

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

Date: Thursday, March 6, 2014 – Town Center, 22 Washington Avenue

Time: 5:32 p.m.

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Present: Maureen Holt, Chairwoman  
Kent Rodenheaver  
Ed Grant  
Robert Busick

Absent: Robin Schick  
Maureen McCabe  
Kelly DeJesus, late

Staff: Director of Planning and Community Development, Gary Mitchell  
Planning Manager, Brendan McHugh

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### **Item 1: Call to Order**

Chairwoman Holt called the meeting to order at 5:32 p.m.

### **Item 2: Approval of Minutes of February 2014 Meeting**

Chairwoman Holt asked for a motion to approve the minutes from the February 6, 2014 regular meeting. Member Busick made the motion to approve the minutes. Member Rodenheaver seconded the motion.

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

That the minutes of the February 6, 2014 regular meeting be approved.

### **Item 3: Public Comment**

Chairwoman Holt asked if there were any public comment on planning commission matters not on the agenda. There was no comment.

### **Item 4: Discussion on Zoning Changes**

Mr. Mitchell explained that he is attempting to make the Zoning Ordinance smaller but just as effective. He explained that he wanted to delete Articles 23, 24 and 26 and take the provisions necessary and fold them into Article 18-Miscellaneous. He then explained that he wanted to change the name to “Supplementary Regulations” rather than “Miscellaneous”. He explained that everything would be confined to one area, rather than being spread throughout the ordinance. He told the Planning Commission that through this consolidation, six articles would be removed from the ordinance.

Mr. Mitchell then explained that the Article 18 concerned parking, buffering and screening. He told the Planning Commission that the Landscaping section is currently Article 24, but renumbered and dropped into the new Article 18. Mr. Mitchell then read through the article explaining some of the changes. One important change that he explained was using more pictures to explain the ordinance rather than words. He then went on to explain the rest of the changes.

Chairwoman Holt then asked about Section 18-2-four small deciduous trees, and why there was no measurement next to the section. Mr. Mitchell then explained that he would fix the problem. She then recommended converting 18-2, sections A-E to a table. Mr. Mitchell confirmed. She then asked if C, B, and E were correct, because it stated “every fifty feet” even though the buffers were different sizes. Mr. Mitchell then explained that the buffer measurements were width not length and confirmed it was correct. He then explained that a matrix might help simplify the section.

Member Busick then asked if single family homes are required to have two parking spots, what happens if the property exceeds the 36% of impervious surface. Mr. Mitchell then explained that a mitigation plan would have to be provided. He also explained that that content is already in the existing ordinance. Member Grant asked if the new conditions included existing development. Mr. Mitchell explained that the new conditions only apply to new development. Member DeJesus then asked if a new buyer of a property with berms would have to maintain the berms. Mr. Mitchell explained that they will have to sign an agreement to maintain the berms. Mr. Mitchell then explained that he has more to do concerning the changes.

#### **Item 5: Sustainable Brochure Discussion**

Mr. McHugh explained the Sustainability Brochure Notes. He explained that he believed there was too much information and asked if The Planning Commission could help him break down the information. Member Busick suggested creating more than one brochure that will be geared toward Homeowners and Builders. They then discussed creating a separate document on trees. Mr. McHugh agreed to make the necessary changes and create three brochures.

#### **Item 6: Adjournment**

There was no further business. The meeting was adjourned at 6:10 p.m.

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Chairperson, Colonial Beach Planning Commission