

Town of Colonial Beach Planning Commission Minutes

Date: November 7, 2013 – Town Center, 22 Washington Avenue

Time: 5:30 p.m.

Present: Maureen Holt, Chairwoman
Robin Schick
Kent Rodenheaver
Ed Grant

Absent: None

Staff: Director of Planning and Community Development, Gary Mitchell
Town Clerk, Kathy Flanagan

Item 1: Call to Order

Chairwoman Holt called the meeting to order at 5:30 p.m. All members were present.

Item 2: Approval of minutes of the October 2013 meeting

Chairwoman Holt asked for a motion to approve the minutes from the October 3, 2013 regular meeting. Member Grant made the motion to approve the minutes. Member Schick seconded the motion.

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

That the minutes of the October 3, 2013 regular meetings be approved.

Item 3: Colonial Beach Garden Club

Member Schick asked if she could amend the agenda to discuss a proposed Colonial Beach Garden Club.

Chairwoman Holt asked for a motion to approve the amendment. Member Schick made the motion to approve the amendment. Member Grant seconded the motion.

Member Schick then discussed how she had been approached by local residents interested in starting a garden club in Colonial Beach. She explained that this would involve developing a community garden somewhere in Colonial Beach. She explained how she believes that the Planning Commission should give a recommendation for support to The Town Council.

The Planning Commission then discussed different types of outreach programs that might be interested in the garden club.

They also discussed possible areas for the garden including Eleanor Park, the Lion's Club Field and the Water Tower Field. They discussed how the property should be a well trafficked and derelict public property with good access.

Member Schick then explained that it will be a three to five year plan to temporarily beautify different parts of Colonial Beach. Both Chairwoman Holt and Member Rodenheaver expressed that they like the idea especially for Eleanor Park.

Member Schick then explained that Eleanor Park would be a great place because it would take care of the maintenance of the park. Chairwoman Holt then explained that this would coincide with a possible future farmer's market for Colonial Beach.

Member Schick then explained that there would be a membership fee which would be based on the size of the garden plot.

Member Grant then asked about design and development of the garden. Member Schick then explained that the concrete pads at Eleanor Park could be left for picnic tables and meeting spaces. Member Grant also asked about supplying water to the garden. Member Schick told Member Grant that municipal water is provided at many of the proposed sites. She then explained that water spigots would need to be installed but these would be obstacles to deal with in the future.

Reporter Linda Farneth then asked how the membership fees will work. Member Schick then explained that the membership will be based on plot size and that would be based on the type of membership. She explained that there could be group memberships (family, organization, etc.) or single memberships. She also explained that there could be help for low-income families and sponsorships. She also explained that the Commission could adopt bylaws from other localities with community gardens.

Member Rodenheaver then asked if there is currently a Colonial Beach Garden Club. Member Schick explained that there is not, however there have been many interested citizens.

Member Rodenheaver then makes a motion to recommend the Colonial Beach Garden Club with the suggestion of Eleanor Park as the first proposed site to Town Council. Member Grant seconds the motion.

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

That the recommendation of The Colonial Beach Garden Club be presented to Town Council.

Item 4: Public Comment on Planning Commission Matters

There was no public comment.

Item 5: Staff presentation of Comprehensive Plan amendment

Mr. Mitchell then explained the attached staff report:

PLANNING & COMMUNITY DEVELOPMENT STAFF REPORT	
PROJECT NAME: Comp Plan Amendment	Planning Commission Meeting Date: 11-7-2013
Case Number: CPA-01-2013	Applicant: Town
Project Status: <input type="checkbox"/> Preliminary Sketch Application <input type="checkbox"/> Rezoning <input type="checkbox"/> Preliminary Plat Use <input type="checkbox"/> Conditional <input type="checkbox"/> Preliminary Final Plat Plans <input type="checkbox"/> Concept <input type="checkbox"/> Final Plat <input type="checkbox"/> Text Amendment <input type="checkbox"/> Vacation <input checked="" type="checkbox"/> Comp Plan Amendment	Owner: NA
	Location: NA
	Voting District: NA
	Parcel Number: NA
	Total Site Area: NA
	Site Area Developed: NA
Existing Structures: NA	CBPA: NA
Flood Hazard: NA	Additional Site Data: NA
Current Zoning: NA	
Action Request: Approval as presented	
	Staff: G. Mitchell Date: 10-15-2013

Prior Actions / Case History

Rezoning: NA
Conditional Use Permit: NA
Variances: NA
Subdivisions: NA
Other Data: NA

BACKGROUND:

In 2011 the Town applied to the Virginia Housing Development Authority (VHDA) for a \$10,000 grant to development design guidelines for the Town. This was initiated as part of our overall revitalization efforts. The guidelines are divided into three sections. The first section is general standards that should apply town wide while the other sections apply to the point and historic resort commercial area. These guidelines are not ordinances or requirements for existing property owners or businesses. There were multiple meetings held with property owners and citizens concerning the development of these guidelines.

DISCUSSION:

These guidelines would come into play when a developer is looking to rezoning or obtain a conditional use permit. The developer can then proffer to design and build in concert with these guidelines.

The design guidelines are just that, they are guidelines and represent what the Town citizens wanted to see in terms of future development of the Town. For current property owners and businesses these are voluntary and hopefully provide a frame work to guide property owners when they make improvements to the property. The only time these become required is via a rezoning type of action where someone is requesting special permission to operate or build a new venture. And then they too have to voluntarily proffer to the guidelines or some portion(s) of them. These guidelines should be placed within our comprehensive plan so that the Town may incorporate these principles into our long term growth polices as identified in the Plan.

CONCLUSION:

Staff believes by adding these provisions to our comprehensive plan further promote the public's health, safety and welfare. These guidelines provide a frame work for the future development and the re-development of the Town. The guidelines reinforce the small town character and charm that has traditionally been part of Colonial Beach.

STAFF RECOMMENDATION:

Staff recommends setting a public hearing in November for consideration of this comprehensive plan amendment.

Member Schick then commended the businesses listed in the plan for setting a good example for the Town.

Member Schick then made a motion to adopt The Colonial Beach Design Guidelines as a part of The Colonial Beach Comprehensive Plan. Member Rodenheaver seconded the motion.

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

That the Colonial Beach Design Guidelines be adopted into the Colonial Beach Comprehensive Plan.

Item 5: CDBG and Floodplain Update

Mr. Mitchell gave a brief update for the Community Development Block Grant for The Town. He also explained that FEMA is updating the flood plains for the Town. He explained that these changes involve changing the Floodplain Ordinance and if the ordinance is not adopted, people with flood insurance will lose it. He explained that he will update the ordinance and present it to The Planning Commission.

Member Schick asked if an existing and proposed map can be provided. Mr. Mitchell confirmed.

Item 5: Reschedule January 2014 Meeting

Mr. Mitchell then asked if the January 2014 meeting could be rescheduled. Mr. Mitchell explained that he would be on vacation on Thursday, January 2, 2014. He asked if it could be moved to Thursday, January 9, 2014. Member Rodenheaver moved the motion. Member Schick seconded.

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

That the January 2014 Planning Commission meeting be rescheduled from Thursday, January 2,2014 to Thursday, January 9,2014.

Item 6: New Planning Commission Member

Chairwoman Holt then asked for a motion to recommend Maureen McCabe as a new Planning Commission member to Town Council. Member Schick then asked if she could meet Ms. McCabe before they move the recommendation to Town Council. The Planning Commission agreed with Member Schick and will move the recommendation to the December Town Council meeting.

Item 5: Adjournment

There was no further business. The meeting was adjourned at 5:57 p.m.

Chairperson, Colonial Beach Planning Commission