

**TOWN OF COLONIAL BEACH PLANNING**  
**COMMISSION SPECIAL MEETING**

**Agenda**

**Date: Thursday, May 26, 2016**

**Time 9:00 AM**



- 
- 1) Call the meeting to order at 9:00 A.M.
  
  - 2) Public Hearing on CUP 02-2016-125 Wilder Avenue
    - a. Chair asks for Staff Report Presentation
    - b. Chair opens public hearing (note time)
    - c. Chair closes public hearing (note time)
    - d. Chair initiates Commission Discussion
    - e. Chair reads Commission paper
    - f. Chair seeks motion
  
  - 3) Adjournment

**PLANNING & COMMUNITY DEVELOPMENT STAFF REPORT**

<b>PROJECT NAME: 125 Wilder Avenue Mixed Residential/Commercial Use CUP</b>	<b>Town Council Meeting Date:</b>	
<b>Case Number: CUP-02-2016</b>	<b>Applicant: Robin Schick (Agent)</b>	
<b>Project Status:</b>  <input type="checkbox"/> Preliminary Sketch <input type="checkbox"/> Rezoning Application <input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Conditional Use <input type="checkbox"/> Preliminary Final Plat <input type="checkbox"/> Concept Plans <input type="checkbox"/> Final Plat <input type="checkbox"/> Text Amendment <input type="checkbox"/> Vacation <input type="checkbox"/> Comp Plan Amend.	<b>Owner: Kay Marlin</b>	
	<b>Location: 125 Wilder Avenue</b>	
	<b>Voting District: NA</b>	
	<b>Parcel Number: 3A2-2-87-2</b>	
	<b>Total Site Area: 4,993 square feet</b>	
	<b>Site Area Developed:</b>	
<b>Existing Structures: two story frame dwelling and metal shed</b>	<b>CBPA: RMA</b>	
<b>Flood Hazard: NA</b>	<b>Additional Site Data: NA</b>	
<b>Current Zoning: Resort Commercial</b>		
<b>Action Request: Recommendation to Town Council</b>		
	<b>Staff: B. McHugh</b>	<b>Date: 5/26/2016</b>

**Prior Actions / Case History**

<b>Rezoning: NA</b>
<b>Conditional Use Permit: NA</b>
<b>Variances: NA</b>
<b>Subdivisions: NA</b>
<b>Other Data: NA</b>

**BACKGROUND:**

Ms. Robin Schick has applied as the agent for Ms. Kay Marlin for a Conditional Use Permit (CUP) to operate a Mixed Residential/Commercial Use Building. A Mixed Residential/Commercial Use Building is defined as:

*A building which provides commercial or office space together with one or more residential units.*

Ms. Marlin would like to accommodate for four apartments including one master suite apartment on the first floor and two office spaces.

**DISCUSSION:**

The site is zoned Resort Commercial (RC). For this use, a conditional use permit is required, per Article 7 of the Colonial Beach Zoning Ordinance.

---

**STAFF RECOMMENDATION:**

Staff recommends that the Planning Commission vote to recommend this Conditional Use Permit to the Town Council with the following recommendations:

1. The applicant shall record the To Wit (approval form) with the Westmoreland County Circuit Court Clerk's office within 30 days of receipt and provide a copy of the recorded document to the Planning Department with the deed book and page number.
2. This CUP is for operation of a Mixed Residential/Commercial Use Building.
3. The owner shall notify the Department of Planning and Community Development of any new occupants within the office spaces to determine if the occupant's use is permitted based on the Uniform Statewide Building Code and the Colonial Beach Zoning Ordinance.
4. A Certificate of Occupancy to operate as a Mixed Residential/Commercial Use Building shall not be issued until this conditional use permit has been approved by Town Council.
5. The owner shall comply with all Federal, State and Local Laws and/or Ordinances.

## **CUP 125 Wilder Street**

The building located at 125 Wilder Street is also known as “The Vernon House.” It was built in the early 1900’s and is one of the few buildings in the Resort Commercial Zoning District left that may qualify the district for Downtown and Historic status by the state. Kay Marlin bought the building in a state of neglect, and currently has a by right use as a boarding/rooming house. It was run down with part-time low income tenants and eventually closed with lack of maintenance and management. Ms. Marlin is rejuvenating the building instead of tearing it down and has used the Revitalization Façade Grant in this process. The outside is restored to a better glory with a timeless quaint front porch but the inside reveals updates and new life.

This has-been 11 bedroom rooming house is transformed into a Mixed Use Residential/Commercial property complete with 3 studio apartments, 2 professional offices, and a large private 2 bedroom Owner’s Suite. The new Conditional Use Permit will replace the “Rooming House” by right use and change it to “Mixed Use” to allow for both commercial and residential within the building. This type of development is a positive for our downtown region, economic development, and a huge improvement to the streetscape at such a prominent location in town.

**BEFORE PHOTOS**



# AFTER PHOTOS!





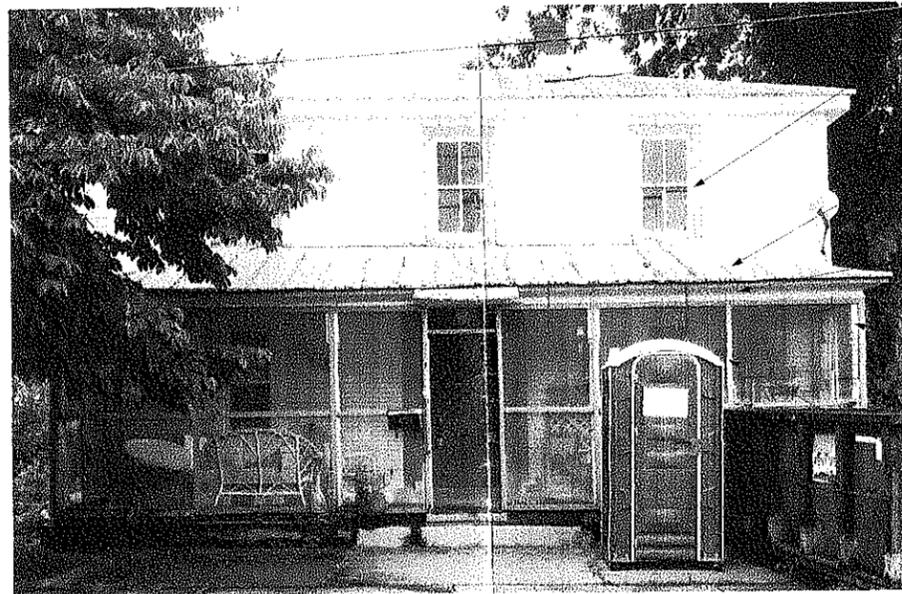
THE DRAWINGS AND IDEAS DESCRIBED ON THESE DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE REPRODUCED, COPIED, OR USED IN CONNECTION WITH ANY CONSTRUCTION PROJECT OR PERSON OTHER THAN FOR THE SPECIFIC PROJECT FOR WHICH THEY WERE PREPARED WITHOUT WRITTEN CONSENT OF THE ARCHITECT. WRITTEN DIMENSIONS ON THESE DOCUMENTS SHALL TAKE PRECEDENCE OVER SCALED RELATIONSHIPS. EXISTING RELATIONSHIPS SHOWN ARE BASED ON INFORMATION PROVIDED BY THE OWNER TO THE BEST OF THE ARCHITECT'S ABILITY, AND SHOULD BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT IF DIMENSIONAL OR CONSTRUCTION CONDITIONS IN THE WORK VARY FROM THE CONDITIONS SPECIFIED IN THESE DOCUMENTS. CONTRACTOR IS RESPONSIBLE FOR ALL REPAIRS & METHODS OF CONSTRUCTION, ALL JOBSITE SAFETY AND COMPLIANCE WITH APPLICABLE SAFETY REGULATIONS.

COLONIAL BEACH FACADE  
IMPROVEMENT

125 WILDER AVENUE, COLONIAL BEACH, VIRGINIA 22443

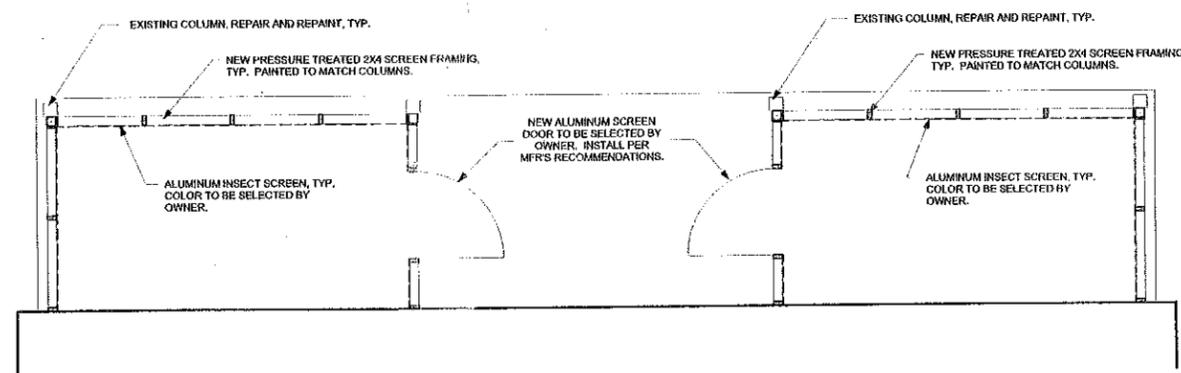
GENERAL NOTES:

- CONTRACTOR SHALL TEST EXISTING PAINT FOR PRESENCE OF LEAD PRIOR TO DISTURBING PAINT. CONTRACTOR OR SUBCONTRACTOR RESPONSIBLE FOR WORK AFFECTING ITEMS WITH LEAD PAINT SHALL BE CERTIFIED FOR LEAD PAINT REMOVAL PER FEDERAL REQUIREMENTS AND OTHER REQUIREMENTS OF THE STATE OF VA AND COUNTY. REMOVAL OF LEAD PAINT SHALL BE PERFORMED BY QUALIFIED PERSONNEL TRAINED AND CERTIFIED AND BE PERFORMED IN A SAFE MANNER.
- PAINTING:  
PRIMER - KILZ EXTERIOR  
FINISH PAINT - 100% ACRYLIC SEMIGLOSS (2 COATS)

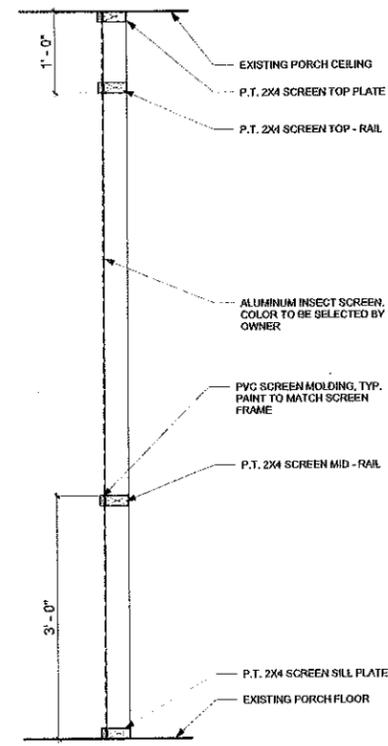


- REMOVE PAINT FROM EXISTING WINDOW TRIM TO BARE WOOD. PATCH AND REPAIR WOOD AS REQUIRED. REPLACE TRIM MORE THAN 30% DAMAGED WITH NEW TRIM TO MATCH EXISTING. PRIME AND PAINT 2 COATS. COLOR TO BE SELECTED
- PATCH AND REPAIR EXISTING STANDING SEAM METAL ROOF. PAINT ROOF WITH METAL ROOFING PAINT FOLLOWING MFR'S RECOMMENDATIONS AND SPECIFICATIONS.
- INSTALL NEW 4" ALUMINUM GUTTERS WITH OGEE PROFILE. COLOR: WHITE. INSTALL DOWNSPOUTS ON SIDE OF CORNER COLUMN. TYP.
- REMOVE PAINT FROM EXISTING COLUMN TO BARE WOOD. FILL AND PATCH ANY HOLES OR DAMAGED WOOD. SAND FLUSH. PAINT TO MATCH EXISTING COLOR. TYPICAL AT ALL COLUMNS.
- REMOVE EXISTING SCREEN AND SCREEN FRAMING. INSTALL NEW SCREEN AND FRAME BEHIND EXISTING COLUMNS. SEE DETAILS THIS SHEET.

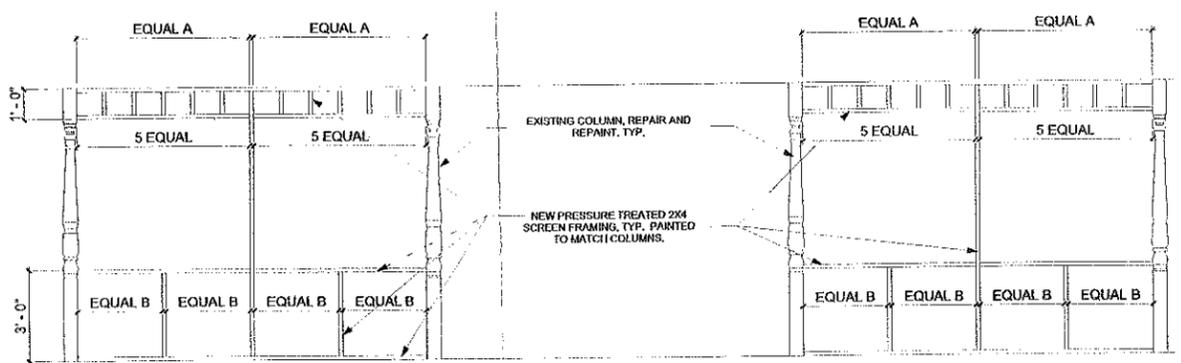
1 ELEVATION  
A1 1/4" = 1'-0"



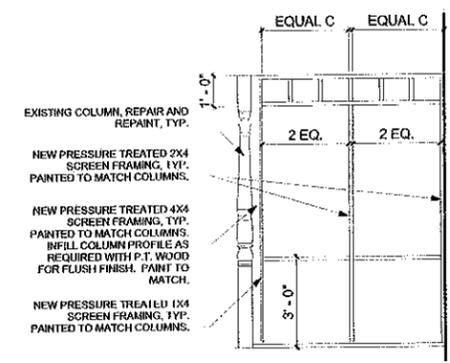
2 PORCH PLAN  
A1 3/8" = 1'-0"



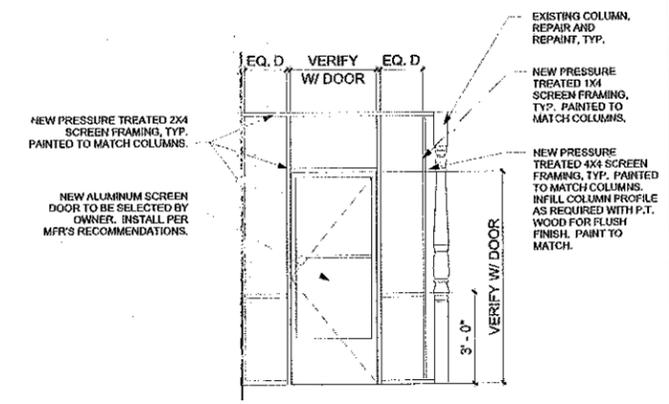
6 PORCH SCREEN SECTION, TYP.  
A1 1" = 1'-0"



3 PORCH SCREEN ELEVATION  
A1 3/8" = 1'-0"



4 PORCH SCREEN SIDE ELEVATION, TYP.  
A1 3/8" = 1'-0"



5 PORCH SCREEN DOOR ELEVATION  
A1 3/8" = 1'-0"

#	Revision	Date

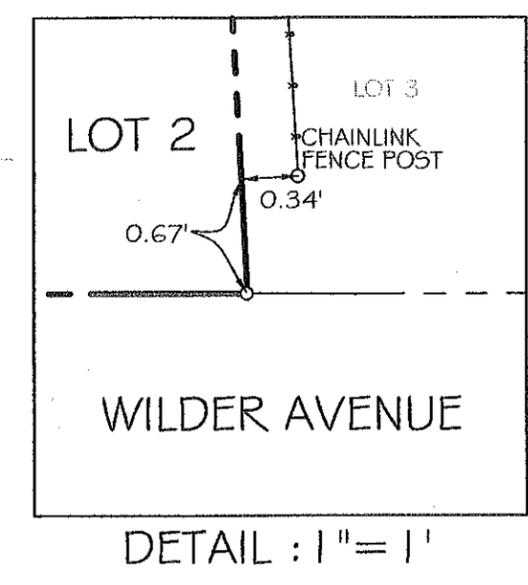
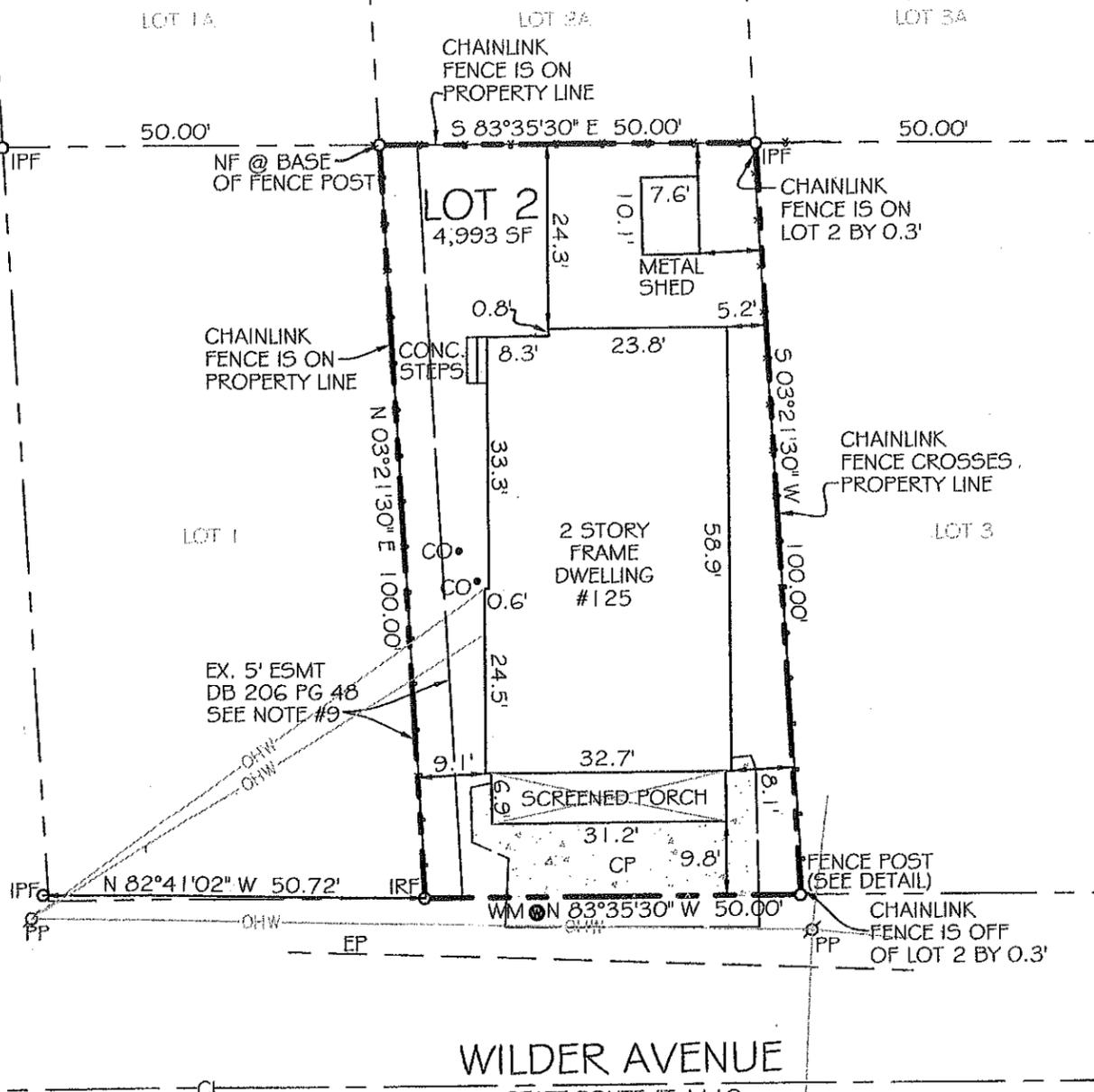
DRAWN BY: RDC  
CHECKED BY: TJS  
PROJECT #: 1514  
DATE: 11/20/15  
SCALE: AS NOTED

SHEET NAME:  
ELEVATIONS AND DETAILS

DRAWING #:  
**A1**  
DRAWING: 4

1/10/2016 8:02 AM P:\14\Colonial Beach\Drawings\02-01-15\02-01-15.dwg User: rdc

SUBDIVISION PLAT  
WASHINGTON AVENUE  
STATE ROUTE #1-1102  
50' RW

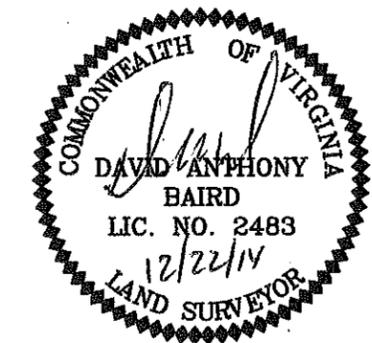


**LEGEND**

CL	DENOTES	CENTERLINE
CO	DENOTES	CLEANOUT
CONC.	DENOTES	CONCRETE
CP	DENOTES	CONCRETE PAD
EP	DENOTES	EDGE OF PAVEMENT
ESMT	DENOTES	EASEMENT
EX	DENOTES	EXISTING
IPF	DENOTES	IRON PIPE FOUND
IRF	DENOTES	IRON ROD FOUND
NF	DENOTES	NAIL FOUND
OHW	DENOTES	OVERHEAD WIRE
PG	DENOTES	PAGE
PP	DENOTES	POWER POLE
RW	DENOTES	RIGHT OF WAY
SF	DENOTES	SQUARE FEET
TM	DENOTES	TAX MAP
WM	DENOTES	WATER METER

**NOTES:**

1. THIS PLAT HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE REPORT, AND DOES NOT, THEREFORE, SHOW ALL ENCUMBRANCES ON THE PROPERTY.
2. IMPROVEMENTS SHOWN.
3. UNDERGROUND UTILITIES AND SUBSURFACE FACILITIES HAVE NOT BEEN LOCATED EXCEPT FROM SURFACE APPURTENANCES.
4. PLAT PREPARED FOR THE BENEFIT OF: KAY MARLIN.
5. THE PROPERTY DELINEATED ON THIS PLAT LIES IN ZONE "X", AREAS DETERMINED TO BE OUTSIDE THE 0.2% CHANCE ANNUAL FLOODPLAIN, AS SHOWN ON FIRM FLOOD INSURANCE RATE MAP #51193C0039D, EFFECTIVE DATE AUGUST 18, 2009. AN ELEVATION CERTIFICATE WILL BE REQUIRED IN ORDER TO DETERMINE AN ACCURATE FLOOD ZONE DETERMINATION OF THE EXISTING DWELLING ON THIS PROPERTY.
6. THE EXISTENCE OF VEGETATED OR TIDAL WETLANDS AND HAZARDOUS WASTE HAS NEITHER BEEN INVESTIGATED NOR CONFIRMED FOR THIS SURVEY.
7. ADDRESS: #125 WILDER AVENUE.
8. BOUNDARY INFORMATION SHOWN HEREON REPRESENTS A CURRENT BOUNDARY SURVEY BY THIS FIRM.
9. THE EXISTING 5' EASEMENT IS FOR THE PURPOSE OF CONSTRUCTION, MAINTENANCE AND OPERATION OF A SEWER PIPELINE OR LINES AND OF A WATER PIPE LINE OR LINES AS RECORDED IN DEED BOOK 206 AT PAGE 48 AMONG THE LAND RECORDS OF WESTMORELAND COUNTY, VIRGINIA.



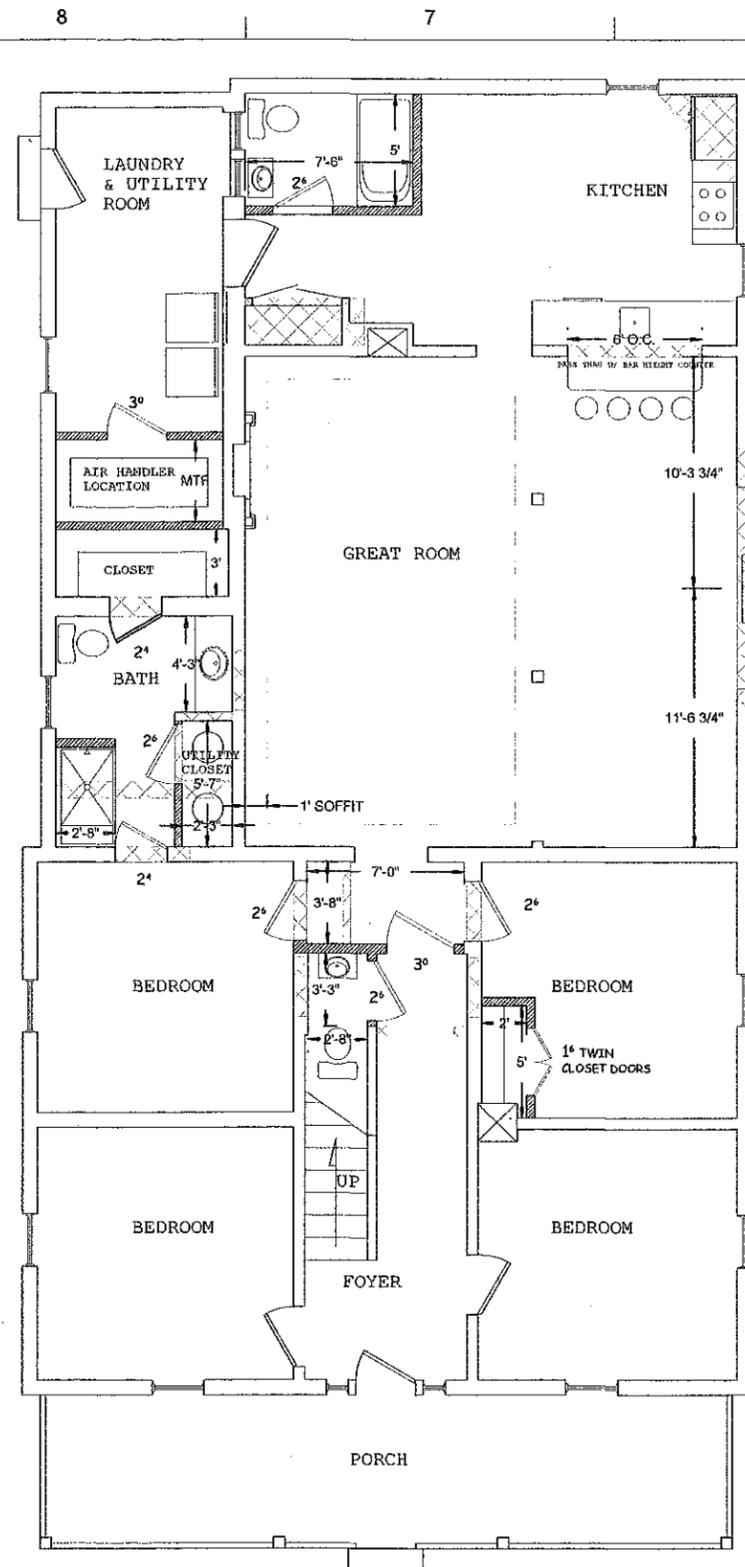
TAX MAP 3A2 ((2)) (87) PARCEL 2

DAB

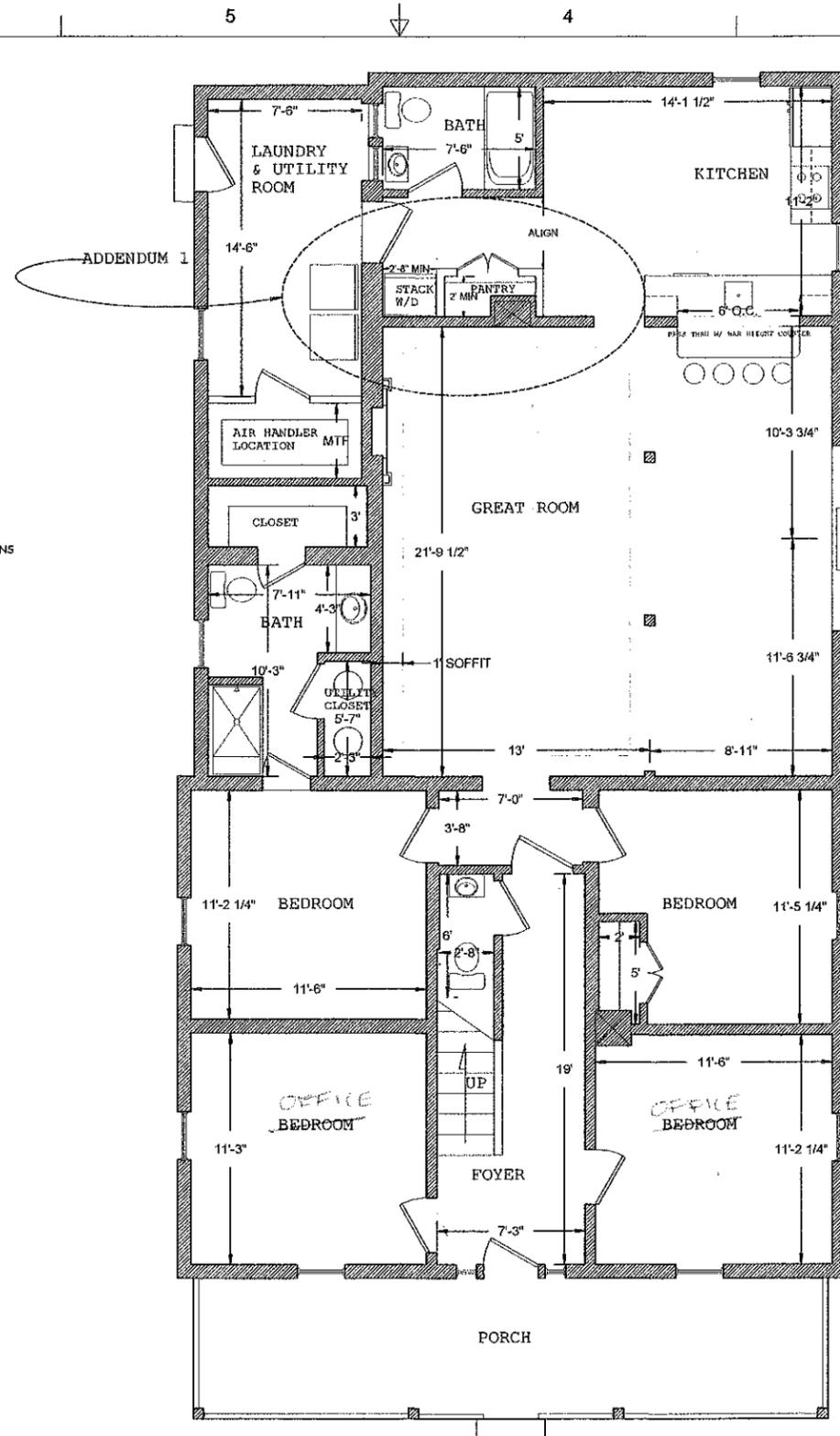
**HOUSE LOCATION SURVEY**  
BLOCK 87, LOT 2  
TOWN OF COLONIAL BEACH

14961 KINGS HIGHWAY  
P.O. BOX 838  
MONTROSS, VIRGINIA 22520  
PHONE: 804-493-9066  
FAX: 804-493-9926

WESTMORELAND COUNTY, VIRGINIA  
DATE: DECEMBER 22, 2014  
SCALE: 1" = 20' SHEET 1 OF 1 11042.CRD  
JOB NO.: 11042 FILE NAME: 11042 HLS.DWG



**1** First Floor Demo Plan  
**A1** NTS



**2** First Floor Finish Plan  
**A1** NTS

**SHEET NOTES**

DRAWINGS FOR REPRESENTATION ONLY.  
 NOT FOR PERMIT.  
 VERIFY ALL WITH EXISTING.  
 DO NOT MEASURE ON DRAWING.

ABBREVIATIONS:  
 NTS - NOT TO SCALE  
 ETR - EXISTING TO REMAIN  
 OC - ON CENTER  
 TBD - TO BE DETERMINED

SQUARE FOOTAGES:  
 MASTER SUITE APARTMENT: 1265 SQFT  
 LAUNDRY & HVAC ROOM: 158 SQFT  
 FRONT COMMERCIAL SPACE: 460 SQFT  
 TOTAL INTERIOR: 1883 SQFT

FRONT PORCH: 210 SQFT

**SCOPE OF WORK:**

DEMO HATCHED EXISTING.

NEW CLOSET AND BATHROOM WALLS PER FLOOR PLAN. (BOLDED IN DEMO PLAN)  
 COORDIANTE TO CLEAR EXISTING ELEC AND WINDOW LOCATIONS.

NEW KITCHEN APPLIANCE LOCATIONS AND PASS-THRU WINDOW TO GREAT ROOM.

CORODINATE AIR HANDLER AND SOFFIT REQUIREMENTS WITH HVAC.

RELOCATED DOORS AND NEW DOORS, INCLUDING EXTERIOR 9'-SGD LOCATION.

REUSE DEMOED WINDOWS, PERGO, AND NAUTI PINE.

PROVIDE CAT DOOR AT EXTERIOR LAUNDRY DOOR LOCATION, AND INCREASE SECURITY OF WINDOWS AND DOORS TO PRIVATE MASTER SUITE.

COORDIANTE LAUNDRY MACHINE LOCATION WITH OWNER.

JOB # 000117	
DATE: 03/12/15	
REVISIONS	DATE
ADDENDUM 1	8/17/15

**VERNON HOUSE**  
 COLONIAL BEACH, VA

RMS DESIGN 804-761-5366  
 RMS-DEISGN.COM

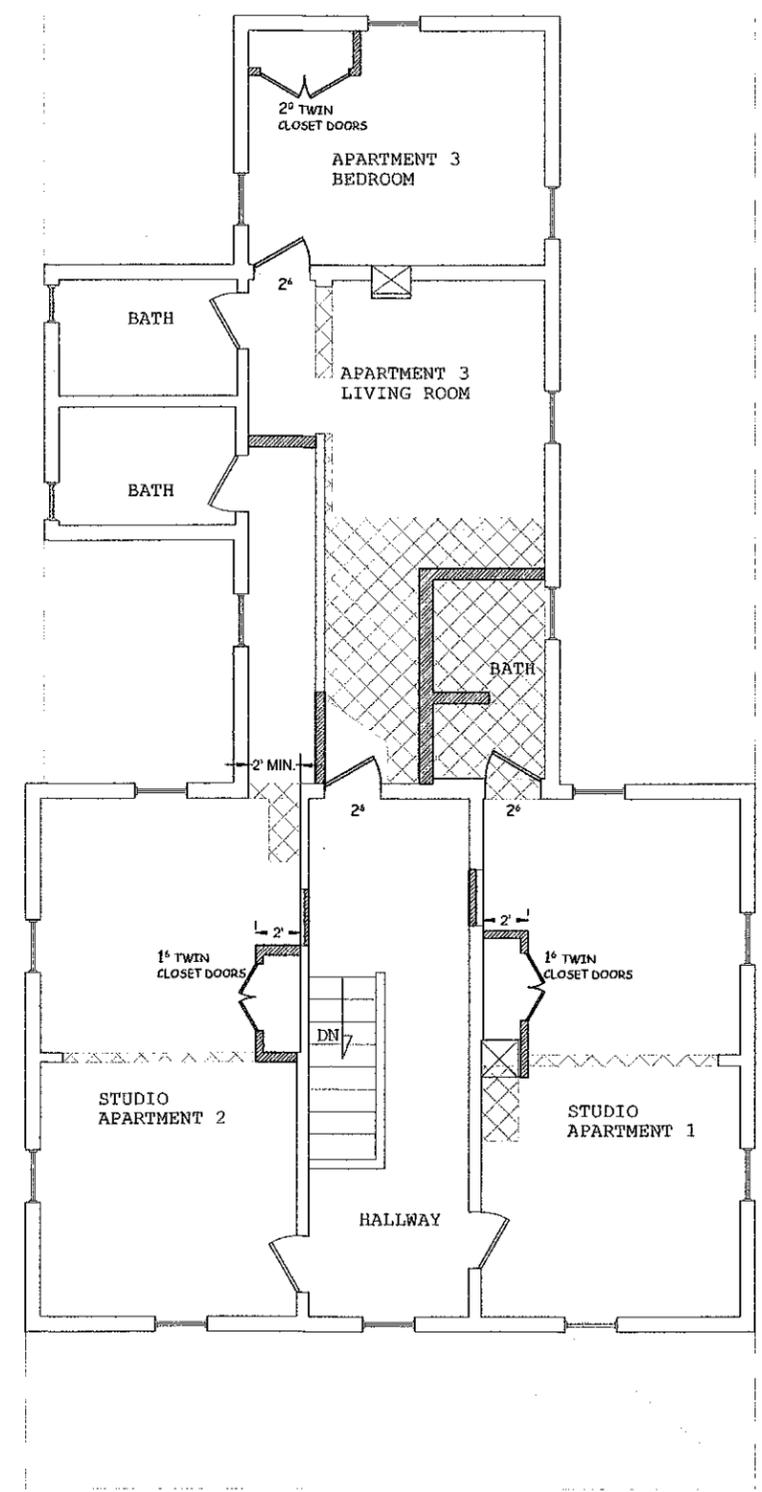
SCALE: 1/4" = 1'-0"

SHEET SIZE: D 24X36

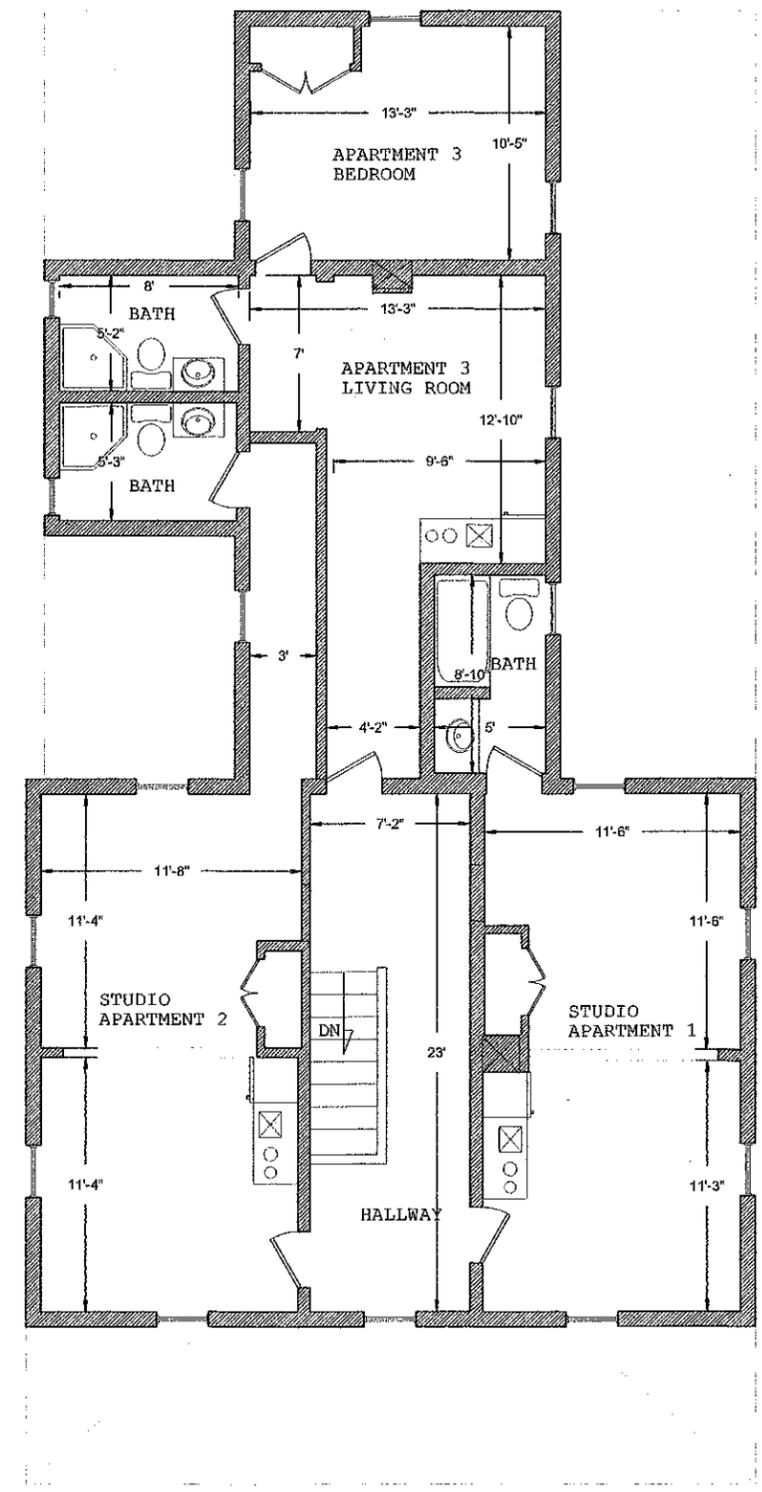
SHEET:  
**A1**

1st Floor Options  
 OF 1 SHEET

8 7 6 5 4 3 2 1



1 Second Floor With Demo Plan  
A2 NTS



2 Second Floor Finish Plan  
A2 NTS

**SHEET NOTES**

DRAWINGS FOR REPRESENTATION ONLY.  
NOT FOR PERMIT.  
VERIFY ALL WITH EXISTING.  
DO NOT MEASURE ON DRAWING.

ABBREVIATIONS:  
NTS - NOT TO SCALE  
ETR - EXISTING TO REMAIN  
OC - ON CENTER  
TBD - TO BE DETERMINED

SQUARE FOOTAGES:

APT. 1 LIVING SPACE 270 SQFT  
APT. 1 BATH 45 SQFT  
APT. 1 TOTAL: 315 SQFT

APT. 2 LIVING SPACE 270 SQFT  
APT. 2 BATH & HALL 90 SQFT  
APT. 2 TOTAL: 360 SQFT

APT. 3 LIVING SPACE 150 SQFT  
APT. 3 BEDROOM 137 SQFT  
APT. 3 BATH & ENTRY 83 SQFT  
APT. 3 TOTAL: 370 SQFT

**SCOPE OF WORK:**

DEMO HATCHED EXISTING.

NEW CLOSETS AND BATHROOM WALLS PER FLOOR PLAN. (BOLDED IN DEMO PLAN)  
COORDINATE TO CLEAR EXISTING ELEC AND WINDOW LOCATIONS.

CLOSE AND INSULATE UNUSED DOOR LOCATIONS IN HALLWAY, LEAVE FRAMES.

NEW DOOR LOCATIONS AS NOTED.

NEW BATHROOM & KITCHENETTE LOCATIONS AS NOTED. REPLACE EXISTING BATH FIXTURES.

REPLACE WINDOWS AT EXISTING LOCATIONS, COORDINATE WITH OWNER.

FLOOR FINISHINGS TO BE COORDINATED WITH OWNER.

JOB # 000117	
DATE: 02/24/15	
REVISIONS	DATE
<b>VERNON HOUSE</b> COLONIAL BEACH, VA RMS DESIGN 804-761-5366 RMS-DESIGN.COM	

SCALE: 1/4" = 1'-0"

SHEET SIZE: D 24X36

SHEET:

**A2**

FLOOR PLANS  
OF 3 SHEETS

8 7 6 5 4 3 2 1