

Town of Colonial Beach Planning Commission Minutes

Date: March 1st, 2012 – Town Center, 22 Washington Avenue

Time: 4:30 p.m.

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| Present: | Maureen Holt, Chairwoman David Coombes Ed Grant Desiree Urquhart |
| Absent: | Kent Rodeheaver |
| Staff: | Director of Planning and Community Development, Gary Mitchell Town Manager, Val Foulds Town Clerk, Kathleen Flanagan |

Item 1: Call to Order

Ms. Holt called the meeting to order at 4:30 p.m. All members of the Planning Commission were present with the exception of Kent Rodeheaver who was absent.

Item 2: Adoption of the By-laws

Ms. Holt opened the discussion to adopt the By-laws, with changes as written.

Ms. Urquhart remarked that she had a couple of clarifications. First, with the clarity on the issue of quorum. Ms. Urquhart asked the Commission to insert “a majority of the total of *appointed* members of the Planning Commission shall constitute a quorum.” Currently there are five members on the Planning Commission.

Mr. Grant requested the word *present* be included.

Ms. Urquhart noted she would like to make sure the By-laws are clear that a quorum is a majority of seven, as stated under *Members* on page 1, not of those present.

Mr. Mitchell noted that what is currently written in the By-laws was written by the Town Attorney. Ms. Foulds noted that this language is what the Town Attorney recommended.

Mr. Coombes remarked that the language is clear to him as to the issue of *quorum*.

Ms. Holt asked for a motion to approve the By-laws. Mr. Coombes said “No, there is more discussion.”

Mr. Coombes remarked that the terminology *zoning administrator* shows up again on page 3.

Ms. Foulds noted that at one point she was Town Manager and *Zoning Administrator* and that Mr. Mitchell is both.

Mr. Coombes then discussed page 3 that states that all Planning Commission members shall be residents of the Town of Colonial Beach, qualified by knowledge and experience, and asked for a definition of those terms.

Ms. Urquhart noted that *qualified by knowledge and experience* is based on the ability to make decisions on the community's *growth and development*.

Mr. Coombes asked the Commissioners remember this when looking at applicants, especially in light of the dearth of applicants applying to serve.

Mr. Coombes remarked that he is concerned if this language stays in the By-laws, that applicants may be turned down for not being *qualified*.

Mr. Coombes reminded Commissioners that in the past two Town Council members and two Planning Commissioners interviewed applicants.

Ms. Foulds noted that the Planning Commission could communicate that to Council.

Ms. Holt asked for a motion to adopt the By-laws.

Mr. Coombes made a motion and Ed Grant seconded the motion.

Ms. Holt called for a voice vote. All in favor "aye," the ayes have it, the motion passes

Item 3: Approval of Minutes

Ms. Holt asked for a motion to approve the minutes from January 5, 2012 and February 2, 2012.

Ms. Urquhart made a motion to approve, Mr. Grant seconded the motion.

Ms. Holt called for a voice vote. All in favor "aye," the ayes have it, the motion passes.

Minutes of the Planning Commission on January 5, 2012 and February 2, 2012 were unanimously approved.

Item 4: Public Comment on Planning Commission Matters

Linda Farneth, 121 Fifth Street, reporter for the Journal Newspaper, asked Commissioners if there was a plan to participate in the Main Street Affiliate Program, as the Town of Montross has recently done.

Ms. Holt noted that she would be talking about the current downtown revitalization grant.

Ms. Holt informed Commissioners that the discussion scheduled for April on the Highway Overlay Distract be postponed and the Commission focus, instead, on the downtown revitalization grant.

A final public meeting was held in February on the grant. Ms. Holt would like to invite Margaret McMullen to present to the Commissioners an update and progress on the grant application at the April meeting.

Ms. Foulds noted that Land Studio, PC is the consultant hired by the town and Mr. Mitchell is the lead town staff member. Administratively, Ms. Foulds is responsible on behalf of the town.

Mr. Coombes asked if perhaps in addition to Ms. McMullen, that two or three people from the public be invited to speak.

Ms. Farneth noted that the Main Street Affiliate program is separate from the revitalization grant efforts. Mr. Mitchell noted we are a Main Street Affiliate and we get points for being an Affiliate on the grant effort.

Mr. Mitchell noted that upon becoming a Main Street Community, which is the next step from being an Affiliate, many communities hire a Main Street Director. Mr. Mitchell noted we are not to that point yet.

Ms. Farneth noted that her question was “Can we try to generate interest in moving forward with the Main Street Program.” “Montross does not have enough people to be designated, but they are able to still follow the procedures.”

Mr. Coombes expanded by saying “They have their own corporation and have a bank account.”

Ms. Foulds noted that Montross is a year ahead of us in applying for the revitalization grant. Ms. Foulds continued “If we have to apply again next year because we didn’t make it the first time, we will have additional time and resources and experience.”

Ms. Holt asked Mr. Mitchell about holding public hearings for Articles 1, 2 and 3 of the zoning ordinance. Mr. Mitchell noted Article 1 was satisfactory, but Articles 2 and 3 are being worked on by the Town Attorney.

Ms. Holt asked Mr. Mitchell to prepare a new contact sheet with updated information and contact phone numbers and emails.

Ms. Holt thanked Mr. Mitchell for lightening the agenda.

Ms. Foulds informed the Commissioners that Josh Frederick, who is a planner with a lot of experience, has replaced Lori and will be debuting at the next Planning Commission meeting. He is the new Office Manager and Zoning Technician. He relocated to town this week and is ready to get to work.

Mr. Grant asked about the Safe Routes to School grant received several weeks ago and wanted to know how the Planning Commission is involved. Mr. Mitchell noted that the new sidewalks will begin soon.

Item 5: Adjournment

Ms. Holt asked for a motion to adjourn. Mr. Coombes made a motion to adjourn. Mr. Grant seconded the motion. The meeting was adjourned at 4:55 p.m.

Minutes Prepared by and Respectfully submitted:

Kathleen Flanagan,
Town Clerk
Town of Colonial Beach

Accepted

Chairperson, Colonial Beach Planning Commission