

Town of Colonial Beach Planning Commission Meeting Minutes

Date: Thursday, October 15, 2015 – Town Center, 22 Washington Avenue

Time: 5:30 p.m.

Present: Robin Schick, Chairwoman
Bob Busick
Diana Clopton
Pam Tolson

Absent: Maureen McCabe, Vice Chairwoman

Staff: Brendan McHugh, Planning and Zoning Administrator
Tori Haynes, Planning Assistant

Item 1: Call to Order

Chairwoman Schick called the meeting to order at 5:30 p.m.

Item 2: Approval of the Minutes of the September 2015 Regular Meeting

Chairwoman Schick asked for a motion to approve the minutes of the September 2015 Regular Meeting. Ms. Tolson made the motion to approve the minutes. Ms. Clopton seconded.

Chairwoman Schick called for a voice vote; it was unanimously resolved:

That the minutes of the September 2015 Regular Meeting be approved.

Item 3: Public Comment on Planning Commission Matters Not on the Agenda

There was no comment.

Item 4: Presentation by Walter Kerns on Miniature Golf

Walter Kerns, 2400 McKinney Blvd., gave a presentation on the economic viability and social benefit of bringing a miniature golf course to the Town. He also asked the Town to consider adding a Parks and Recreation Department.

Item 5: Committee Reports

Chairwoman Schick reported on the Planning Commissioner training course in which she is currently enrolled. She informed the Public Outreach Committee that social media and public surveys are free tools that Commissioners are allowed to use to communicate with the public.

Mayor Ham suggested that the Planning Commission make a standard monthly presentation to Council.

Chairwoman Schick asked for an update on the CIP schedule.

Mr. McHugh explained that the Town Manager has received the department applications and is currently reviewing them. The applications will be passed to Planning Commission in February.

Ms. Clopton asked what kind of summary the Planning Commission will be receiving.

Mr. McHugh said that the Planning Commission would be receiving the applications for review, and the Town Manager would be attending the February meeting to answer any questions.

The Commissioners were concerned there would not be enough time to review the CIP documents.

Mr. McHugh clarified that they would have the initial meeting in February, followed by a month for review before the vote in March to send the CIP to Town Council.

Ms. Clopton asked if this is right before the next budget session starts.

Mr. McHugh confirmed. He explained that the CIP schedule was revised to better fit with the budget schedule.

Item 6: Public Hearing on Article 18 – Miscellaneous

Mr. McHugh presented the following Staff Report:

PLANNING & COMMUNITY DEVELOPMENT STAFF REPORT		
PROJECT NAME: Miscellaneous Amendments	Town Council Meeting Date:	
Case Number: ZOA-07-2015/Ordinance 668	Applicant: Town	
Project Status: <input type="checkbox"/> Preliminary Sketch Application <input type="checkbox"/> Rezoning <input type="checkbox"/> Preliminary Plat Use <input type="checkbox"/> Conditional <input type="checkbox"/> Preliminary Final Plat Plans <input type="checkbox"/> Concept <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> Text Amendment <input type="checkbox"/> Vacation <input type="checkbox"/> Comp Plan Amendment	Owner: N/A	
	Location: N/A	
	Voting District: N/A	
	Parcel Number: N/A	
	Total Site Area: N/A	
	Site Area Developed: N/A	
Existing Structures: N/A	CBPA: N/A	
Flood Hazard: N/A	Additional Site Date: N/A	
Current Zoning: N/A		
Action Request: Recommendation to Town Council	Staff: B. McHugh	Date: 10-15-2015

PRIOR ACTIONS / CASE HISTORY:

Rezoning: N/A
Conditional Use Permit: N/A
Variances: N/A
Subdivisions: N/A
Other Data: N/A

DISCUSSION:

As Planning Commission is aware, Town Council requested that the original amendments to Article 18 be re-divided into separate articles. This amendment only concerns Article 18 – Miscellaneous. The only amendment that has been made to this particular article is that Staff divided it back into a separate article. No additional text amendments have been made since the amendments were passed by the Planning Commission as one article. Staff believes that by adding these provisions, it promotes public health and safety and streamlines the zoning requirements for this district.

STAFF RECOMMENDATION:

In order to simplify, condense, and update the Zoning Ordinance as well as make its administration more efficient and effective, Staff recommends to the Planning Commission that this text amendment be sent forward to the Town Council with a favorable recommendation.

Chairwoman Schick opened the Public Hearing at 6:26. There were no speakers.

Chairwoman Schick closed the Public Hearing at 6:27 and opened the Commission discussion.

Mr. Busick noted some grammatical errors.

Mr. McHugh acknowledged the changes to be made.

Chairwoman Schick asked if the Council will get a copy of both the current and proposed Article 18.

Mr. McHugh confirmed that they receive both.

Ms. Tolson asked for confirmation that nothing else had been changed in Article 18.

Mr. McHugh confirmed.

Chairwoman Schick asked if the Town Manager’s new Special Event Permit process would affect the ordinance language.

Mr. McHugh explained that that the ordinance language does not have to be changed.

Chairwoman Schick then read the following paper:

PLANNING COMMISSION PAPER

AT THE REGULAR MEETING HELD THURSDAY, SEPTEMBER 17, 2015 AT THE COLONIAL BEACH TOWN CENTER

This recommended adoption amends *Article 18 – Miscellaneous* of the Colonial Beach Zoning Ordinance. Whereas, the Colonial Beach Planning Commission finds that public necessity, convenience, general welfare, and good zoning practice would be served by recommending the approval of Zoning Text Amendment (ZOA-07-2015, Ordinance 668);

Now therefore be it resolved that the Colonial Beach Planning Commission hereby recommends approval of the Zoning Text Amendment (ZOA-07-2015, Ordinance 668) and forwards the amendment to the Town Council with a favorable recommendation in accordance with §15.2-2200 of the *Code of Virginia, 1950* as amended.

MOVED BY: Ms. Tolson **SECONDED BY:** Mr. Busick

	<u>Aye</u>	<u>Nay</u>
Robin Schick, Chairwoman	x	
Maureen McCabe, Vice Chairwoman (absent)		
Bob Busick	x	
Diana Clopton	x	
Pam Tolson	x	

Item 7: Staff Report – Vacant Town-Owned Properties – N. Irving Avenue Properties (Old Town Hall, Old Police Station, and Klotz Building)

Mrs. Haynes gave a summary of the N. Irving Avenue property study, and concluded three general, viable options for the Town to proceed. Regardless of ownership, she stressed the importance of keeping the buildings intact, as they will be crucial to future revitalization efforts downtown.

OPTION 1: SALE AND RENOVATION

The properties can be sold by the Town with a memorandum of understanding to repurpose the original buildings. Within the RC district, repurposing options include renovated commercial space for office or retail, or a mixed-use design incorporating both commercial and residential units. Mixed-use development is permissible as a Conditional Use and would require the full CUP process.

OPTION 2: SALE AND DEMO/REDEVELOPMENT

The properties can be sold by the Town to a party interested in full redevelopment. The original buildings would be demolished and rebuilt. Future development should acknowledge the local significance of the N. Irving Avenue corridor by incorporating appropriate architectural styles and attracting commercial services for both full-time residents and resort vacationers. New mixed-use development is permissible as a conditional use and would require the full CUP process.

OPTION 3: NO SALE AT THIS TIME

The properties can be retained by the Town with the intention of selling or renovating the existing buildings in the future, pending availability of Town resources. While it is probably that the town will choose to sell the properties regardless, it could be beneficial to wait until the parcels are assessed at peak market value. This option risks further deterioration of the buildings.

STAFF RECOMMENDATION

Given the local significance of the N. Irving Avenue corridor, Staff recommends Option 1. Option 1 allows the Town to recover much needed funds through the sale of the properties, while allowing the Town's most historic municipal buildings to contribute to the architectural fabric of the neighborhood. The character of the RC district would benefit from retention of these original buildings, while allowing for modern commercial and residential options.

There was a general discussion among the Commissioners about the N. Irving Avenue properties.

Ms. Clopton asked if it would be possible for the Town to lease the buildings out.

Ms. Haynes said that the topic of a long-term lease of the Klotz building arose in 2012, but the Town Attorney advised against it due to provisions in the Virginia Constitution regulating long-term debt.

Chairwoman Schick called for further study of the adjacent properties, such as Doc's, the VFW, etc. She also suggested having a commercial realtor provide an assessment of each property.

Item 8: Discussion on the Comprehensive Plan

Discussion on the Comprehensive Plan was tabled until next month.

Item 9: Other Topics

There were no other topics.

Item 10: Adjournment

There being no further business, the meeting was adjourned at 7:02 p.m.