutter. The identification of areas where sidewalks are need for safety reasons like schools, and municipal buildings, and should be prioritized. <p><u>Beach Gate CUP</u> Applicant was unable to attend. The Commission discussed two key issues:</p> <ul style="list-style-type: none"> • Parking • Fire safety <p><u>Discussion of RV Usage at Marinas Eleanor Park</u> Mr. Douglas provided overview of some of Marinas in and around town. The Commission discussed:</p> <ul style="list-style-type: none"> • Limited capacity in town to accommodate RV's. • Close proximity of Monroe Bay Campground as a primary location for RV's. • Safety concerns of placing an RV park in close proximity to a children's playground.
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<p>8/20/20</p>	<p><u>Commissioners/Work Session</u> Victoria Luna, Chair Bob Christiansen, Vice Chair Fletcher Lee Nathan Howell Mike Cabrey Maureen McCabe</p> <p><u>Absent</u> None</p> <p>Town Hall</p> <p><u>Staff</u> Kathleen Easley</p>	<p><u>RV park at Eleanor Park</u> The Commission continued to discuss some of the issues pertaining to using Eleanor Park as an RV Park and identified the following concerns:</p> <ul style="list-style-type: none"> • An RV park next to a children’s playground would create a hazard. • Irving Street and Monroe Bay may not have the capacity to handle two-way traffic and could require the expansion of these roads making in infeasible. • The site is too small to accommodate RV pads and a road large enough to allow RVs to maneuver. • Flooding and drainage problems on the property may require extensive stormwater management. • Financial cost analysis would need to be completed to determine profitability in relation to construction, operations, management, and maintenance of the RV park. Based on the discussion the Commission decided to vote on allowing a vote to be taken at work session. <p>Based on the discussion the Commission decided to vote on allowing a vote at work session.</p> <p style="padding-left: 40px;">Motion made by Ms. McCabe and 2nd. by Mr. Christiansen To take a vote at a work session Vote:6-0 approved</p> <p style="padding-left: 40px;">Motion made Ms. McCabe and 2nd. By Mr. Christiansen Use of Eleanor Park as an RV Park Vote: 6-0 against</p> <p><u>Beach Gate Conditional Use Permit</u> Ms. Easley reported the current request is a non-conforming use with 68% impervious lot coverage.</p>
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<p>8/27/2020</p>	<p><u>Commissioners/Regular Meeting</u> Victoria Luna, Chair Bob Christiansen, Vice Chair Fletcher Lee Nathan Howell Mike Cabrey Maureen McCabe</p> <p><u>Absent</u> None</p> <p>Town Center</p> <p><u>Staff</u> Kathleen Easley</p>	<p><u>Presentation by applicant of Beach Gate Conditional Use Permit.</u> The applicant provided some updates</p> <p>Ms. Luna asked if they accept referrals from government agencies at their motel in Fredericksburg? The applicant said yes, they are required by state law to accept referrals from government agencies including Social Services, Child Support Enforcement, the Sheriff’s Office, and other government agencies.</p> <p><u>Comprehensive Plan Update & Discussion</u> Several Updates were recommended.</p> <p><u>Development Standards (sidewalks & Curb/Gutter) Requirements</u> The Commission recommended that the curb/gutter requirement for R1 & R2 be waived at this time.</p>
<p>9/17/2020</p>	<p><u>Commissioners/Work Session</u> Victoria Luna, Chair Bob Christiansen, Vice Chair Fletcher Lee Nathan Howell Mike Cabrey Maureen McCabe</p> <p><u>Absent</u> None</p> <p>Town Hall</p> <p><u>Staff</u> Kathleen Easley</p>	<p><u>Discussion of draft Comprehensive Plan</u> Ms. Luna reported that RAFT is busy adding sections on resiliency in relation to stormwater management, flooding and hazard mitigation and that the Northern Neck Planning has not started its review of the plan. The Commission agreed that Development Impact Fees is not something that should go into the plan and that RAFT’s recommendation on stormwater management should be included in the plan. The Commission agreed that the plan is general in nature and does not specify the exact use of any particular site including Eleanor Park.</p> <p><u>Update on CUP for Beach Gate</u> Public safety issues were discussed including the numerous fire code violations. A presentation was given by the CBPD regarding crime prevention through environmental design.</p> <p><u>CIP and timeline</u> A presentation was made by town staff on Rausch equipment as a potential CIP expenditure.</p>

<p>9/24/2020</p>	<p><u>Commissioners/Regular Meeting</u> Victoria Luna, Chair Bob Christiansen, Vice Chair Fletcher Lee Nathan Howell Mike Cabrey Maureen McCabe</p> <p><u>Absent</u> None</p> <p>Town Center</p> <p><u>Staff</u> Kathleen Easley</p>	<p><u>Comprehensive Plan Publication</u> Mr. Howell motioned for the sake of transparency the Comprehensive Plan should be posted on the Town’s website in its current form in two weeks.</p> <p>Motion: Mr. Howell 2nd: Mr. Christiansen Vote: 4-1 with Luna voting no.</p> <p><u>Dodson Presentation</u> Mr. Dodson told Commission members they will be working with public works on stormwater management and infrastructure needs. Mr. Christiansen inquired about what they could do about the view being blocked for residents of the Renaissance and Mr. Dodson said they have made some adjustments to lessen that.</p>
<p>10/22/2020</p>	<p><u>Commissioners/Regular Meeting</u> Victoria Luna, Chair Bob Christiansen, Vice Chair Fletcher Lee Nathan Howell Mike Cabrey Maureen McCabe</p> <p><u>Absent</u> None</p> <p>Elementary School Auditorium</p> <p><u>Staff</u> Kathleen Easley</p>	<p><u>Town Hall Meeting</u> Over 50 people attended a Town Hall Meeting sponsored by the Planning Commission. The purpose of the meeting was to hear from residents what they would like to see in town in the way of Parks, including Eleanor Park, playgrounds, and green space. A total of 30 people provided written or oral testimony. Twenty residents gave public testimony and 10 provided written testimony. The Commission discussed that a majority of responses were from individuals living on the Point even though every effort was made to conduct outreach to the entire town. Notices were posted on the Town’s website, Facebook, and residents were individually notified via the town’s emergency notification system with a voice message announcing the meeting</p>

<p>11/19/2020</p>	<p><u>Commissioners/Work Session</u> Victoria Luna, Chair Bob Christiansen, Vice Chair Fletcher Lee Nathan Howell Mike Cabrey</p> <p><u>Absent</u> Ms. McCabe</p> <p>Zoom meeting</p> <p><u>Staff</u> Kathleen Easley</p>	<p><u>The Commission discussed RAFT</u> The Commission hear updates to the Comprehensive Plan.</p> <p>Mr. Christiansen provided a brief overview of the testimony taken at the Town Hall meeting on Parks.</p> <p>The Commission formed three committees: marketing and outreach lead by Mr. Lee; the Capital Improvement Plan lead by Mr. Howell; and the Comprehensive Plan lead by Ms. Luna.</p> <p>Six applications have been submitted Ms. Easley for appointment to the Planning Commission and will be reviewed and discussed at the next meeting.</p>
<p>12/17/2020</p>	<p><u>Commissioners/Work Session</u> Victoria Luna, Chair Bob Christiansen, Vice Chair Fletcher Lee Nathan Howell Mike Cabrey Maureen McCabe</p> <p><u>Absent</u> None</p> <p><u>Staff</u> Kathleen Easley</p> <p>Zoom meeting</p>	<p><u>Text amendment to Article 9</u> The Commission discussed the need to reduce the minimum 5000 square foot lot size requirement for CR1. This will allow developers who want to build multifamily developments a way to sell them individually.</p> <p>The Northern Neck Planning District Commission (PDC) is currently reviewing the draft Comprehensive Plan.</p> <p>Mr. Cabrey will become a liaison to the Commission.</p>