

**TOWN OF COLONIAL BEACH
PLANNING COMMISSION**



Minutes

**Thursday, February 25, 2021, 5:30 PM
Town Center, 22 Washington Avenue**

Members Present: Victoria Luna, Chair
Bob Christiansen, Vice Chair
Fletcher Lee
Nathan Howell
Bryon Mack
Steve Ale

Member Absent: Maureen McCabe

Staff: Kathleen Easley, Planning Director

Others Present: Mike Cabrey, Planning Commission Liaison

Call to Order

The meeting was called to order at 5:30 pm.

Approval of Agenda

Agenda approved

Approval of Minutes

January minutes approved

Public Comment on Planning Commission Matters Not on the Agenda

No speakers

Comprehensive Plan Update

Ms. Easley reported that she has identified two agencies that will be asked to estimate what they will charge the town to incorporate the suggestions made by the Northern Neck Planning District Commission (PDC) and RAFT into the existing draft plan, as well as re-organized it to the framework outlined by American Planning Association. Ms. Easley will follow up with the two agencies to get the process going. The timeline for the completion of the plan is a priority and the commission should know more next month.

CIP Discussion

The commission discussed the items in the draft CIP in relation to the town's 2021 priorities list. Mr. Howell provided an overview of the draft CIP. Many of the items presented did not include a cost associated with it and the commission discussed the need to separate out the items to be able to break down the costs. Reference to stormwater management costs was an example used because it was too vague and general as presented in the draft CIP. Ms. Luna stated the benefit of costing out the project into phases would enable a more realistic cost analysis. Mr. Howell will meet with the town manager to get a better estimate of these items.

Annual Report

A motion was made by Mr. Howell and seconded by Mr. Christensen to approve the Annual Report.

Bylaws Update

The bylaws were updated to include the electronic meetings and will now duplicate the town council's bylaws verbiage on meeting electronically. A motion was made by Mr. Christensen and seconded for adoption.

Appoint Chair and Vice Chair

A motion to nominate Vicki Luna as chair was made by Mr. Christensen and seconded by Mr. Lee and was approved unanimously. A motion to nominate Nathan Howell was approved unanimously.

Adjournment

The meeting was adjourned at 7:20 p.m.