



**TOWN OF COLONIAL BEACH  
PLANNING COMMISSION MEETING**

**January 8, 2026, 5:30 PM**

Colonial Beach Town Center  
22 Washington Avenue, Colonial Beach, VA 22443

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**AGENDA**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Determination of Quorum**
4. **Approval of the Meeting Agenda**
5. **Election of Officers**
  - a. Chairperson
  - b. Vice-Chairperson
6. **Approval of Minutes**
  - a. December 11, 2025
7. **Planning Commission Committee Reports and Commissioner Comments**
8. **Public Comment on Non-Public Hearing Planning Commission/Land Use Items**
9. **Old Business**
10. **New Business**
  - a. **FY27-31 CIP Discussion**
    - i. Chris Ruchty
    - ii. Chief Parsons
  - b. **2026 Planning Commission By-laws**
    - i. Staff Presentation
    - ii. Commission Discussion
    - iii. Commission Action
  - c. **2026 Planning Commission Work Plan**
    - i. Staff Presentation
    - ii. Commission Discussion
    - iii. Commission Action
11. **Planning and Community Development Director's Report**
12. **Adjournment**



**TOWN OF COLONIAL BEACH  
PLANNING COMMISSION MEETING**

January 8, 2026

**MEMORANDUM**

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**DATE:** December 31, 2025

**TO:** Planning Commission

**FROM:** Angela Lawrence  
Director of Planning & Community Development

**SUBJECT:** Election of Officers

**BACKGROUND:**

Virginia State Code § 15.2-2217 states that: “The local planning commission shall elect from the appointed members a chairman and a vice-chairman, whose terms shall be for one year.”

Town of Colonial Beach Planning Commission Bylaws (the Bylaws) state that “The Commission shall consist of a Chairperson and Vice-Chairperson, whose terms of office shall be for one year. These positions are elected by the Commission at its annual organizational meeting in January of each year. Any vacancy occurring in an office shall be filled for the unexpired term by the Commission at the regular monthly meeting following the occurrence of such vacancy. These positions are limited to two consecutive full terms in their respective positions.”

**DISCUSSION:**

Duties of Officers, as listed in the Bylaws

The Chairperson shall:

1. Preside at all meetings.
2. Appoint committees.
3. Rule on all procedural questions, but subject to a reversal by a majority vote of the members present.
4. Be informed immediately of any official communication.
5. Report official communications referencing positive and negative opinions.
6. Certify official documents involving the authority of the Commission.
7. Be the general spokesperson for the Commission.
8. Attend Town Council meetings or designate a liaison in lieu.
9. Coordinate with staff as they prepare meeting agendas.

The Vice-Chairperson shall:

1. Act in the absence or inability of the Chairperson to act.
2. Perform such other duties as may be assigned by the Commission.

**RECOMMENDATION:**

Nominate \_\_\_\_\_ as Colonial Beach Planning Commission Chairperson for a one-year term to begin January 8, 2026.

Nominate \_\_\_\_\_ as the Colonial Beach Planning Commission Vice-Chairperson for a one-year term to begin January 8, 2026.



**TOWN OF COLONIAL BEACH  
PLANNING COMMISSION MEETING**

January 8, 2026

**MEMORANDUM**

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**DATE:** January 4, 2025

**TO:** Planning Commission

**FROM:** Angela Lawrence  
Director of Planning & Community Development

**SUBJECT:** 2027-2031 Capital Improvements Program

**BACKGROUND:**

The Colonial Beach Town Council has tasked the Planning Commission with the annual preparation of a Capital Improvement Program (CIP) under the authority of the Code of Virginia §15.2-2239. The CIP requires a public hearing with Planning Commission prior to making a recommendation to Town Council for inclusion in the budget cycle.

**DISCUSSION:**

The CIP will be presented at the January 8, 2026 meeting at which time a hard copy will be available to the Commission.

**RECOMMENDATION:**

Authorize staff to advertise the public hearing for the CIP.



**TOWN OF COLONIAL BEACH  
PLANNING COMMISSION MEETING**

January 8, 2026

**MEMORANDUM**

---

**DATE:** January 4, 2025

**TO:** Planning Commission

**FROM:** Angela Lawrence  
Director of Planning & Community Development

**SUBJECT:** 2026 Bylaws

**BACKGROUND:**

Colonial Beach Town Code Section 2-3 states that the Planning Commission shall prepare and adopt by-laws for the Commission's organizational and procedural functions.

Planning Commission reviews the by-laws annually. Modification of the by-laws shall be approved by the Commission in regular session. An affirmative vote of two-thirds of the entire Commission shall be required to modify the by-laws.

**DISCUSSION:**

The attached DRAFT by-laws incorporate revisions recommended by the Town Attorney and formatting by the Director of Planning and Community Development.

IV. F. corrects numbering from previous year.

V. B. changes appointment to be made by the Director rather than Chair, since the Clerk is an employee of the Town.

VII. Adds language regarding liaisons in addition to committees and removes committee membership requirements.

IX. C. 4. Has a question regarding whether the commission wishes to keep this limitation. It is recommended that it be taken out of the by-laws.

A comment received by a planning commission at a previous meeting regarding reading emails and letters at the meetings was addressed by Ms. Odam to reflect that the commission is following the Council procedure; therefore, no change is recommended.

**RECOMMENDATION:**

After discussion, approve By-Laws as presented and/or amended.



## **TOWN OF COLONIAL BEACH Planning Commission Bylaws**

### **I. State Statutes**

The Planning Commission, authorized by Virginia Code §15.2-2210, shall execute its responsibility in a manner consistent with the provisions contained in state law.

### **II. Objective**

The objectives of the Planning Commission are to advise the Town Council and to carry out all duties and functions described by the Code of Virginia, as amended. This commission strives to improve public health, safety, convenience and welfare of its citizens and to plan for future development of the community.

#### **A. Additional Responsibilities**

1. As governed by the Code of Virginia, the Commission shall direct the preparation of the Town Comprehensive Plan for presentation to the Town Council and periodically review/update this Plan as required by the Code of Virginia.
2. The Commission shall participate in the Capital Improvement Program and Zoning Ordinances to assure that they are in accordance with the Comprehensive Plan as required by the Code of Virginia.
3. The Commission shall receive direction from the Town Council regarding any special programs that it desires to be managed or evaluated by the Commission within the Code of Virginia.
4. By majority vote, the Commission shall establish a work program with projects and priorities including assignments by the Town Council and initiatives by the Commission.

### **III. Members, Terms**

- A. In accordance with Virginia Code §15.2-2212 the Colonial Beach Planning Commission shall consist of seven (7) voting members, all of whom shall be appointed by the Colonial Beach Town Council. All Planning Commission Members shall be residents of the Town of Colonial Beach, qualified by knowledge and experience to make decisions on questions of community growth and

development and at least one-half of the members of the Planning Commission shall be owners of real property.

B. Terms and Vacancies

1. All members shall be appointed terms of four (4) years.
2. Any vacancy in membership shall be filled with an appointment by the Town Council. Any appointed member may be removed by the Town Council for malfeasance in office.

**IV. Meetings**

- A. The Planning Commission shall meet in regular session on the second Thursday of each month at 5:30 p.m. at Town Center located at 22 Washington Avenue. With due and proper public notice (Virginia Code section 15.2-2214) the Commission may upon occasion meet elsewhere, within the boundaries of Colonial Beach.

Special Meetings may be called by the Chairperson or by any two members in accordance with Virginia Code section 15.2-2214. The clerk shall mail to all members, at least five (5) days in advance of a special meeting, a written notice, fixing the time and place of the meeting and the purpose thereof. Written notice of a special meeting is *not* required if the time of the special meeting has been fixed at the regular meeting.

- B. Work sessions shall be held at the adjournment of regular meetings or at the time and place set by the Commission.
- C. A majority of the total members of the planning commission shall constitute a quorum.
- D. The Commission shall keep a written record of its transactions. This record shall be available for public inspection at the Town Hall and the Community Development Department. Also, copies of the minutes shall be available on the Town's website.
- E. During Declared States of Emergency

The Planning Commission may meet by electronic communication means without a quorum of the public body physically assembled at one location when the governor of the Commonwealth of Virginia has declared a state of emergency in accordance with Virginia Code § 44-146.17 (*Powers and duties of Governor*) or the Town has declared a local state of emergency pursuant to § 44-146.21 (*Declaration of local emergency*), provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and

responsibilities. The Planning Commission convening a meeting in accordance with this section shall:

1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Planning Commission;
2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing.
3. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
4. Otherwise comply with the provisions of the Virginia Code §2.2-3700 et seq. (the Virginia Freedom of Information Act).

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to § 44-146.17 or 44-146.21.

#### F. Situations Other Than Declared States of Emergency

Individual members of the Planning Commission may use remote participation instead of attending a public meeting in person if, in advance of the meeting, the member notifies the Chair that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For the purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in Virginia Code Section 51.5-40.1 and uses remote participation counts toward the quorum;
2. A medical condition of a member of the Planning Commissioner's member's family requires the Planning Commission member to provide care that prevents the Planning Commission member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. For purpose of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present.
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal

matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the Planning Commission shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the Planning Commission shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

The foregoing constitutes the Planning Commission's "Remote Participation Policy," which has been adopted by recorded vote at a public meeting, and which Remote Participation Policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the Remote Participation Policy, such disapproval shall be recorded in the minutes with specificity.

## **V. Officers**

- A. The Commission shall consist of a Chairperson and Vice-Chairperson, whose terms of office shall be for one year. These positions are elected by the Commission at its annual organizational meeting in January of each year. Any vacancy occurring in an office shall be filled for the unexpired term by the Commission at the regular monthly meeting following the occurrence of such vacancy. These positions are limited to two consecutive full terms in their respective positions.

- B. The Clerk shall be an employee of the Town of Colonial Beach Community Development Department as appointed by the Director of Planning and Community Development.

## **VI. Duties of Officers**

- A. The Chairperson shall:
  - 1. Preside at all meetings.
  - 2. Appoint committees.
  - 3. Rule on all procedural questions, but subject to a reversal by a majority vote of the members present.
  - 4. Be informed immediately of any official communication.
  - 5. Report official communications referencing positive and negative opinions.
  - 6. Certify official documents involving the authority of the Commission.
  - 7. Be the general spokesperson for the Commission.
  - 8. Attend Town Council meetings or designate a liaison in lieu.
  - 9. Coordinate with staff as they prepare meeting agendas.
- B. The Vice-Chairperson shall:
  - 1. Act in the absence or inability of the Chairperson to act.
  - 2. Perform such other duties as may be assigned by the Commission.
- C. The Clerk shall:
  - 1. Record attendance and minutes of all Commission meetings.
  - 2. Notify all members of meetings.
  - 3. Maintain a file of all official Commission records and reports.
  - 4. Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings.
  - 5. Attend to the execution of the duties and functions of the Commission.
  - 6. Provide Town Council reports and recommendations of the Commission.

## **VII. Committees**

- A. The Commission may establish committees or liaisons as necessary to accomplish its purpose.  
Members of the committees or liaisons shall be appointed by the Chairperson. The Chairperson shall also appoint the chair of each committee. The Chairperson may request recommendations from the Commission or committee members on committee appointments.
- B. Members of the committees may be Commission members, employees of the Town or citizen volunteers. Liaisons shall be Commission members.
- C. The Chairperson and the Director of Planning and Community Development shall be ex-officio members of every committee.

- D. All liaison or committee reports written or oral shall be part of the official record of the Commission.
- E. The following liaisons or committees and their chairs may be appointed by the Chairperson within thirty days after the Chairperson takes office:
  - 1. Public Outreach Liaison or Committee. This Liaison or Committee shall have the following responsibilities:
    - a) Support public awareness to the matters of Public Planning and the Commission.
    - b) Provide insight and recommendations to the Commission in the field of public relations, marketing, and communication to better serve our community.
    - c) Assist the Commission in maintaining regular contact with Public Officials.
    - d) Represent to the Commission public concerns.
  - 2. Policy Committee. This Liaison or Committee shall have the following responsibilities:
    - a) Address the long-range goals of the Commission and explore strategies for achieving them; and
    - b) Address ways to maintain and improve working relationships between the Commissions, other Town organizations, as well as with surrounding jurisdictions and organizations involved in planning initiatives.
    - c) Conduct the Commission's initial review of the Capital Improvement Plan.
    - d) Recommend and prepare new and revised policies for the Commission.
    - e) Conduct the Commission's initial review of the ordinance amendments, as directed by the Chair of the Commission.

## **VIII. Transaction of Business**

The Commission shall follow the Robert's Rules of Order.

### **A. Meetings**

- 1. The activities at any regular meeting of the Commission shall be in accordance with VA Code section 2.2-3707. Such agenda shall be distributed to the Commission and made available to the public via hard copy at Town Hall and electronically at the Town's website not less than 3 days prior to each regular meeting.
- 2. Order of Business for Regular Meetings: At regular meetings of the Commission, business shall be conducted in the following order unless modified by the Planning Commission:
  - a) Call to order
  - b) Pledge of Allegiance
  - c) Approval of minutes of the last meeting

- d) Public Comment on Non-Hearing Related Planning Commission Matters
  - e) Committee Reports (if applicable)
  - f) Old Business
  - g) New Business
  - h) Adjournment
3. The order of business at special meetings shall be in accordance with the agenda prepared by the clerk for such meeting.
  4. Agendas may be amended and/or items added or deleted from the agenda, by a majority concurrence of the members.

#### B. Hearings

1. The Commission shall hold public hearings on all items for which hearings are required by the Code of Virginia or by the Code of the Town of Colonial Beach. Such public hearings shall be advertised in accordance with State Code Section 15.2-2204.
2. The Chairperson may establish special rules for any public hearing at the beginning of said hearing. These rules may include limitations on the time of the Clerk, petitioner, opposition, and public comment.
3. In addition to those required by law, the Commission may hold public hearings on any matter which it deems to be in the public interest. In such cases, the public hearings shall follow all procedures described for public hearing in these bylaws.

#### C. Procedure

1. Each speaker wishing to address the Commission shall clearly state his/her name and address and shall abide by the time limitations set before public hearing.
2. Written comments in addition to or in lieu of public appearance may be received by the Commission, such shall become part of the record. Such written comments shall include the names and addresses of the persons submitting the comments.
3. Business items on the agenda shall be considered by a reading of the application, commentary by the Clerk and/or other Town staff, followed by presentations by the petitioner and those in favor, and then representatives of the opposition may speak without repetition. The petitioner or the petitioner's representatives will be allowed to rebut. Then the public hearing will be closed by the Chairperson. See *Protocol Specifics* for further details.
4. Commission Members shall limit their comments during public comment to ensure public participation without Commission interference. Questions for the petitioner or discussion by Commissioners for clarification or additional information will follow after public comment at the discretion of the Chair.
5. At the conclusion of the hearing the Commission shall proceed with motion and action on that item.
6. The Commission shall have the authority to postpone an agenda item for a specific period of time, stating reason.

- D. Voting
1. A majority of the total members of the planning commission shall constitute a quorum.
  2. Questions submitted to the Commission shall be decided by a majority vote of the members present and voting. The action shall be recorded in the minutes.
  3. Members abstaining from voting on a question shall state the reason therefore, and such statement shall be made a part of the record of the meeting.

## **IX. Protocol Specifics**

### **A. Protocol for Citizen Comments**

1. The Purpose of the citizen comment period is to allow any citizen of the Town to make statements to the Colonial Beach Planning Commission related to any matters under the auspices of the Planning Commission, which are not scheduled for discussion on the agenda.
2. The Planning Commission will listen and consider the position and opinion of the citizens of Colonial Beach however the Commission shall not respond or ask staff to respond to issues identified by the public that may require additional research or investigation.

### **B. Public Hearing Protocol**

1. The purpose of a public hearing is for the Colonial Beach Planning Commission to listen carefully to the position and opinion from the citizens of Colonial Beach.
2. All public hearings are advertised weeks prior to the scheduled hearings and the notices indicate where citizens can obtain information pertinent to matters scheduled for public hearing.
3. Public hearings are not question and answer sessions or debates and all statements should be addressed to the Chairperson.
4. Public hearings are intended to give citizens an opportunity to influence the public decision process based on prior research and discussions with appropriate public officials.
5. When members of the public offer comment, they need to clearly state their names and addresses prior to making their comments.
6. Applicants, or representatives of the applicant, will be allowed fifteen (15) minutes to introduce information regarding the matter advertised for public hearing. All comments are to be pertinent to the issue being considered.
7. Where an application is complex and contains multifaceted issues, upon approval by the Chairperson, the applicant may be granted additional time.
8. Persons speaking at public hearings are respectfully requested to keep comments brief, not to exceed three (3) minutes, and to address only those issues pertinent to the matters advertised for public hearing.

9. After the public hearing has been closed, the applicant or representatives of the applicant will be allowed fifteen (15) minutes to address any issues identified by the public where the Planning Commission needs clarification.
10. Written copies of statements made at public hearings are requested but not required.

**C. Work Session Protocol**

1. The Commission may hold work sessions at which the procedural rules of these bylaws shall not apply.
2. Notice of work sessions shall be sent to the Commissioners at least five days prior to the session.
3. The Chairperson shall lead the session and require orderly behavior and discussion.
4. No actions shall be taken or motions made at a work session. (?)
5. Work sessions shall be open to the public. Public comment is not required at a work session.
6. The Clerk shall keep a record of all work sessions and items discussed.
7. Work sessions may be joint sessions including participation by other Town employees, departments, and Town Council members.

**X. Special Rules**

**A. Attendance**

Commission members are encouraged to attend all meetings (regular and special), including work sessions, and to notify the Clerk or the Chairperson if they will be unable to attend a meeting. A member may be removed from office by the Town Council without limitation in the event the member is absent from any three consecutive meetings or is absent from four meetings within any 12-month period. The Clerk shall report such absences to the Town Council.

**B. Objectivity**

Commission members shall make every attempt to remain neutral and uncommitted on issues before coming to the Commission until said issues have been presented to the Commission and the proponents and opponents concerning the same have been heard. Additionally, Commission members shall not represent any applicant before the Commission.

**C. Conflict of Interest**

As “officers” of the Town of Colonial Beach, Commission members shall be directed by the Conflict of Interests Act.

**D. Speaking**

All Commission members as well as staff members or the public in attendance shall not be allowed to speak on any matter before the Commission without first gaining recognition of the Chairperson.

E. Training

The Commission's goal is to have all of its members to attend the *Certified Planning Commissioner Program* sponsored by the Virginia's Land Use Education Program in order to more effectively carry out their responsibilities to meet the objectives of the Commission. Additionally, each month pending available time the Director of Community Development and Zoning will have staff present a topic for a mini-training session at the conclusion of other Commission business.

**XI. Modification of By-Laws:**

Modification of these By-Laws shall be approved by the Commission in regular session. An affirmative vote of two-thirds of the entire Commission shall be required to modify the By-Laws.

These bylaws have been adopted by the Planning Commission; a quorum of all members thereof present on this 8<sup>th</sup> day of January 2026.

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Planning Commission Chair

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Planning Commission Clerk



**TOWN OF COLONIAL BEACH  
PLANNING COMMISSION MEETING**

January 8, 2026

**MEMORANDUM**

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**DATE:** January 4, 2025

**TO:** Planning Commission

**FROM:** Angela Lawrence  
Director of Planning & Community Development

**SUBJECT:** 2026 Work Plan

**BACKGROUND:**

The Planning Commission By-Laws state, “By majority vote, the Commission shall establish a work program with projects and priorities including assignments by the Town Council and initiatives by the Commission.”

The DRAFT 2026 Work Plan is attached.

**DISCUSSION:**

2026 will focus heavily on the review of the 2020-2025 Comprehensive Plan, as required by State Code, and adoption of the 2026-2031. Currently, Planning Commission will consider text amendments to applicable sections of the zoning and/or subdivision ordinances to ensure state compliance and conformity to the 2026-2031 Comprehensive Plan as well as Town Council and Planning Commission goals and priorities.

**RECOMMENDATION:**

After discussion, approve the 2026 Work Plan as presented and/or amended.



# Town of Colonial Beach Planning Commission Work Plan 2026-2027

## PROJECT LIST

#	Project	Summary	Start	End	Project Updates/Status/Notes
1	Revision to Subdivision Ord. and Site Plan Article – Processes & Timing	Effective 7.1.25 timing and processes for subdivision plat and site plan reviews were modified in State Code. Article 14 Site Plans and the Subdivision Ordinance need to be amended to be in compliance with these state code revisions	25 Q3	25 Q4	Introduce at 9.11.25 meeting; staff to analyze and bring to PC meeting in October 2025. Public hearings held and PC recommendation sent to TC at December meeting. Requests for TC to authorize public hearing will be made at the January meeting.
2	PC Bylaws Review 2026	Review By-laws for any updates needed for 2026-27	25 Q4	26 Q1	2025 Bylaws provided to PC at 10.9.25 meeting; review for Nov/Dec
3	FY 27-31 Capital Improvement Plan (CIP)	Preparation of the annual Capital Improvement. Presentation by Department Heads and Discussion prior to public hearing advertisement.	25 Q4	26 Q1	01.08.25 PC CIP Presentation & Discussion. Public Hearing at PC February meeting.
4	PC Annual Report	Preparation of PC's Annual Report to TC on state of development & land use in Town	25 Q4	26 Q1	To be presented to PC in February for presentation to Council in March.
5	ZTA C-1 Communications Facilities	Consider ZTA to allow Cell Tower in C-1 with Conditional Use Permit. Discussion with PC 11/25 & 12/25.	25 Q4	26 Q1	Public Hearing Scheduled.
4	2026-2031 Comprehensive Plan	Q1: Review 2020-2025 document to evaluate necessary revisions to comply with state code Q1: Update demographic data Q2-Q3: Present and discuss each section of the Plan. Q4: Finalize plan, host public meetings and public hearing, recommend approval	26 Q1	26 Q4	
2	Revisions to Article 19 regs – Zoning Map Amendments & Ordinance Text Amendments	Review Article to ensure compliance with state code; modify as necessary to streamline for ease of understanding and use	26 Q1	26 Q4	From 2023 Work Plan. Former staff was working on revisions with Town Attorney; current staff will review especially for compliance with state code and best practices re: conditional zoning. To be completed concurrently with Comp Plan review.
3	Revisions to R-1 & R-2 Districts regs	Review/update Articles 4 and 6 - Zoning Regs for R-1 and R-2 Zoning Districts; Agreed upon at Joint Worksession with Council on 10.16.24	26 Q1	26 Q4	Consider some options for increased density, but higher density options such as with R-4 Zoning area(s) better examined with Comp Plan when future land use locations & infrastructure provisions can be appropriately vetted. To be completed concurrently with Comp Plan review.

8	Review Article 15 Non-Conforming Conditions	Review Article to ensure compliance with state code; modify as necessary to streamline for ease of understanding and use	26 Q1	26 Q4	To be completed concurrently with Comp Plan review.
14	Administrative Variance Provisions	Consider ZO amendment to add authority and processes for granting administrative variances	26 Q1	26 Q2	
15	Property Maintenance	Examine and prioritize known issues with property maintenance; consider adoption of property maintenance ordinance	26 Q2	26 Q3	
17	Voluntary Inclusionary Housing Incentives	Examine establishing voluntary inclusionary housing regulations such as bonus densities	26 Q2	26 Q3	From 2023. Deferred to 24-25, then 25-26 Work Plans. Higher density options work best for inclusionary housing (multi-family); may be better examined with Comp Plan when future land use locations & infrastructure provisions can be appropriately vetted.
16	Revisions to RC & CR Districts regs	Consider developing an urban district area & vertical mixed use regs w/in RC	26 Q2	26 Q3	To be completed concurrently with Comp Plan review.

DRAFT



## TOWN OF COLONIAL BEACH PLANNING COMMISSION MEETING

December 11, 2025

### DIRECTOR'S REPORT

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#### 1) Staff report

9 Permits Issued in December:

- 2 Single-Family Dwelling
- 2 Accessory Structures
- 2 Tree Removal
- 1 Driveway
- 1 Renovation

304 Permits issued in 2025 (preliminary)

- 24 Single-Family Dwelling

#### 2) Public Hearings

Two proposed public hearings were scheduled to be heard this month; however, due to an administrative procedure and the holidays, the public notices were not published in time. Staff requests that Planning Commission consider holding a Special Meeting for the purposes of conducting the public hearings so the projects may move forward to Council in February. They include consideration of the text amendment to allow communications facilities in the C-1 district (as discussed with PC in November and December) and a CUP application for a mixed-use development.