

## **Town of Colonial Beach Planning Commission Minutes**

Date: March 03, 2011 – Town Center, 22 Washington Avenue

Time: 4:30 P.M.

Present: Maureen Holt, Vice Chairperson  
Ed Grant  
Margaret McMullen  
Desiree Urquhart  
Kent Rodeheaver

Absent: David H. Coombes, Cynthia Misicka,

Also Present: Val Foulds, Town Manager  
Gary Mitchell, Director of Building and Zoning  
Andrea Erard, Town Attorney

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### **CALL THE MEETING TO ORDER**

Ms. Holt called the meeting to order at 4:30 P.M.

Mr. Coombes and Ms. Misicka were absent from the meeting.

### **APPROVAL OF THE MINUTES FROM THE FEBRUARY 03, 2011 MEETING**

Mr. Grant moved that the minutes be approved as written. Ms. McMullen seconded the motion. There was general agreement without objection to approve the minutes.

### **PUBLIC HEARING FOR THE NEW SUBDIVISION REGULATION ORDINANCE**

Ms. Holt stated that next order of business was a public hearing for the newly revised subdivision ordinance.

Ms. Holt opened up the meeting for public comment. She asked if there was anybody in the audience who wished to comment on this matter.

Hearing no public comment she closed the public hearing.

Ms. Holt asked if they were ready for a vote on this issue.

Mr. Mitchell stated they could vote on it now or have discussion on the matter. He stated that they have been reviewing this document for almost a year now. He stated that there are a few editorial comments that Ms. Urquhart has pointed out and he said that she can give those to Ms. Mills and Staff will make the changes. He said they can recommend adoption of this tonight or they can hold it over to the next meeting, which ever they chose to do.

Ms. Erard stated that they would be approving a recommendation to Town Council.

Ms. Holt asked if there was any discussion.

Ms. Urquhart stated as Mr. Mitchell had mentioned she would like to go on record stating that she has a few editorial comments that she would like to see changed. She stated that these were not substantial changes.

Ms. Holt asked for a recommendation.

**Ms. McMullen stated that she would like to move that they make a recommendation of this document to the Town Council with the editorial changes.**

**Ms. Urquhart seconded that motion.**

**Ms. McMullen voted Aye**

**Ms. Urquhart voted Aye**

**Mr. Grant voted Aye**

**Mr. Rodeheaver voted Aye**

**Ms. Holt voted Aye**

The motion carries and is sent to the Town Council as a recommendation.

**PUBLIC HEARING FOR THE CHESAPEAKE BAY PHASE III REQUIREMENTS (AMENDMENTS TO THE ZONING ORDINANCE)**

Ms. Holt stated that the next order of business was a public hearing for the Chesapeake Bay Phase III requirements.

Ms. Holt opened up the meeting to public comment. She asked if there was anybody in the audience who wished to comment on this matter.

Hearing no public comment she closed the public hearing.

Ms. Holt asked if any Commission Member wished to discuss this matter.

Ms. Holt stated if there was no discussion would somebody like to make a motion on this matter.

Ms. McMullen said she would like to make a motion to recommend these changes to the Town Council.

Ms. Urquhart seconded the motion.

**Ms. McMullen voted Aye**

**Ms. Urquhart voted Aye**

**Mr. Grant voted Aye**

**Mr. Rodeheaver voted Aye**

**Ms. Holt voted Aye**

The motion carries and is sent to Town Council as a recommendation.

### **OLD BUSINESS**

Ms. Holt asked if there was any old business to discuss.

There was no old business.

### **NEW BUSINESS**

Ms. Holt asked if there was any new business to discuss.

- **Annual report of the Planning Commission**

Mr. Mitchell stated that in their packets they have an annual report in which Staff had prepared. He stated it has an attendance section on a spreadsheet and then the past cases that they heard in 2010. He stated that they had received the format from another locality. He stated that they thought this format was a little easier to look at then the reports done in the past.

Ms. Urquhart asked if they could add the Commission meeting dates to the case information.

Staff stated that was no problem and they would take care of that.

Mr. Grant stated he thought this was very thorough.

Mr. Rodeheaver stated he just had one question. He inquired about what *Peace of Mind and Body* was.

Ms. Urquhart stated that it should be capitalized.

Mr. Mitchell explained that it was a business that used to be located below the condominium building on Taylor Street. He stated that they were similar to a Day Spa. He said that they had gone out of business.

Ms. Holt asked if there is any other discussion.

Hearing none, Ms Holt asked if they would like to vote on approval of the report.

Ms. Urquhart stated that she recommended that the 2010 Annual report be approved with the requested changes.

Mr. Grant seconded the motion.

Ms. McMullen voted Aye

Mr. Grant voted Aye

Mr. Rodeheaver voted Aye

Ms. Urquhart voted Aye.

Ms. Holt voted Aye.

The Annual report was approved and would be sent to the Town Council.

**OTHER MATTERS**

Ms. Holt asked if there were any other matters.

Ms. McMullen stated that she just would like some clarification. She stated that the Town Manager had reported at a recent committee meeting that the recent census states the Town population is over 3,500 and that 36 code sections will apply. Ms. McMullen asked if Ms. Foulds had any of the facts and figures.

Ms. Foulds stated “no she does not”. She stated that this was something that they were working on with the Virginia Municipal League. We are in the process of reviewing the code sections with VML and bringing the critical ones to the Town Council in the coming months. She said that some of the requirements are maintenance of the roads and also the requirements that the Planning Commission had discussed here regarding Disclosure statements and so forth.

Ms. McMullen asked if they could receive a copy of this.

Ms. Foulds said certainly.

Ms. McMullen inquired about the beach replenishment project.

Ms. Foulds stated that they had been working with the Army Corp of Engineers on a grant to replenish the beach along Monroe Bay Avenue and at the Castlewood Beach. She stated that she was hoping to have this project completed by this summer.

Mr. Mitchell stated that he had a few items he wanted to go over that they would be discussing at the next meeting.

Mr. Mitchell stated that at the next meeting they will bring out their Capital Improvements Plan from last year and update it on the necessary changes. He stated they were required to review it and then send it to the Town Council.

Mr. Mitchell stated that the Town’s Economic and Development Committee had asked Staff to take a look a revising the Zoning Ordinance to make it more user friendly.

Mr. Mitchell stated that he had discussed with the Public Works director regarding having a small text amendment put into the Zoning Ordinance to exempt Public Utilities and Facilities from setbacks.

Ms. McMullen asked if this would include the range stations.

Mr. Mitchell stated that these are exempt from regulations already.

Ms. McMullen asked if the land that they are located on was considered our land or private land.

Mr. Mitchell stated he did not know who the land belonged to but Federal installations are exempt from the local ordinances.

Ms. McMullen stated. At some point we should determine who owns the range station land.

Mr. Mitchell responded okay to this.

Mr. Grant asked if there was anything on the books for the summer like bowling alleys or restaurants.

Mr. Mitchell said not that he knows of. He said he has heard some rumors regarding the people who bought the Colonial Plaza shopping center that they may be trying to get something into the old A&P store. He said that currently all that they have done is get permits to put a roof on.

Mr. Grant stated that they just opened a new hardware store out where the old furniture store was in King George.

Ms. Urquhart stated she is not really up to speed with what is going on with the Days Inn.

Mr. Mitchell said she is not the only one and that all he knows is that they lost their franchise.

Ms. Urquhart asked if it was sitting there empty.

Mr. Mitchell stated that as far as he knew they are still operating.

Ms. Urquhart mentioned the amount of potholes on Colonial Avenue.

Ms. Foulds stated that they are doing inventory on those and will be addressing them.

### **ADJOURNMENT**

Ms. Holt adjourned the meeting at 4:50P.M.

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Cynthia Misicka, Chairperson