

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

Date: Thursday, August 7, 2014 – Town Center, 22 Washington Avenue  
Time: 5:30 p.m.

---

Present: Kelly DeJesus  
Kent Rodenheaver  
Ed Grant  
Maureen McCabe, Vice Chairwoman

Absent: Robin Schick, Chairwoman  
Robert Busick

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

---

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

Vice Chairwoman McCabe called the meeting to order at 5:35 p.m.

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

Vice Chairwoman McCabe asked for a motion to approve the minutes from the July 7, 2014 regular meeting. Member Rodenheaver made the motion to approve the minutes. Member DeJesus seconded.

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

That the minutes of the July 7, 2013 regular meeting be approved.

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

Vice Chairwoman McCabe asked if there were any public comment on planning commission matters not on the agenda. Vice Chairwoman McCabe asked if there were any staff comments. Mr. Mitchell explained that the interview of potential Planning Commission members could occur under other topics at the end of the meeting. Vice Chairwoman McCabe then asked if there was any public comment on matters not on the agenda. Linda Farneth explained that there was a property at the corner of Jackson and First Street where trees need trimming due to vision impairment by drivers in the area. She asked if there was a way that the Town could get the trees trimmed or a mirror could be placed there for drivers to see. Steve Cirbee then explained that it should be Public Works responsibility to keep the trees trimmed. Mr. Mitchell then explained that he would make a note to look into the situation and contact Public Works.

Steve Cirbee then explained that he felt that the sign ordinance was not being fully enforced. He felt that many business owners throughout town do not know the ordinances and that they needed to be informed. Mr. Mitchell explained that sign enforcement needed to be constantly monitored. Mr. Mitchell explained that a memo could be put on cable TV and the website with information regarding the signs. Mr. Cirbee explained that the real estate companies needed to be sent a memo to the offices. Mr. McHugh explained that he was planning on sending memos out to all of the local businesses in the area.



## PLANNING COMMISSION PAPER

**AT THE REGULAR MEETING HELD, THURSDAY, AUGUST 7, 2014 AT THE COLONIAL BEACH TOWN CENTER**

---

Whereas, the Colonial Beach Planning Commission finds that public necessity, convenience, general welfare and good zoning practice would be served by the recommending (approval/disapproval) of Comprehensive Plan Amendment (CPA-02-2014).

Now therefore be it resolved that the Colonial Beach Planning Commission hereby recommends (approval/disapproval) of Comprehensive Plan Amendment CPA-02-2014 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:**     Rodeheaver          **SECONDED BY:**   DeJesus  

	AYE	NAY		AYE	NAY
MS. SCHICK	<u>    </u>	<u>    </u>	MS. DEJESUS	<u>  x  </u>	<u>    </u>
M. McCABE	<u>  x  </u>	<u>    </u>	MR. BUSICK	<u>    </u>	<u>    </u>
MR. GRANT	<u>  x  </u>	<u>    </u>	MR. RODEHEAVER	<u>  x  </u>	<u>    </u>

**ADOPTED BY** \_\_\_\_\_ **TABLED FOR** \_\_\_\_\_

### **Item 5: Other Topics**

Mr. Mitchell told the members that the Town Council is going to request a joint meeting with the Planning Commission on a future date to hear a Conditional Use Permit request for the addition of the elementary school on the high school site. He explained that if the elementary school mod pods were attached, then the CUP would not be needed. He explained that the CUP was for two separate principal uses on the same lot as well as a school being built in a residential district. Mr. Mitchell asked if they could be there on that date. The members agreed that they could be there.

Mr. Mitchell then explained that there are two applicants for the vacant Planning Commission seat. He explained that Mr. Cirbee (one of the applicants) was at the meeting if they wanted to ask any questions. Steve Cirbee then spoke about himself to the Planning Commission members. He explained that he has a lot of experience as a builder and designer and has extensive knowledge of the town ordinances. Vice Chairwoman McCabe then asked if there would be any conflict of interest as a Planning Commission member. Mr. Cirbee explained that he did not believe so because he did one development in Colonial Beach and does not continue this type of work. He explained that he would refrain from issues if there was a conflict of interest. Member Deesus then asked what Mr. Cirbee's vision for Colonial Beach was. Mr. Cirbee then explained that he believe that Colonial Beach was more of an art district. He beleieved that the

boardwalk would not be able to support large commercial development along the beach. Chairwoman McCabe then explained that the vote will be held until the next session when all members are present. Vice Chairwoman McCabe then explained that the next meeting will be September 18<sup>th</sup> which will have a work session afterward. She explained that the work session will include discussion of topics that Vice Chairwoman McCabe and Member Busick discussed in their Planning Commission classes. Mr. Mitchell then reminded the members that whoever is voted into the vacant seat needed to take a Planning Commissioners course that is required in the bylaws within the first year of being appointed.

**Item 8: Adjournment**

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

---

Chairperson, Colonial Beach Planning Commission