

**TOWN OF COLONIAL BEACH  
PLANNING COMMISSION**

**Meeting Minutes**

**Thursday, January 28, 5:30 PM  
Town Center, 22 Washington Avenue**



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Members Present: Victoria Luna, Chair  
Bob Christiansen, Vice Chair  
Fletcher Lee  
Maureen McCabe

Absent: Nathan Howell (participated as a non-voting member via Zoom)

Staff: Kathleen Easley, Planner

Others Present: Mike Cabrey

**1) Call to Order**

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

**2) Approval of Agenda**

Agenda approved

**3) Public Comment on Non-Related Planning Commission Matters**

No speakers

**4) Discussion and Public Hearing on Text Amendment**

The Commission discussed the Commercial Residential (CR) zoning district requirement that lot sizes be 5000 square feet or more and recommended that lot size be reduced to 750 square feet to allow multifamily developments to sell units individually. Luna asked if the text amendment would impact other vacant properties within the CR zoning district and was told there are so few vacant properties in the CR zoning district the impact will be minimal. Staff indicated the density can be regulated by the Floor Area Ratio (FAR) and not by lot size requirements. In relation to the Dodson Development, Howell identified an issue with the FAR that was addressed by defining the .75 FAR as the minimum and establishing a 1.5 FAR as the maximum. This will allow, a 2000 square foot townhouse on an 1800 square foot lot a 1.1 FAR, below the 1.5 maximum being recommended by Howell.

Motion by McCabe to accept the text amendment changes, seconded by Lee to approve 4-0 vote. Motion approved.

**5) Public Hearing on Comprehensive Plan**

Two Speakers: Mr. Williams and Mr. Mack

Discussion:

The Northern Neck Planning District Commission (PDC) suggested the draft plan be reorganized to the standards outlined by American Planning Association. PDC also identified

items that need to be added including a link to the Comprehensive Coastal Resource Management Plan (CCRM), RAFT comments, a reference to the Hazard Mitigation Plan, and a more extensive transportation section. To make these changes to the plan the Commission has two options, we can find someone internally to assist staff in the re-organization or, we can hire a consultant to do the work. Mr. Lee has indicated he would be interested in an internship and Ms. Easley will check with the town manager and HR to see if that can be done. The other option is to hire a consultant. Ms. Easley mentioned that Hill Studios is working with Downtown Colonial Beach and is local and would see if they might be interested.

6) **Approval of New Members Bryon (Tree) Mack, and Steve Ale**

Motion by McCabe to accept new members, seconded by Christiansen to approve 4-0 vote.  
Motion approved.

7) **Future Topics**

1. Update Bylaws
2. Election of Chair and Vice Chair

8) **Adjournment**