



Before the  
**Colonial Beach Town Council**  
Held at  
Colonial Beach Town Center  
22 Washington Avenue, Colonial Beach, VA 22443

Wednesday, March 4, 2026, at 06:00 PM  
**Town Council Work Session**  
**AGENDA**

1. Call To Order
  2. Roll Call of Members
  3. Amendments to the Agenda
  4. Approval of the Agenda
  5. Consent Agenda
    - a. Meeting Minutes – February 4, 2026
  6. Council Member Liaison and Commission Reports
  7. Presentations
    - a. Recognition of the Colonial Beach High School Scholastic Team
    - b. Proclamation, Women’s History Month
    - c. Proclamation, National Procurement Month
    - d. Scouting America Troop 1404, Aidan Ruchty
  8. Public Comment
  9. Unfinished Business
    - a. Referral to the Planning Commission - Telecommunication Facility: Zoning Text Amendment, Supplemental Regulations, and Conditional Use Permit Public Hearing, Angela Lawrence, Director of Community Development & Planning
    - b. Resolution #15-26, Conditional Use Permit (CUP 26-01) –Executive Properties, LLC request approval of a Conditional Use Permit to allow a Mixed Residential/Commercial Use to include ground floor retail/commercial space and second floor residential units in the Commercial-Residential (CR) Zoning District. The property is identified as 110 Washington Avenue.
      - Public Input
      - Council Action
-

## **10. Closed Meeting**

- a.** Pursuant to Virginia Code Section 2.2-3711 (A. 7.) for the purpose of consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Town Council.
- b.** Pursuant to Virginia Code Section 2.2-3711 (A. 8.) for the purpose of consultation with legal counsel retained by the Town Council regarding specific legal matters requiring the provision of legal advice by such counsel.

## **11. Adjournment**



**Wednesday, March 4, 2026  
Town Council Meeting**

**TAB A** Proclamation, Women's History Month

**TAB B** Proclamation, National Procurement Month

**TAB C** Referral to the Planning Commission - Telecommunication Facility: Zoning Text Amendment, Supplemental Regulations, and Conditional Use Permit Public Hearing

**TAB D** Resolution #15-26, Conditional Use Permit (CUP 26-01)

# Tab A



# PROCLAMATION

## WOMEN'S HISTORY MONTH

**WHEREAS**, Women's History Month is celebrated annually during the month of March to recognize and honor the countless contributions women have made to our nation, the Commonwealth of Virginia, and the Town of Colonial Beach; and

**WHEREAS**, women of every race, class, and background have strengthened Colonial Beach through leadership in local government, education, public safety, business, civic organizations, faith communities, and volunteer service; and

**WHEREAS**, women have played a vital role in preserving the history, culture, and waterfront heritage of Colonial Beach while shaping its future growth and prosperity; and

**WHEREAS**, women serve as elected officials, municipal employees, entrepreneurs, educators, healthcare professionals, first responders, military service members, caregivers, and community advocates who contribute daily to the safety, economic vitality, and quality of life in our town; and

**WHEREAS**, the Town Council of Colonial Beach recognizes the resilience, leadership, and dedication of the women who have helped build our community and continue to inspire future generations;

**NOW, THEREFORE, BE IT PROCLAIMED** that the Town Council of the Town of Colonial Beach, Virginia, does hereby proclaim March 2026 as WOMEN'S HISTORY MONTH in the Town of Colonial Beach and encourages all residents to celebrate the achievements and contributions of women in our community throughout the month.

---

Robin M. Schick, Mayor

*Colonial Beach* ADOPTED this 4<sup>th</sup> day of March, 2026  
  
VIRGINIA

# Tab B



# PROCLAMATION

## PROCUREMENT MONTH

**WHEREAS**, public procurement professionals play a vital role in ensuring that the Town of Colonial Beach conducts business in a fair, transparent, ethical, and fiscally responsible manner; and

**WHEREAS**, procurement professionals are responsible for securing the goods, services, and construction necessary to support essential municipal operations, including public safety, public works, utilities, parks and recreation, and administrative services; and

**WHEREAS**, through sound procurement practices, the Town safeguards taxpayer dollars, promotes competition, supports local and small businesses, and maintains compliance with federal, state, and local laws and regulations; and

**WHEREAS**, the dedication, expertise, and integrity of procurement professionals contribute significantly to the efficient delivery of services and the overall success of local government operations; and

**WHEREAS**, March is nationally recognized as Procurement Month, providing an opportunity to acknowledge and celebrate the important contributions of procurement professionals in public service;

**NOW, THEREFORE, BE IT PROCLAIMED** that the Town Council of the Town of Colonial Beach, Virginia, does hereby proclaim March 2026 as PROCUREMENT MONTH in the Town of Colonial Beach and encourages all residents to recognize the valuable contributions of procurement professionals who work diligently to serve our community.



---

Robyn M. Schick, Mayor  
ADOPTED this 4<sup>th</sup> day of March, 2026

# Tab C



**TO:** Town Council

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

**COPY:** Natasha Tucker, Town Manager; Kyler Brower, Assistant Town Manager; Powell Duggan, Town Attorney

**SUBJECT:** **REFERRAL TO PLANNING COMMISSION – TELECOMMUNICATION FACILITY: ZONING TEXT AMENDMENT, SUPPLEMENTAL REGULATIONS, AND CONDITIONAL USE PERMIT**

**DATE:** March 4, 2026

**SUMMARY:**

Following the public hearing for Zoning Text Amendment (ZTA 26-01) to add communication facility, with a maximum height of 100 feet as permitted use in the C-1 General Commercial District at the February 18, 2026 Town Council had questions and concerns that were not addressed in the ZTA and voted to defer to a discussion and recommendation at the March 4, 2026 meeting. Staff is recommending that the matter be sent back to Planning Commission to develop supplemental regulations and/or policy, including height restrictions, and to consider a joint public hearing for such.

**BACKGROUND:**

Planning Commission initiated an amendment to the Zoning ordinance of the Town of Colonial Beach, Virginia, to add “communications facility, with a maximum height of 100 feet” as a permitted use in the C-1 General Commercial District with the approval of a Conditional Use Permit (CUP).

The Town of Colonial Beach Zoning Ordinance Section 20-2 defines Communications Facility as “Structures, including towers, where the principle use is to provide point-to-point communication services whether by wire or radio, either aurally or visually, including radio, telephone, television broadcasting and the exchange or recording of messages.”

The Zoning Ordinance only permits communications facilities and/or towers in the Agricultural (A-1) Zoning District with the approval of a Conditional Use Permit (CUP). Height regulations for A-1 state, “Permitted structures may be erected up to thirty-five (35) feet from grade with the following exceptions: Church spires, belfries, cupolas, monuments, water towers, chimneys, flues, flag poles, silo (used for agricultural products - grain, corn, etc.), television antennas, and radio aerials are exempt. There are currently no properties zoned A-1 in the Town.

Residents and businesses have expressed a desire for enhanced cell phone coverage and internet options in town.

**ISSUE:**

A business has made an initial inquiry about locating a telecommunications tower in the General Commercial (C-1) Zoning District, one lot off McKinney Boulevard in the vicinity of New Monrovia Road. There currently is no permitted use allowed for a communications tower in the C-1 District. The Federal Telecommunications Act limits our ability to prohibit towers within the Town.

To ensure the Town's interests are protected, allow enhanced opportunities and investment in the Town's telecommunication infrastructure, and further study concerns raised by Town Council, staff support development of policy and/or regulations, in addition to a required CUP.

Such regulations and conditions may include, but not limited to: antenna use, height, size; prohibition of commercial advertisement; prohibition of signals, lights, or illumination except as required by FCC; total gross floor area; equipment structure height and color; minimum yard requirements co-location requirements; de-commissioning requirements; and design requirements.

Conducting the CUP application public hearing currently with the text amendment(s) would save advertising costs, shorten the process and number of meetings required, and provide an understanding of the proposed project. The CUP approval would be contingent on the approval of the text amendment(s) but would be heard and decided at the same meetings.

**ALTERNATIVES:**

1. Hold a Joint Public Hearing with Planning Commission to consider a consider a revised text amendment, supplemental regulations and/or policy and a related CUP application. Anticipated date: prior to April 9, 2026 Planning Commission meeting. Planning Commission to consider all items at its April 9 meeting, for Town Council consideration at its April 16 meeting.
2. Hold a Joint Public Hearing with Planning Commission to consider a consider a revised text amendment, supplemental regulations and/or policy, but consider the CUP separately, after the text amendments are approved. Anticipated date: prior to April 9, 2026 Planning Commission meeting. Planning Commission to consider all items at its April 9 meeting, for Town Council consideration at its April 16 meeting.
3. Hold separate Planning Commission and Town Council public hearings and meetings.

**RECOMMENDATION:**

Authorize a Joint Public Hearing with Planning Commission to consider a consider a revised text amendment, supplemental regulations and/or policy and a related CUP application. Anticipated date: prior to April 9, 2026 Planning Commission meeting. Planning Commission to consider all items at its April 9 meeting, for Town Council consideration at its April 16 meeting.

# Tab D

**TOWN OF COLONIAL BEACH, VIRGINIA  
TOWN COUNCIL RESOLUTION NO. 15-26**

**CONDITIONAL USE PERMIT REQUEST BY EXECUTIVE PROPERTIES, LLC TO PERMIT  
RESIDENTIAL AND COMMERCIAL MIXED USE IN A RESIDENTIAL-COMMERCIAL  
(CR) ZONING DISTRICT LOCATED ON TAX MAP PARCEL #3A (2) 2 79 8**

**WHEREAS**, Executive Properties, LLC has requested approval of a Conditional Permit to permit residential and commercial mixed use in a building with first floor commercial/retail use and up to a four (4) unit multi-family residential dwelling on the second floor; and

**WHEREAS**, approval of a Conditional Use Permit is required to permit the proposed use in the Commercial-Residential (CR) Zoning District; and

**WHEREAS**, the Town Council of Colonial Beach after a duly advertised public hearing on the matter on March 4, 2026, finds the proposed use:

- 1) Will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use;
  - 2) Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood; and,
  - 3) Will not be in conflict with the purposes of the Comprehensive Plan of the Town of Colonial Beach,
- THIS CONDITIONAL USE PERMIT (CUP 26-01)** is therefore granted and shall run with the land, subject to the following conditions:

1. The site shall be developed in substantial accordance with the Conceptual Site Plan, entitled “Preliminary Layout Lot 8 – TM 3A2-2-79-8 #110 Washington Avenue,” prepared by the Benchmark Group and dated July 11, 2025. Minor modifications may be approved by the Director of Planning and Community Development at the time of site plan review. (Attachment B)
  2. Architecture and Building Materials:
    - A. The architectural design of the building shall be in general conformance with the Building Elevations, entitled “110 Washington Avenue Lots 8 & 9 Mixed-Use Development Preliminary Elevations,” prepared by Jackie Steward and dated August 29, 2025, and the Building Rendering entitled Mixed-Use Development submitted by Executive Properties, LLC and dated January 2025.
    - B. The facades of the building facing Washington Avenue and Hawthorne Street shall include glass storefronts with balconies along the Washington Street façade. Balconies and glass storefronts along other building sides would be permitted.
    - C. The facades of the building facing Washington Avenue and Hawthorne Street and the facades of the north and south sides of the building (facing Hawthorne Street and visible from Washington Avenue) shall be constructed a combination of masonry and Hardi-Plank materials arranged to accent the pedestrian character on the first floor, break up the mass of the building and avoid monotonous building facades. The exact design and materials shall be approved by the Director of Planning and Community Development at the time of site plan review.
  3. Due to the proximity of the overhead power lines and to enhance pedestrian areas and walkability, in lieu of street trees along Washington Avenue and Hawthorne Street, decorative planters with landscaping shall be installed and maintained along these roads. The exact design and location of these planters and landscaping shall be approved by the Director of Planning and Community Development at the time of site plan review.
-



---

**TO:** Town of Colonial Beach Town Council

**FROM:** Darla Orr Odom, Zoning Official

**COPY:** Natasha Tucker, Town Manager; Kyler Brower, Assistant Town Manager; Powell Duggan, Town Attorney; and Angela Lawrence, Director of Planning and Community Development

**SUBJECT: PUBLIC HEARING – CONDITIONAL USE PERMIT, CUP 26-01 – REQUEST BY EXECUTIVE PROPERTIES, LLC TO ALLOW MIXED RESIDENTIAL/COMMERCIAL USE IN A COMMERCIAL-RESIDENTIAL (CR) ZONING DISTRICT**

**DATE:** March 4, 2026

**BACKGROUND:**

Conditional Use Permit, CUP 26-01 is a request by Executive Properties, LLC for approval of a CUP to allow residential and commercial mixed use in a Commercial-Residential (CR) Zoning District. A mixed use building is planned that would accommodate first floor retail/commercial tenants and up to a four (4) unit multi-family residential dwelling on the second floor.

The subject property is identified as Tax Map Parcel 3A (2) 2 79 8 and is currently vacant. The property fronts approximately 250 feet along Washington Avenue and Hawthorn Street and is located in the northwest quadrant of the intersection of these roads.

The Zoning Ordinance defines Mixed Residential/Commercial Use as one or more buildings which provide commercial or office space together with one or more residential units. The Ordinance requires approval of a Conditional Use Permit (CUP) in the Commercial-Residential (CR) Zoning District to allow a mixed residential and commercial development.

**DISCUSSION:**

The proposed mixed use development would include a total of approximately 5,456 square feet of commercial and/or retail use on the first floor and four (4) multi-family residential units on the second floor.

Uses that the Zoning Ordinance designates as conditional uses are those uses that are generally compatible with other land uses permitted in the district but which, due to their unique characteristics or potential impacts on surrounding properties and the town, require individual consideration of their design, configuration and/or operation at the particular location being proposed. These individual considerations may call for the imposition of individualized conditions to ensure that the use is appropriate in the proposed location.

The Applicant has included with their CUP application a Conceptual Plan to identify the planned site layout, Building Rendering and Elevations which portray proposed architectural details and materials, and a Narrative document. These items are found as Attachments B-D in Attachment 1.

Town Council is required by state code to make a decision on whether to grant approval of a CUP application following a duly advertised public hearing and after receiving a recommendation from the Planning Commission after they also conduct a duly advertised public hearing. The Zoning Ordinance provides considerations to be given in granting a CUP. The Ordinance states that a CUP may be issued provided that the governing body finds that the use will not: 1) affect adversely the health or safety of persons residing or working in the area of the proposed use; 2) be detrimental to the public welfare or injurious or incompatible to property or improvements in the area; and 3) conflict with the purposes of the Comprehensive Plan.

**PLANNING COMMISSION ACTION:**

Following a public hearing at their meeting on January 29, 2026, the Planning Commission voted unanimously to recommend approval to Town Council of Conditional Use Permit CUP 26-01 subject to the three (3) conditions on page 6 of the staff report. (Attachment 1)

**RECOMMENDED COUNCIL ACTION:**

Following the public hearing, APPROVAL of Conditional Use Permit CUP 26-01 subject to the conditions on page 6 of the staff report. (Attachment 1)

**ATTACHMENTS:**

Attachment 1 – Staff Report for CUP 26-01



**TOWN OF COLONIAL BEACH  
TOWN COUNCIL  
PUBLIC HEARING**

**Meeting Date: March 4, 2026**

**Item Number: Case CUP 26-01**

**REQUEST:**

Executive Properties, LLC requests approval of a Conditional Use Permit (CUP) to allow Mixed Residential/Commercial Use in a Commercial-Residential (CR) Zoning District.

**PROPOSED LAND USE:**

A mixed-use building is planned that would accommodate first floor retail/commercial tenants (total of approximately 5,456 square feet) and up to a four (4) unit multi-family residential dwelling on the second floor. (Attachment B)

**PLANNING COMMISSION RECOMMENDATION:**

Following a public hearing on January 29, 2026, the Planning Commission voted unanimously to recommend approval of this request, subject to the conditions in Attachment A, for the reasons outlined in staff's report.

**STAFF RECOMMENDATION:**

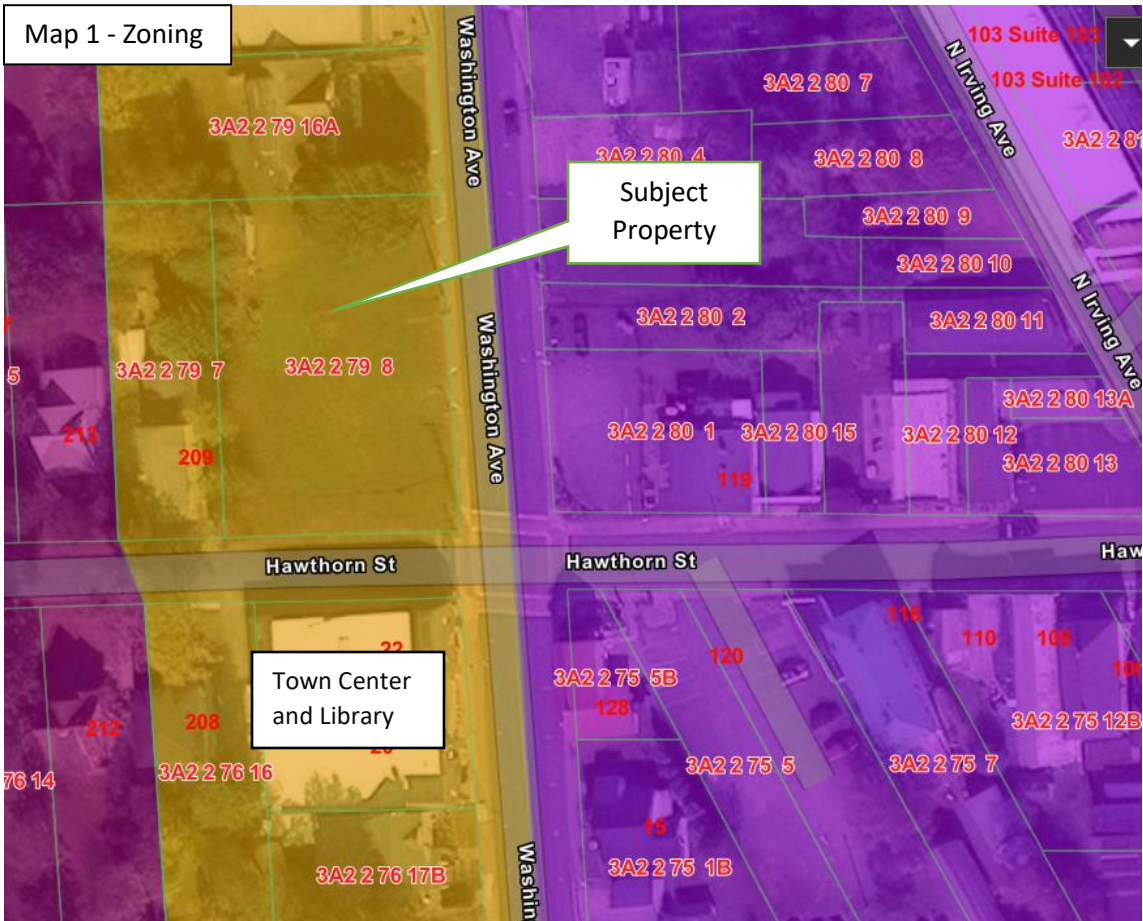
Staff recommends approval of this request, subject to the conditions in Attachment A, for the following reasons:

- As conditioned, the proposed mixed use development complies with the future land use recommendations of the Town's Comprehensive Plan which suggests the property is appropriate for business opportunities and mixed use.
- As required by the Comprehensive Plan, the building's design includes quality materials and a design that would preserve the historic integrity of the downtown commercial area.
- The proposed development will not adversely affect the health or safety of persons residing or working in the area of the proposed use or be detrimental to the public welfare or injurious to property or improvements in the area. The proposed development will enhance Colonial Beach's Main Street corridor and business district.

**LOCATION AND ZONING:**

The subject property is zoned Commercial-Residential (CR) and identified as Tax Map Parcel 3A (2) 2 79 8. The property fronts approximately 250 feet along Washington Avenue and Hawthorn Street and is located in the northwest quadrant of the intersection of these roads. The site is currently vacant.

Properties to the north, south and west are also zoned Commercial-Residential (CR) and are occupied by commercial uses to the north, the Town Center and Library to the south and residential use (single family dwelling) to the west. Properties to the east, across Washington Avenue, are zoned Resort Commercial (RC) and occupied by commercial uses and the Museum. (See Maps 1 and 2 on the following page)



## **COMPREHENSIVE PLAN AND AREA LAND USE**



The subject property is located within an area designated as a Historic Resort Commercial district by the Town's Comprehensive Plan Future Land Use Map. The Plan provides that the Historic Resort Commercial area is an area located in the town's Central Area, and encompassing parcels along Washington Avenue, areas to the boardwalk and a smaller section on Colonial Avenue. Future land uses in this area are intended to provide recreational and business opportunities designed to foster tourism. The Plan adds that mixed use development with commercial and residential uses should preserve the historical integrity of the area.

The area has always had a wide range of land uses and is the historic commercial area of the Town. The subject property and the Historic Resort Commercial area are part of the town's designated Main Street area where long-term economic growth should be stimulated and pride in the historic resort community area encouraged. There are a mix of commercial establishments (mostly retail, restaurants, and hospitality businesses) and residential units in this area. With new investments in this area, efforts are ongoing to target this area for continued revitalization and as a key focus of economic development. The Plan further provides that the Colonial Beach Commercial Historic District designation will incentivize rejuvenating much of the Central Area.

### **ZONING ORDINANCE:**

Use Permission: The Zoning Ordinance defines Mixed Residential/Commercial Use as one or more buildings which provide commercial or office space together with one or more residential units. The Ordinance requires approval of a Conditional Use Permit (CUP) in the Commercial-Residential (CR) Zoning District to allow a mixed residential and commercial development.

Uses that the Zoning Ordinance designates as conditional uses are those uses that are generally compatible with other land uses permitted in the district but which, due to their unique characteristics or potential impacts on surrounding properties and the town, require individual consideration of their design, configuration and/or operation at the particular location being proposed. These individual considerations may call for the imposition of individualized conditions to ensure that the use is appropriate in the proposed location.

Granting a Conditional Use Permit: In addition, the Zoning Ordinance provides considerations to be given in granting a CUP. The Ordinance states that a CUP may be issued provided that the governing body finds that the use will not: 1) affect adversely the health or safety of

persons residing or working in the area of the proposed use; 2) be detrimental to the public welfare or injurious or incompatible to property or improvements in the area; and 3) be in conflict with the purposes of the Comprehensive Plan.

Development/Design Standards: This CUP application includes a conceptual plan which identifies the location of proposed buildings and parking (Attachment B), and a condition is recommended herewith that requires the property development to be in substantial conformance with the conceptual plan. Prior to commencing construction of any of the improvements on the property, the Developer will be required to submit a site plan in compliance with Article 14 of the Zoning Ordinance for review and approval to ensure the development meets applicable local and state codes relative to setbacks, parking, provision of utilities and trash collection, sidewalks, site ingress and egress, erosion and sediment control, stormwater and Article 22, the Chesapeake Bay Preservation Overlay.

#### **APPLICANTS' PROPOSAL:**

The Applicant intends to develop the property in substantial compliance with the conceptual plan submitted with the application (Attachment B). Four (4) second story multi-family residential dwelling are proposed on the second story, with balconies overlooking Washington Avenue. The Applicant has indicated that he intends for these units to be long-term rentals. The first floor of the building is reserved for commercial/retail use.

The Applicant has offered an architectural rendering and preliminary architectural elevations to articulate their proposal (Attachment C). Conditions are recommended that would guarantee the building elements and materials the Applicant has committed to provide (Attachment A). The Applicant's full application narrative is located in Attachment E.

#### **PARKING:**

Off-street parking is proposed by the Applicant with access from Hawthorne Street, behind the proposed mixed use building (Attachment A). Article 13 Parking of the Zoning Ordinance was recently amended to provide more flexibility in the downtown commercial area, which includes the subject property, to permit on-street parking located within 600 feet of a lot on which the use is located to be credited toward meeting parking requirements for any use that is transitory in nature. The proposed commercial/retail uses would be considered transitory and therefore on-street parking spaces would be allowed to be counted towards the minimum required number of parking spaces. Amendments to the parking standards also added minimum parking standards for residential units in a mixed use building. These parking standards now require 0.5 space for each bedroom, in addition to any spaces required for associated commercial uses. Parking for the proposed development would be permitted provided it is substantially in accordance with parking as shown on the Conceptual Plan. (Attachment B)

#### **PUBLIC UTILITIES:**

The proposed development will be served by public water and sewer. Final connections will be approved by the Public Works Department at the time of site plan review.

**STAFF DISCUSSION:**

The Town's Comprehensive Plan encourages new economic development within the downtown/Main Street area of Colonial Beach. The proposed development complies with the recommendations of the Town's Comprehensive Plan.

The subject property is part of an area that has always had a wide range of land uses and is within the historic commercial area of the Town. The Plan identifies that this area is also experiencing new investments and efforts are targeting this area for continued revitalization and as a key focus of economic development.

Conditions are recommended that will ensure that the proposed development is designed and constructed in a manner that will complement the central beach area by providing a quality mixed use development that should preserve the historic business district. The quality of this proposed development at a critical corner in the downtown area will boost the vitality of the Town's central tourism-focused beach area.

With the imposition of the conditions in Attachment A, staff recommends approval of this request for the reasons outlined herein.

**ATTACHMENTS:**

Recommended Conditions of Approval – Attachment A

Conceptual Plan – Attachment B

Building Rendering and Elevations - Attachment C

Applicant's Narrative – Attachment D

**RECOMMENDED CONDITIONS OF APPROVAL – CASE CUP 26-01  
EXECUTIVE PROPERTIES, LLC.**

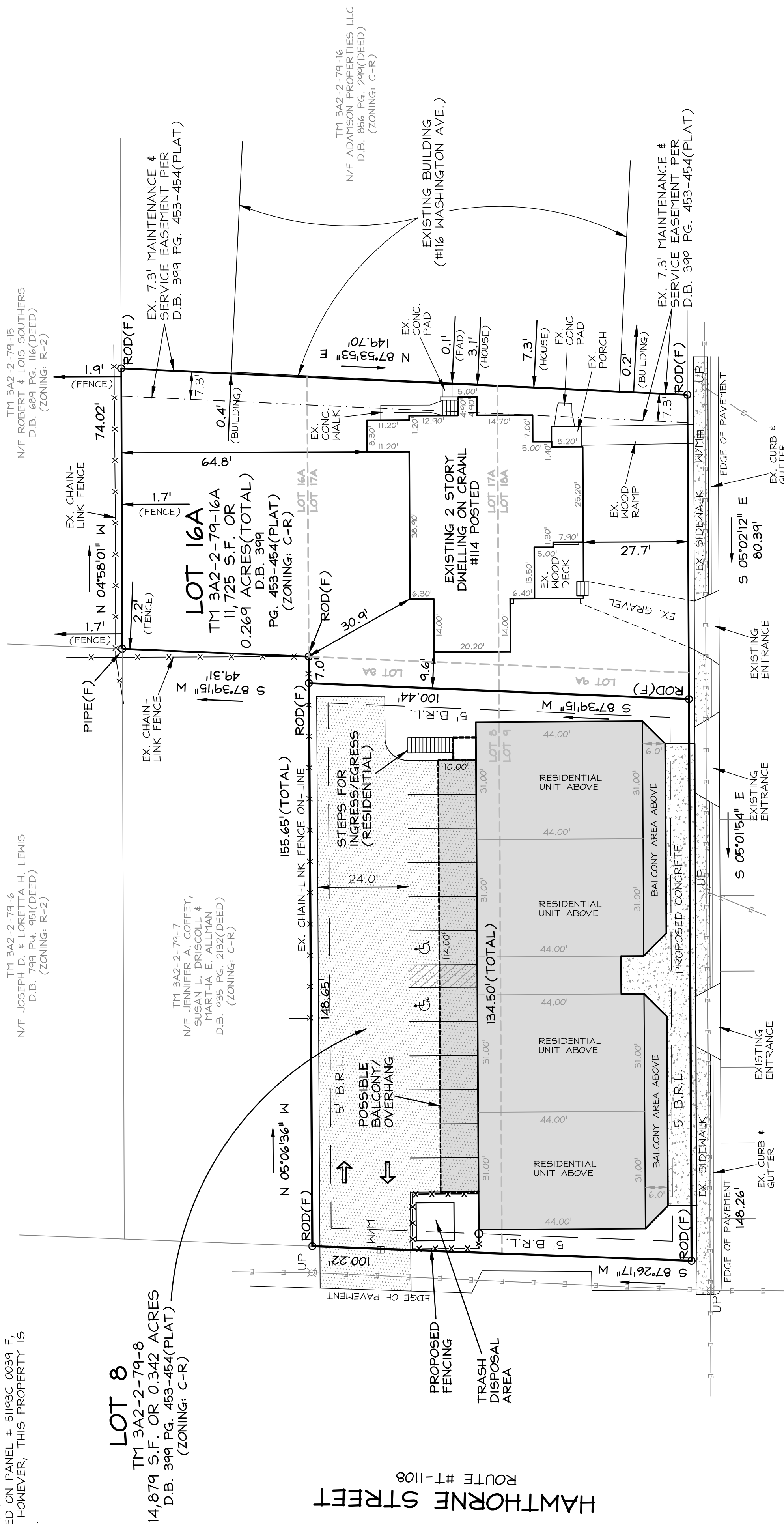
This Conditional Use Permit (CUP) shall be granted on the subject properties identified as Tax IDs: 3A (2) 2 79 8 and shall run with the land, subject to the following conditions:

1. The site shall be developed in substantial accordance with the Conceptual Site Plan, entitled “Preliminary Layout Lot 8 – TM 3A2-2-79-8 #110 Washington Avenue,” prepared by the Benchmark Group and dated July 11, 2025. Minor modifications may be approved by the Director of Planning and Community Development at the time of site plan review. (Attachment B)
2. Architecture and Building Materials:
  - A. The architectural design of the building shall be in general conformance with the Building Elevations, entitled “110 Washington Avenue Lots 8 & 9 Mixed-Use Development Preliminary Elevations,” prepared by Jackie Steward and dated August 29, 2025, and the Building Rendering entitled Mixed-Use Development submitted by Executive Properties, LLC and dated January 2025.
  - B. The facades of the building facing Washington Avenue and Hawthorne Street shall include glass storefronts with balconies along the Washington Street façade. Balconies and glass storefronts along other building sides would be permitted.
  - C. The facades of the building facing Washington Avenue and Hawthorne Street and the facades of the north and south sides of the building (facing Hawthorne Street and visible from Washington Avenue) shall be constructed a combination of masonry and Hardi-Plank materials arranged to accent the pedestrian character on the first floor, break up the mass of the building and avoid monotonous building facades. The exact design and materials shall be approved by the Director of Planning and Community Development at the time of site plan review.
3. Due to the proximity of the overhead power lines and to enhance pedestrian areas and walkability, in lieu of street trees along Washington Avenue and Hawthorne Street, decorative planters with landscaping shall be installed and maintained along these roads. The exact design and location of these planters and landscaping shall be approved by the Director of Planning and Community Development at the time of site plan review.

**NOTES:**

1. NO TITLE REPORT FURNISHED.
2. EASEMENTS AND RESTRICTIONS MAY EXIST WHICH DO NOT APPEAR ON THIS PLAT.
3. BOUNDARY INFORMATION TAKEN FROM A FIELD RUN SURVEY. ADDITIONAL BOUNDARY INFORMATION TAKEN FROM DEEDS & PLATS REFERENCED HEREON.
4. NO PORTION OF THE PROPERTY SHOWN HEREON IS LOCATED IN THE F.I.R.M. 100 YEAR SPECIAL FLOOD AREA ZONE "A" AS INDICATED ON PANEL # 51193C 0039 F, DATED MAY 17, 2022. HOWEVER, THIS PROPERTY IS LOCATED IN ZONE "X".

NAD 83



**LOT 8**  
 TM 3A2-2-79-8  
 14,879 S.F. OR 0.342 ACRES  
 D.B. 399 PG. 453-454(PLAT)  
 (ZONING: C-R)

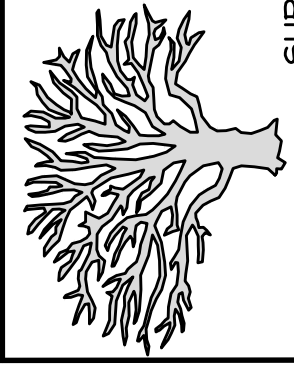
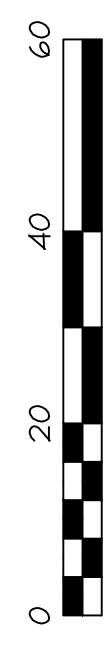
**LOT 16A**  
 TM 3A2-2-79-16A  
 11,725 S.F. OR  
 0.269 ACRES(TOTAL)  
 D.B. 399  
 PG. 453-454(PLAT)  
 (ZONING: C-R)

**HAWTHORNE STREET**  
 ROUTE #T-1108

**WASHINGTON AVENUE**  
 ROUTE #T-1102

**LEGEND:**

ROD(F)	IRON ROD FOUND
PIPE(F)	IRON PIPE FOUND
EX. UP	EXISTING UTILITY POLE
CONC.	CONCRETE
B.R.L.	BUILDING RESTRICTION LINE
TM	TAX MAP NUMBER
D.B.	DEED BOOK
PG.	PAGE
N/F	NOW/FORMERLY
S.F.	SQUARE FEET



**THE BENCHMARK GROUP**  
 "LAND DEVELOPMENT CONSULTANTS"  
 5321 WHELAN WAY, PARTLOW, VA 22534  
 540-785-3118  
 bmarkgroup@aol.com

SURVEYING \* ENGINEERING \* LAND PLANNING

ATTACHMENT B

PRELIMINARY LAYOUT  
 LOT 8 - TM 3A2-2-79-8  
 #110 WASHINGTON AVENUE  
 TOWN OF COLONIAL BEACH  
 WESTMORELAND COUNTY, VIRGINIA  
 JULY 11, 2025 SCALE: 1" = 20'  
 JOB# 24244 CSS

# Conditional Use Permit Application

## Mixed-Use Development

110 Washington Avenue (Corner of Washington Ave & Hawthorn St)



Submitted By: Executive Properties, LLC  
Date: January 2025  
Town of Colonial Beach  
Westmoreland County, Virginia

— Cover Page —

---

# 1110 WASHINGTON AVENUE LOTS 8 & 9

---

## MIXED-USE DEVELOPMENT

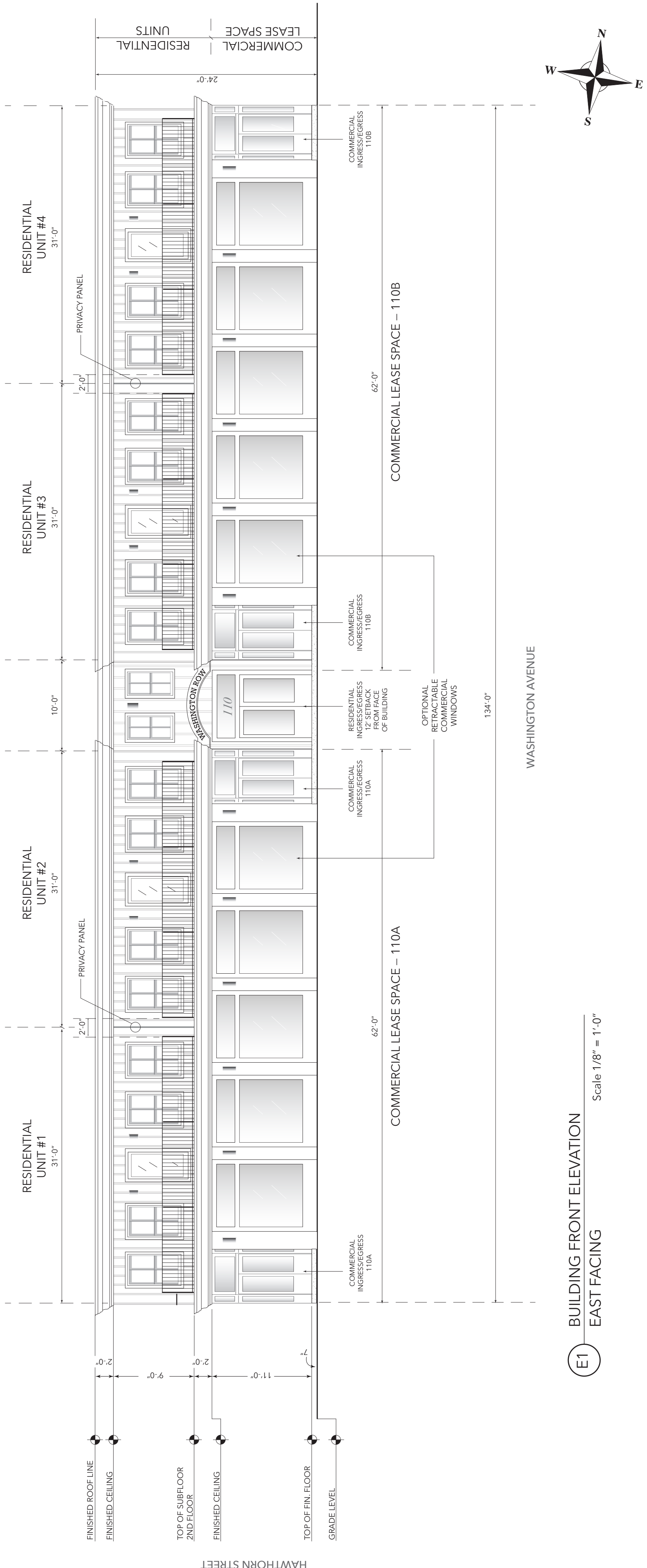
### PRELIMINARY ELEVATIONS

LOT 8 TM 3A2-2-79-8 | 110 WASHINGTON AVENUE  
TOWN OF COLONIAL BEACH | WESTMORELAND COUNTY, VIRGINIA  
AUGUST 29, 2025 | SCALE 1/8" = 1'-0"

Building Footprint Measurements are based on site plan measurements created by The Benchmark Group, Land Development Consultants. Drawings are provided for the purpose of obtaining a Conditional use Permit and to assist with the design and planning of the proposed mixed-use project. Drawings subjected to modifications based on the Owner, Architect and Engineers modifications and changes to final drawings.  
110 Washington, Avenue Colonial Beach, Westmoreland County, VA  
Legal Description: PT OF LOTS 8 & 9 BK 79 DB 978 PG 1799.



Jackie Steward  
Graphic Design | Architectural Drawings  
Design Consultation  
202.997.9235  
graphicinteriors1@mac.com



**E1** BUILDING FRONT ELEVATION  
EAST FACING  
Scale 1/8" = 1'-0"

# 110 WASHINGTON AVENUE LOTS 8 & 9

## FRONT ELEVATION

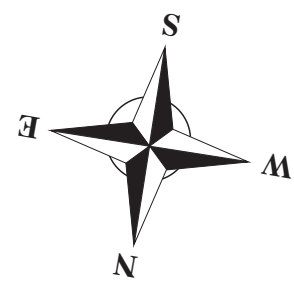
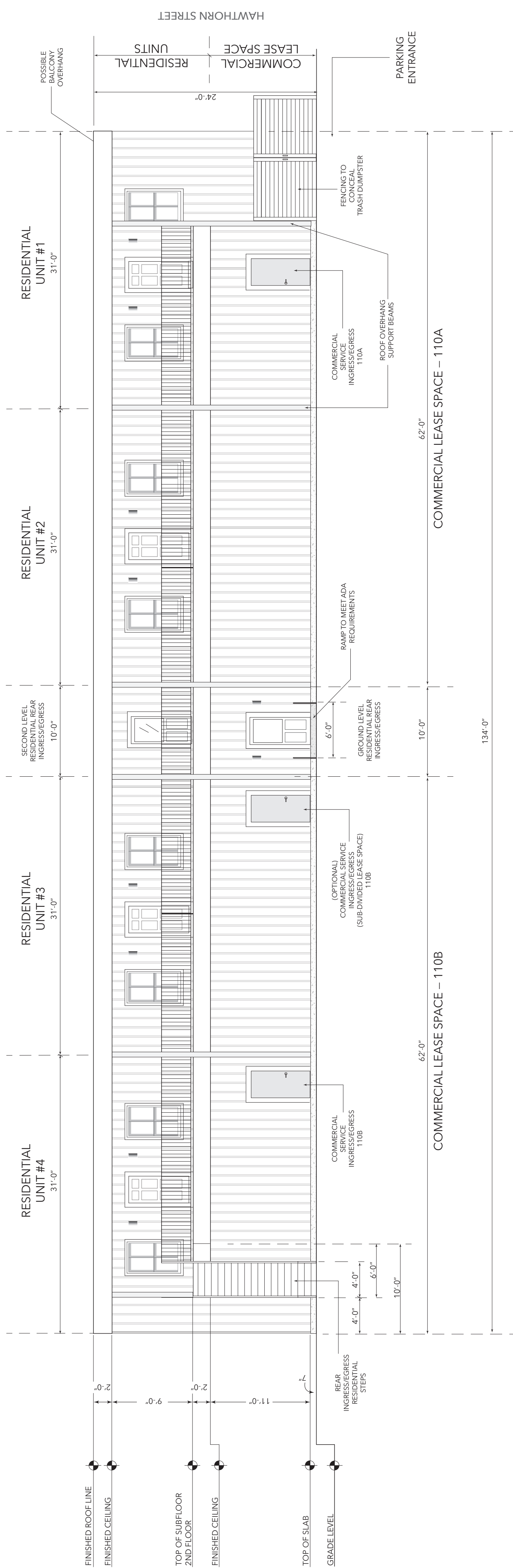
Building Footprint Measurements are based on site plan measurements created by The Benchmark Group, Land and Development Consultants. Drawings are provided for the purpose of obtaining a Conditional use Permit and to assist with the design and planning of the proposed mixed-use project located at 110 Washington, Avenue Colonial Beach, Westmoreland County, VA  
Legal Description: PT OF LOTS 8 & 9 BK 79 DB 978 PG 1799.

## MIXED-USE DEVELOPMENT

PRELIMINARY ELEVATIONS  
LOT 8 TM 3A2-2-79-8 | 110 WASHINGTON AVENUE  
TOWN OF COLONIAL BEACH | WESTMORELAND COUNTY, VIRGINIA  
AUGUST 29, 2025 | SCALE 1/8" = 1'-0"



Jackie Steward  
Graphic Design | Architectural Drawings  
Design Consultation  
202.997.9235  
graphicinteriors1@mac.com



E2 BUILDING REAR ELEVATION  
WEST FACING  
Scale 1/8" = 1'-0"

# 110 WASHINGTON AVENUE LOTS 8 & 9

## REAR ELEVATION

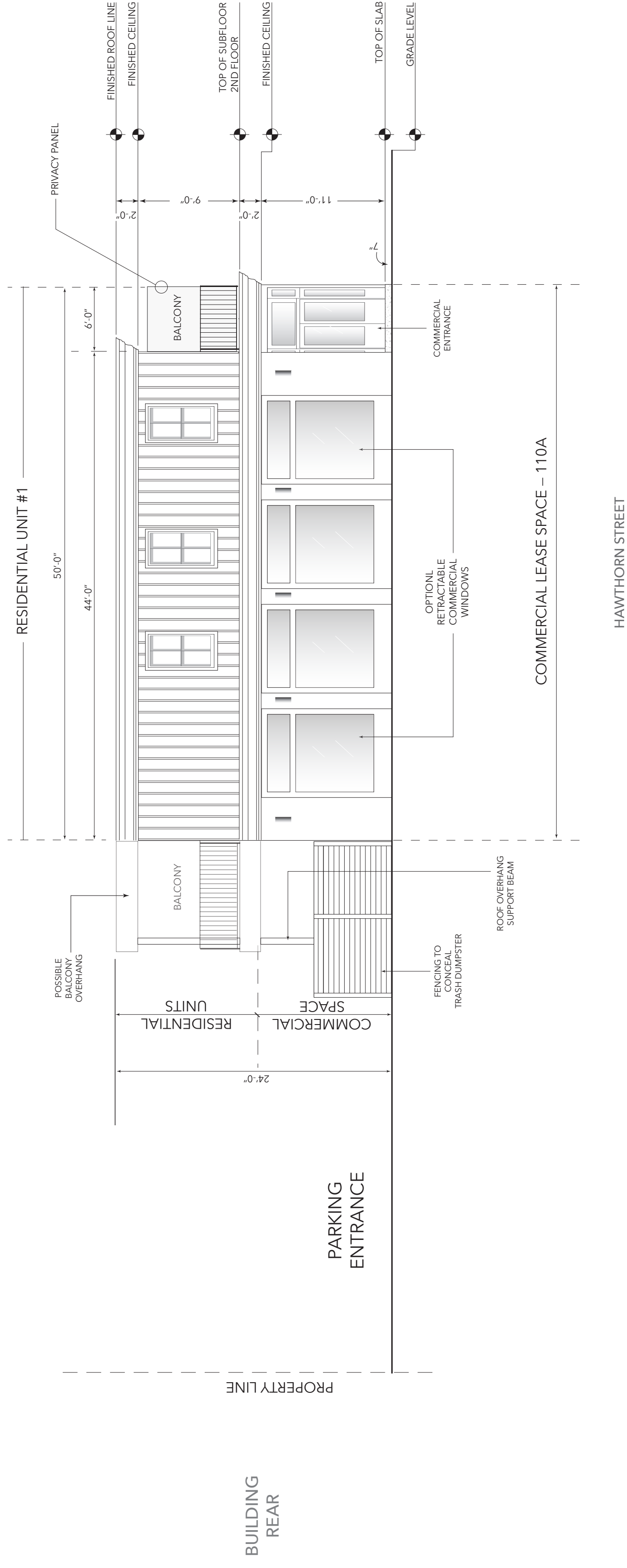
Building Footprint Measurements are based on site plan measurements created by The Benchmark Group, Land Development Consultants. Drawings are provided for the purpose of obtaining a Conditional use Permit and to assist with the design and planning of the proposed mixed-use project located at 110 Washington, Avenue Colonial Beach, Westmoreland County, VA  
Legal Description: PT OF LOTS 8 & 9 BK 79 DB 978 PG 1799.

## MIXED-USE DEVELOPMENT

PRELIMINARY ELEVATIONS  
LOT 8 TM 3A2-2-79-8 | 110 WASHINGTON AVENUE  
TOWN OF COLONIAL BEACH | WESTMORELAND COUNTY, VIRGINIA  
AUGUST 29, 2025 | SCALE 1/8" = 1'-0"



Jackie Steward  
Graphic Design | Architectural Drawings  
Design Consultation  
202.997.9235  
graphicinteriors1@mac.com



**E3** BUILDING SOUTH (SIDE) ELEVATION  
Scale 1/8" = 1'-0"

# 110 WASHINGTON AVENUE LOTS 8 & 9

## (SOUTH) SIDE ELEVATION

Building Footprint Measurements are based on site plan measurements created by The Benchmark Group, Land Development Consultants. Drawings are provided for the purpose of obtaining a Conditional use Permit and to assist with the design and planning of the proposed mixed-use project located at 110 Washington, Avenue Colonial Beach, Westmoreland County, VA  
Legal Description: PT OF LOTS 8 & 9 BK 79 DB 978 PG 1799.

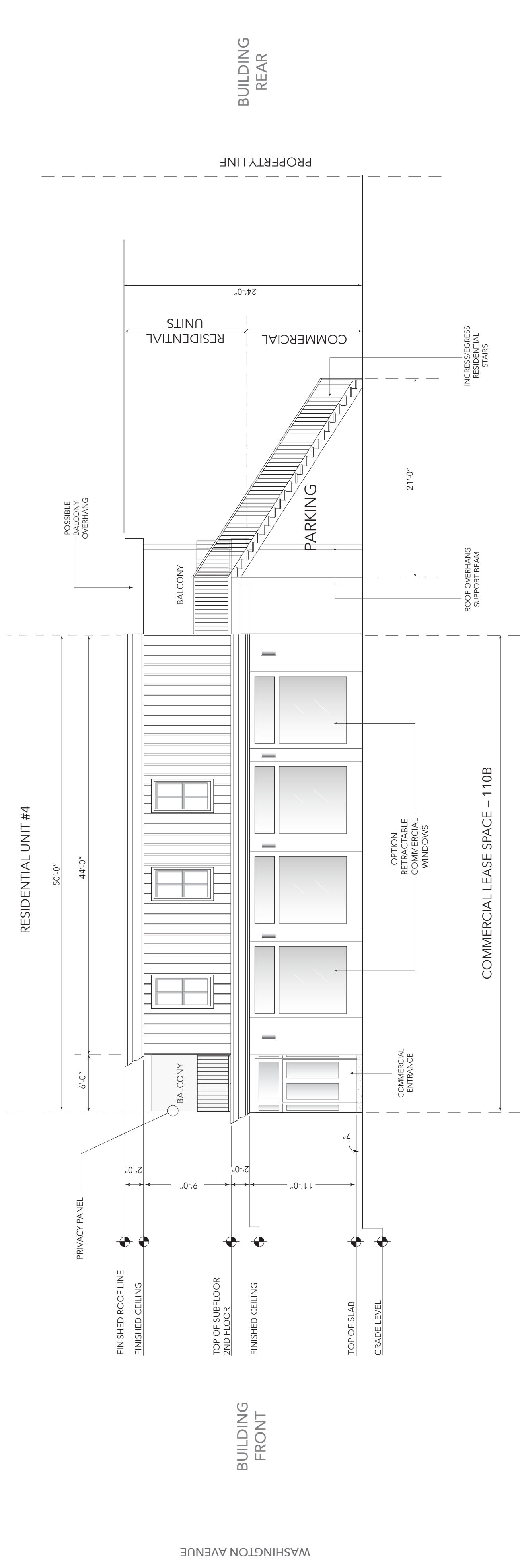
## MIXED-USE DEVELOPMENT

### PRELIMINARY ELEVATIONS

LOT 8 TM 3A2-2-79-8 | 110 WASHINGTON AVENUE  
TOWN OF COLONIAL BEACH | WESTMORELAND COUNTY, VIRGINIA  
AUGUST 29, 2025 | SCALE 1/8" = 1'-0"



Jackie Steward  
Graphic Design | Architectural Drawings  
Design Consultation  
202.997.9235  
graphicinteriors1@mac.com



**E4** BUILDING NORTH (SIDE) ELEVATION  
Scale 1/8" = 1'-0"

# 1110 WASHINGTON AVENUE LOTS 8 & 9

## (NORTH) SIDE ELEVATION

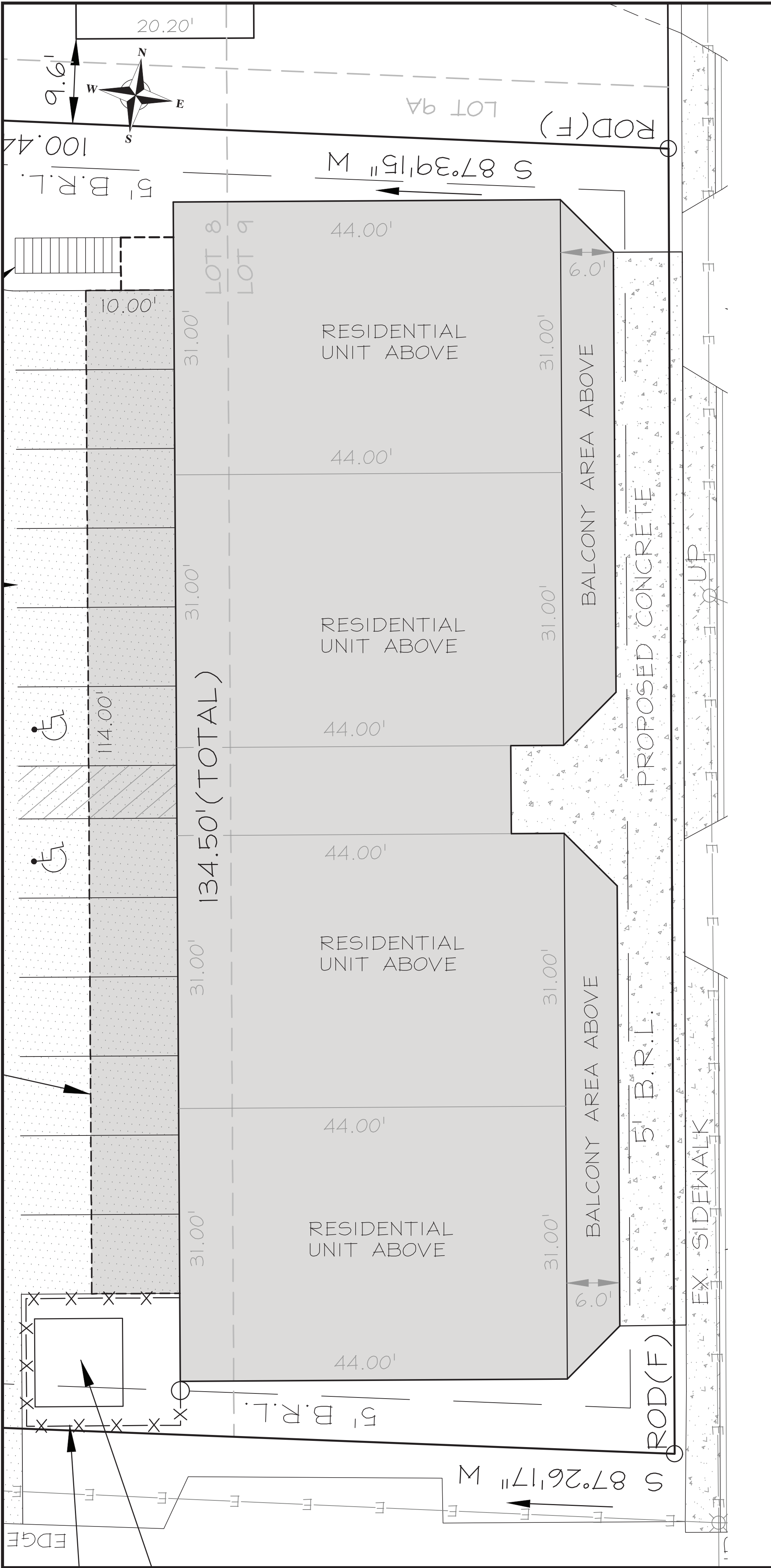
Building Footprint Measurements are based on site plan measurements created by The Benchmark Group, Land Development Consultants. Drawings are provided for the purpose of obtaining a Conditional use Permit and to assist with the design and planning of the proposed mixed-use project located at 1110 Washington, Avenue Colonial Beach, Westmoreland County, VA  
Legal Description: PT OF LOTS 8 & 9 BK 79 DB 978 PG 1799.

## MIXED-USE DEVELOPMENT PRELIMINARY ELEVATIONS

LOT 8 TM 3A2-2-79-8 | 110 WASHINGTON AVENUE  
TOWN OF COLONIAL BEACH | WESTMORELAND COUNTY, VIRGINIA  
AUGUST 29, 2025 | SCALE 1/8" = 1'-0"



Jackie Steward  
Graphic Design | Architectural Drawings  
Design Consultation  
202.997.9235  
graphicinteriors1@mac.com



# 110 WASHINGTON AVENUE LOTS 8 & 9

## PRELIMINARY SITE PLAN

Building Footprint Measurements are based on site plan measurements created by The Benchmark Group, Land Development Consultants. Drawings are provided for the purpose of obtaining a Conditional use Permit and to assist with the design and planning of the proposed mixed-use project located at 110 Washington, Avenue Colonial Beach, Westmoreland County, VA  
 Legal Description: PT OF LOTS 8 & 9 BK 79 DB 978 PG 1799.

## MIXED-USE DEVELOPMENT

PRELIMINARY SITE PLAN  
 LOT 8 TM 3A2-2-79-8 | 110 WASHINGTON AVENUE  
 TOWN OF COLONIAL BEACH | WESTMORELAND COUNTY, VIRGINIA  
 AUGUST 29, 2025 | SCALE 1/8" = 1'-0"



**Note:** Drawing reflects partial view of full site.  
 Full Site Plan available upon request.

# Conditional Use Permit Application

## Executive Summary

Project: Mixed-Use Development

Location: 110 Washington Avenue (Corner of Washington Ave & Hawthorn St)

Submitted By: Executive Properties, LLC

## Executive Summary – Conditional Use Permit Request

Project: Mixed-Use Development

Location: 110 Washington Avenue (Corner of Washington Ave & Hawthorn St), Colonial Beach, VA



### Project Overview

The applicant seeks approval of a Conditional Use Permit to construct a two-story mixed-use building consisting of: Two ground-floor commercial spaces fronting Washington Avenue. Four residential units on the second floor. This project reactivates a key downtown corner, supports small business opportunities, and provides much-needed housing in a walkable setting.

### Key Benefits

**Economic Growth:** Creates new commercial space for local businesses, broadening the tax base and attracting visitors. **Housing Supply:** Adds four quality housing units within walking distance of shops, restaurants, and the waterfront. **Smart Growth:** Promotes infill development and sustainable land use,

reducing pressure on undeveloped areas. **Community Vibrancy:** Enhances the character of Washington Avenue with attractive storefronts and residential activity above.

### **Impacts on Public Services**

**Schools:** Minimal impact—only four residential units, negligible student generation. **Utilities:** Modest demand, fully supported by existing Town water and sewer systems. **Traffic & Parking:** Off-street parking provided via Hawthorn Street, with easy access and minimal congestion. **Public Safety:** Designed to meet Fire and Building Code standards, ensuring safe access for emergency services.

### **Environmental Considerations**

Stormwater management compliant with regulations to protect Monroe Bay. Energy-efficient construction meeting modern building codes. Landscaping and screening to soften visual impact and support sustainability.

### **Conclusion**

The proposed mixed-use development is consistent with the Town's Comprehensive Plan, aligns with community goals for a vibrant downtown, and provides economic, housing, and environmental benefits with minimal impact on schools and public services.

**Approval of this Conditional Use Permit is respectfully requested.**

## **Narrative in Support of Conditional Use Permit**

### **Project Description**

The applicant seeks approval of a Conditional Use Permit (CUP) to construct a two-story mixed-use development on the property located at the corner of Washington Avenue and Hawthorn Street. The proposed building includes: Two ground-floor commercial lease spaces (110A and 110B), designed to support retail, office, or service-based businesses that will enhance the commercial vitality of downtown Colonial Beach. Four residential units on the second floor, providing high-quality housing opportunities within walking distance of the Town's waterfront, shops, and cultural amenities. This investment reflects the Town's goals of encouraging sustainable growth, enhancing its commercial base, and promoting a vibrant, walkable community.

### **Compatibility with Comprehensive Plan & Zoning Intent**

The Colonial Beach Comprehensive Plan envisions downtown as a mixed-use hub, integrating residential, commercial, and cultural activity. This project is directly aligned with that vision.

### **Architectural Design and Neighborhood Character**

Architectural drawings demonstrate a structure designed to enhance the visual character of Washington Avenue, with attractive storefronts, private residential entries, balconies, and screened service areas.

### **Community and Economic Benefits**

**Economic Development:** By creating leasable retail/office space, the project will attract entrepreneurs and small businesses, broadening the Town's tax base. **Housing Supply:** The addition of four residential units enhances local housing availability. **Smart Growth:** The project reduces pressure on undeveloped land by utilizing infill. **Vibrancy:** Activation of a prominent corner will increase pedestrian activity and contribute to a lively, attractive downtown environment.

**Impacts on Public Services and Infrastructure**

**Schools:** Minimal impact with negligible student generation.

**Public Utilities:** Supported by existing Town water and sewer systems.

**Transportation & Parking:** Off-street parking provided via Hawthorn Street.

**Public Safety:** Designed to meet Fire and Building Code standards.

**Environmental Considerations**

Stormwater management will comply with regulations to protect Monroe Bay. Energy-efficient construction reduces long-term resource consumption. Redevelopment of an existing parcel reduces sprawl and conserves open space. Landscaping will soften the building's footprint and enhance streetscape appeal.

**Conclusion**

The proposed mixed-use development at 110 Washington Avenue and Hawthorn Street represents an appropriate, sustainable, and beneficial use of the property. Its integration of commercial and residential uses reflects the Town's Comprehensive Plan, strengthens the downtown economy, enhances housing options, and contributes to a vibrant, walkable community. Impacts to schools, utilities, and public services are minimal, while economic and environmental benefits are significant.

**For these reasons, the applicant respectfully requests approval of the Conditional Use Permit.**

# Vacant Lot - Washington Ave. & Hawthorn St. Intersection



JACKIE STEWARD

GRAPHIC DESIGN | INTERIOR DESIGN | ARCHITECTURAL DRAWINGS | HISTORIC PRESERVATION

202.997.9235 | GRAPHICINTERIORS1@MAC.COM



Downtown Colonial Beach | Design & Marketing Project

This artistic rendering was produced for Downtown Colonial Beach without survey data. The rendering is intended for the sole purpose of providing design inspiration and facade enhancement suggestions. Jackie Steward reserves the rights under common law copyright and ownership rights in connection with the designs, concepts and drawings. The rendering/s shall not be reproduced, changed or copied in any form whatsoever nor shall the renderings be assigned to any third party without written consent from Jackie Steward ©2021.



# Vacant Lot - Washington Ave. & Hawthorn St. Intersection



JACKIE STEWARD

GRAPHIC DESIGN | INTERIOR DESIGN | ARCHITECTURAL DRAWINGS | HISTORIC PRESERVATION

202.997.9235 | GRAPHICINTERIORS1@MAC.COM



MAIN STREET AMERICA  
2021 Affiliate

Downtown Colonial Beach | Design & Marketing Project

This artistic rendering was produced for Downtown Colonial Beach without survey data. The rendering is intended for the sole purpose of providing design inspiration and facade enhancement suggestions. Jackie Steward reserves the rights under common law copyright and ownership rights in connection with the designs, concepts and drawings. The rendering/s shall not be reproduced, changed or copied in any form whatsoever nor shall the renderings be assigned to any third party without written consent from Jackie Steward ©2021.

# Narrative in Support of Conditional Use Permit

Applicant: Executive Properties, LLC Project Location: 110 Washington Avenue, Colonial Beach, VA (Corner of Washington Avenue & Hawthorn Street)  
Legal Description: PT of Lots 8 & 9 BK 79 DB 978 PG 1799

---

## Project Description

The applicant seeks approval of a Conditional Use Permit (CUP) to construct a two-story mixed-use development on the property located at the corner of Washington Avenue and Hawthorn Street. The proposed building includes:

- Two ground-floor commercial lease spaces (110A and 110B), designed to support retail, office, or service-based businesses that will enhance the commercial vitality of downtown Colonial Beach.
- Four residential units on the second floor, providing high-quality housing amenities.

This investment reflects the Town's goals of encouraging sustainable growth, enhancing its economical base, and providing a vibrant and walkable community.

---

## Compatibility with Comprehensive Plan & Zoning Intent

The Colonial Beach Comprehensive Plan envisions downtown as a mixed-use hub, integrating residential, commercial, and cultural activity. This project is directly aligned with that vision by:

- Strengthening the Washington Avenue corridor as a destination for commerce and tourism.
- Providing housing opportunities in close proximity to retail and recreational amenities, reducing reliance on automobiles.
- Supporting infill development on a key corner lot, rather than promoting sprawl into undeveloped areas.

The scale, design, and function of the building are appropriate for the site's location and surrounding uses, which already exhibit a mix of commercial and residential activity.

---

## **Architectural Design and Neighborhood Character**

Architectural drawings prepared by *Jackie Steward Graphic Design* and *The Benchmark Group* demonstrate a structure designed to enhance the visual character of Washington Avenue. Features include:

- Street-facing storefronts with optional retractable windows, promoting pedestrian activity and outdoor engagement.
  - Separated residential and commercial entrances, ensuring both convenience and privacy.
  - Balconies and privacy panels for upper-level residents, balancing livability with neighborhood respect.
  - Screened service areas and dumpsters, maintaining a clean and orderly appearance.
  - ADA-compliant access to ensure inclusivity and long-term functionality.
- 

## **Community and Economic Benefits**

Approval of this CUP will provide significant benefits to Colonial Beach, including:

- Broadening of Town's Tax base
- Enhance Economic Vitality of Downtown area
- Promotes entrepreneurial growth in Colonial Beach
- Provides affordable housing options in Downtown area
- Enhances retail options for tourism and economic growth

**Economic Development:** By creating leasable retail/office space, the project will attract Housing Supply: The addition of four residential units enhances local housing availability, especially in walkable, downtown settings where demand is strong.

**Smart Growth:** The project reduces pressure on undeveloped land by utilizing infill, aligning with principles of sustainable land use.

**Vibrancy:** Activation of a prominent corner will increase pedestrian activity and contribute to a lively, attractive downtown environment for residents and visitors alike.

---

## **Impacts on Public Services and Infrastructure**

### **School System:**

The project proposes only four residential units (eight total bedrooms,) resulting in a minimal impact on the Colonial Beach school system. Based on regional housing-to-student ratios, the anticipated increase in student enrollment is negligible, and well within the capacity of existing facilities.

### **Public Utilities:**

The project will be fully connected to Town water and sewer systems. Given the modest scale of four residential units and two small commercial spaces, the additional demand is minor relative to system capacity. Coordination with the Department of Public Works will ensure compliance with all utility connection standards.

### **Transportation and Parking:**

Access to residential parking is provided via Hawthorn Street, reducing congestion on Washington Avenue. The site plan provides adequate off-street parking for both commercial tenants and residents, supplemented by the walkability of downtown Colonial Beach. Ample residential parking will

### **Public Safety:**

Ingress/egress points are designed to meet Fire and Building Code requirements. Adequate street access is available for fire and rescue services. The modest scale of the project ensures no undue burden on police, fire, or EMS.

---

### **Environmental Considerations**

The proposed development has been designed with sensitivity to environmental concerns:

**Stormwater Management:** The project will comply with all stormwater regulations, utilizing best management practices (BMPs) to control runoff and protect water quality in Monroe Bay.

**Energy Efficiency:** The building will be constructed to modern energy code standards, reducing long-term resource consumption compared to older structures.

**Sustainable Land Use:** By redeveloping an existing parcel within town limits, the project reduces sprawl, conserves open space, and directs growth where infrastructure already exists.

#### **Landscaping:**

Proposed landscaping and fencing will soften the building's footprint and contribute to shade and stormwater absorption, and improve the streetscape of both Washington Avenue and Hawthorn Streets.

---

### **Conclusion**

The proposed mixed-use development at 100 Washington Avenue and Hawthorn Street represents an appropriate, sustainable, and beneficial use of the property. Its integration of downtown economy, enhances housing options, and contributes to a vibrant, walkable community. Impacts to schools, utilities, and public services are minimal, while economic and environmental benefits are significant. The project demonstrates thoughtful design, compatibility with surrounding uses, and a long-term investment in the quality of life in Colonial Beach.

***For these reasons, the applicant respectfully requests approval of the Conditional Use Permit.***