

Town of Colonial Beach Planning Commission Minutes

Date: Thursday, April 3, 2014 – Town Center, 22 Washington Avenue

Time: 5:30 p.m.

Present: Maureen Holt, Chairwoman
Kent Rodenheaver
Ed Grant
Robert Busick
Robin Schick
Maureen McCabe
Kelly Dejesus

Absent: none

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

Item 1: Call to Order

Chairwoman Holt called the meeting to order at 5:31 p.m.

Item 2: Approval of Minutes of March 2014 Meeting

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

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

That the minutes of the March 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: Continued Discussion on Zoning Changes (Article 18)

Chairwoman Holt opened with the discussion by explaining that Mr. Mitchell made the necessary corrections to the amendment of Article 18 as discussed during the last Planning Commission meeting. Chairwoman Holt then asked if any of the Planning Commission members had seen any other necessary questions, corrections or concerns.

Member Busick listed the following:

- Page 5, aisle was spelled wrong.
- Table 18-3.1, Colonial Beach Master Tree Plan needs updating.
- Page 15, section 2, sub-item K-should be “Major” rather than “Minor”.

Member Schick listed the following:

- Page 3, Parking requirements needed to be clearer because different zones have different parking requirements, not just residential and non-residential.
- Page 9, 4.2, “All plantings must be in a mulch planting bed” seemed vague and needed to be clearer.
- Article 18 needed to be more integrated into the rest of the ordinance. She described how the use of cross references would help.
- Minor and Major Home Occupation had too many redundancies. Member Schick explained that there should be a “General Requirements” for the section to avoid redundancies.
- Classes of Home Occupations, Section 2 sub item g should be worded “Two off street parking spaces plus the number of employees”, that way if you have one employee you don’t have to have five off street parking spaces which would promote more business.
- Major Home Occupation Permit Conditions-make sure there are no duplications between this section and the guidelines.
- Parking requirements in the supplementary regulations do not apply to all districts which needs to be noted.

Member Dejesus listed the following:

- Member Dejesus had concerns with listing a minimum number of off-street parking spaces for customers with minor occupations. She believed that it should be reworded with a maximum number of customers rather than a minimum number of off-street parking spaces.

Mr. Mitchell agreed to address the issues. Mr. Mitchell then explained that he would like to address the issues, add the temporary uses, hold a public hearing next month, take any input, and then send it to Town Council.

Councilwoman Holt then confirmed that it will be advertised for the May meeting.

Member McCabe made the motion to advertise the article amendment for the May meeting. Member Busick seconded the motion.

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

That the amendment to Article 18 be advertised for the May 2014 meeting.

Item 5: Sustainable Brochure Discussion

Mr. McHugh explained the Colonial Beach Sustainability Brochures. Member Schick suggested making the background colors to a lighter shade which would make them easier to read. Member McCabe suggested that some of the wording needed to be centered inside the boxes. Mr. McHugh agreed to make the changes.

Member Dejesus read the following adoption statement:

The Colonial Beach Planning Commission has determined that the staff of the Department of Planning & Community Development shall use the three (3) brochures proposed as well as other materials to foster environmental stewardship for developers and homeowners within Colonial Beach. Whereas, the Colonial

Beach Planning Commission finds that public necessity, convenience, general welfare and good zoning practice would be served by the approval the brochures and sustainability materials;

And,

Now therefore be it resolved that the Colonial Beach Planning Commission hereby approves the sustainability brochures as developed and other materials that may accompany these documents as a public outreach and awareness initiative.

Member McCabe then made a motion to accept Colonial Beach Sustainability Brochures. Member Dejesus then seconded the motion.

Mr. Mitchell called for a vote;

	Aye	Nay
Robert Busick	X	
Maureen McCabe	X	
Kent Rodenheaver	X	
Robin Schick	X	
Ed Grant	X	
Kelly Dejesus	X	
Maureen Holt	X	

It was unanimously resolved:

To approve the Colonial Beach Sustainability Brochures as a public outreach and awareness initiative.

Chairwoman Holt asked if there was further business. Mr. Mitchell explained that he will bring information on wind energy and solar energy to the meeting in May. Member McCabe explained how she was interested in discussing the progress that Colonial Beach has made concerning the Comprehensive Plan in May.

Item 6: Adjournment

There was no further business. The meeting was adjourned at 6:19 p.m.

Chairperson, Colonial Beach Planning Commission