



**TOWN OF COLONIAL BEACH  
PLANNING COMMISSION MEETING**

**March 12, 2026, 6:00 PM**

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

**AGENDA**

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Determination of Quorum**
4. **Approval of the Meeting Agenda**
5. **Approval of Minutes**
  - a. January 29, 2026 Special Meeting
  - b. February 12, 2026 Regular Meeting
6. **Public Comment on Non-Public Hearing Planning Commission/Land Use Items**
7. **Planning and Community Development Director's Report**
8. **Planning Commission Committee Reports and Commissioner Comments**
9. **Public Hearings**
  - a. None
10. **Old Business**
  - a. None
11. **New Business**
  - a. Telecommunications Facilities – Discussion Only
  - b. Fire Department New Building – Discussion Only
  - c. Authorization of Public Hearing for ZTA 26-03 and ZTA 26-04
12. **Adjournment**



**TOWN OF COLONIAL BEACH  
PLANNING COMMISSION MEETING**

**January 29, 2026, 6:00 PM**

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

**MINUTES**

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**MEMBERS PRESENT:** Nathan Howell, Chairperson  
Lauren Adams  
Annamarie Bairstow  
William Hutchins  
Nigel Long  
Bill Malone  
Vicki Luna, Vice Chairperson (via zoom due to weather conditions)

**MEMBERS ABSENT:** None

**COUNCIL LIAISON:** Rick Wood

**STAFF PRESENT:** Angela Lawrence, Director of Planning & Community Development  
Powell Duggan, Town Attorney  
Melissa Bell, Planning Technician

- 1) **Call to Order**  
Chairperson Howell called the meeting to order at 6:01 p.m.
- 2) **Pledge of Allegiance**  
Chairperson Howell led attendees in reciting the Pledge of Allegiance.
- 3) **Determination of Quorum**  
Chairperson Howell noted 6 members are present and one member attending via zoom.
- 4) **Approval of Agenda**

**ON A MOTION BY COMMISSIONER HUTCHINS, SECONDED BY COMMISSIONER MALONE THE AGENDA WAS APPROVED UNANIMOUSLY 7-0, AS PRESENTED.**

## 5) Public Hearings

### **A) ZONING TEXT AMENDMENT, ZTA 26-01: AMENDMENT TO ARTICLE 8 GENERAL COMMERCIAL (C-1 DISTRICT) TO ADD "COMMUNICATION FACILITY, NOT TO EXCEED A HEIGHT OF 100 FT." AS A PERMITTED USE WITH APPROVAL OF A CONIDITIONAL USE PERMIT.**

#### a) Staff Presentation

Ms. Lawrence presented the Text Amendment to Article 8 (C-1) to add a Communication Facility not to exceed height of 100 ft. as Conditional Use. Ms. Lawrence stated the staff recommendation is for the Planning Commission to recommend approval of ZTA26-01 to Town Council.

#### b) Open Public Comment

- Chairperson Howell opened Public Hearing at 6:07 p.m.
- Speakers present: None
- Emails read into the record:
  - William Nuckols, 204 Monroe Bay Avenue

#### c) Close Public Comment

Chairperson Howell closed Public Comment at 6:10 p.m.

#### d) Staff Response

No Response

#### e) Planning Commission Discussion

- Commissioner Luna asked why we do a text amendment? Ms. Lawrence stated that in her presentation a Communication Facility is only allowed in an A-1 with a Conditional Use Permit.
- Commissioner Luna asked if another buyer comes in to buy property, will they have to follow code and was concerned about conditions and other areas that are C-1. Ms. Lawrence, with any conditional use permit you put the conditions for the property not the specific owner and for the use, so anything you put on there like no advertising, landscaping, fencing, height or whatever will carry forward to the new owners.
- Commissioner Howell explained that it is just for the Text Amendment before them and not a conditional use permit for communication facility.

#### f) Planning Commission Action

**ON A MOTION BY COMMISSIONER LONG, SECONDED BY  
COMMISSIONER BAIRSTOW TO RECOMMEND APPROVAL OF THE  
ZTA 26-01 TO TOWN COUNCIL APPROVED (6-1)**

**AYES: COMMISSIONERS HOWELL, HUTCHINS, ADAMS,  
BAIRSTOW, LONG, AND MALONE**

**NAYS: COMMISSIONER LUNA**

**B) CONDITIONAL USE PERMIT (CUP 26-01)- EXECUTIVE PROPERTIES, LLC  
REQUEST FOR MIXED RESIDENTIAL/COMMERICAL USE**

a) Staff Presentation

Ms. Odom presented the CUP 26-01 application.

b) Open Public Comment

Chairperson Howell opened Public Comment at 6:50 p.m.

Speakers:

- Dan Wildman, 100 Washington Avenue  
He presented the application and concept plan for the project and architectural design, parking, and landscaping. He explained that project will include storefronts on the ground level and apartments on the upper level. He informed the Commission of his other projects in town.
- Jennifer Coffey, 209 Hawthorn Street  
As an adjacent landowner operating a short-term rental, she expressed concern the noise and questioned when construction was to begin.
- Eric Nelson, Lossing Avenue  
He likes the concept and believes the owner of the proposed project will do a great job, as with all his other projects that have been great.
- Emails read into the record:  
William Nuckols, 204 Monroe Bay Avenue

c) Close Public Hearing

Chairperson Howell closed Public Comment at 6:57 p.m.

d) Staff Response

Ms. Odom presented a Power Point outlining the property location, the concept plan and architectural concept plan. Adding the location is in a C-R which allows for mixed used residential/commercial with the issuance of a Conditional Use Permit.

Ms. Odom recommended moving the project to Town Council for a Public Hearing.

e) Planning Commission Discussion

- Commissioner Hutchins asked about the types of retail and questioned the area for the trash. Mr. Wildman responded it will be for both, but Public Works will decide on totes or dumpsters. Commissioner Malone asked what the timing of the project, fencing and parking. Mr. Wildman responded late summer into midfall.
- Commissioner Adams asked about a designated loading or unloading zone, landscape, ADA requirements, SWM. Mr. Wildman responded there should not be a problem with loading or unloading and will work with an Engineer to address all of these.

f) Planning Commission Action

**ON A MOTION BY COMMISSIONER LUNA, SECONDED BY COMMISSIONER BAIRSTOW TO RECOMMEND APPROVAL OF CUP 26-01 FOR A CONDITIONAL USE PERMIT FOR MIXED USE RESIDENTIAL/COMMERICAL IN A COMMERICAL RESORT ZONING DISTRICT TO TOWN COUNCIL, UNANIMOUSLY (7-0)**

**AYES: COMMISSIONERS, HOWELL, HUTCHINS, ADAMS, BAIRSTOW LONG, LUNA, AND MALONE**

**NAYS: NONE**

**6) Adjournment**

Chairperson Howell adjourned the meeting at 7:23 P.M.

I certify that these Planning Commission Meeting Minutes were reviewed, approved, and adopted by the Planning Commission on March 12, 2026.

\_\_\_\_\_  
Nathan Howell, Chairperson

Attest:

\_\_\_\_\_  
Angela Lawrence, Director Planning & Community Development



**TOWN OF COLONIAL BEACH  
PLANNING COMMISSION MEETING**

**February 12, 6:00 PM**

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

**MINUTES**

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**MEMBERS PRESENT:** Nathan Howell, Chairperson  
Vicki Luna, Vice Chairperson  
Lauren Adams  
Annamarie Bairstow  
William Hutchins  
Nigel Long  
Bill Malone

**MEMBERS ABSENT:** None

**COUNCIL LIAISON:** Rick Wood

**STAFF PRESENT:** Angela Lawrence, Director of Planning & Community Development  
Powell Duggan, Town Attorney  
Melissa Bell, Planning Technician

**1) Call to Order**

Chairperson Howell called the meeting to order at 6:00 p.m.

**2) Pledge of Allegiance**

Chairperson Howell led attendees in reciting the Pledge of Allegiance.

**3) Determination of Quorum**

Chairperson Howell noted all members are present and one member attending via zoom.

**4) Approval of Agenda**

**ON MOTION BY COMMISSIONER LUNA, SECONDED BY COMMISSIONER BAIRSTOW THE AGENDA WAS APPROVED UNANIMOUSLY 7-0, AS PRESENTED.**

**5) Approval of Minutes**

a. December 11, 2025

**ON MOTION BY COMMISSIONER BAIRSTOW SECONDED BY COMMISSIONER HUTCHINS DECEMBER 11, 2025, MEETING MINUTES WERE APPROVED UNANIMOUSLY, AS DRAFTED 7-0**

b. January 8, 2026

**ON MOTION BY COMMISSIONER BAIRSTOW SECONDED BY COMMISSIONER ADAMS THE JANUARY 8, 2026, MEETING MINUTES WERE APPROVED WITH AMENDMENTS TO PAGE 3 CHANGE MALONE TO HUTCHINS AND HUTCHINS TO MALONE ON THE TOPIC OF THE POLICE DEPARTMENT, APPROVED 7-0**

**6) Public Comment on Non-Public Hearing Planning Commission/Land Use**

**7) Planning and Community Director Report**

- a) Ms. Lawrence referred to the written report. Ms. Lawrence stated there may be a rezoning coming forward regarding Monroe Bay C-1 to R-2 and a Zoning Text Amendment for potential coffee roastery.
- b) Commissioner Hutchins inquired about the three Short-Term Rental permits issued. Ms. Bell and Ms. Lawrence explained they are new because they had not paid for their business license to bring them into compliance. Commissioner Long inquired about the number of Short-Term Rentals issued. Ms. Bell advised approximately 139.

**8) Planning Commission Reports and Commissioner Comments**

Chairperson Howell stated that the Comprehensive Plan committees need to be discussed and committee appointments, timeline.

The committees are Commissioner Luna Comprehensive Plan, Commissioner Long Economic Vitality Committee, Commissioner Bairstow Community Outreach, and Commissioner Malone Fire/Ems.

Commissioner Long reported that the Alliance of Colonial Beach Community Organizations held a volunteer recruitment event and Economic Vitality Committee held a meeting and has definition of what they see as their relationship with the Planning Commission, but are focusing on the downtown area.

**9) PUBLIC HEARING: FY27-31 CAPITAL IMPROVEMENT PROGRAM**

- a) Staff Presentation  
Ms. Lawrence presented the Capital Improvement Plan.
- b) Open Public Comment at 6:32 p.m.  
Robert Christiansen, Washington Avenue  
He has concerns about #6 Sidewalks and the amounts listed on the CIP.
- c) Close Public Comment 6:38 p.m.
- d) Staff Response  
Ms. Lawrence acknowledged the CIP has incorrect numbers for item #06 and item #07 will be corrected.
- e) Planning Commission Discussion  
Chairperson Howell advised that the sidewalks repairs must be completed as required by the Consent Order and read from the summary page for #6 for the sidewalk repairs. General notes do not include FY 2026.

Commissioner Malone would like to see the numbers for FY 2026. Ms. Lawrence advised she did not see it for FY 2026 and will get clarification and may have come out of the CIP funds. Commissioner Long stated the sidewalk repair was initiated by a citizen and the town did not have a chance to start the process.

Commissioner Hutchins advised summary page for item #10 was not with packet. Ms. Lawrence advised that item #10 will be added. Items #16 & 17 are antipatent to be completed FY 2026 and are not included.

f) Planning Commission Action

**ON MOTION BY COMMISSIONER LONG SECONDED BY COMMISSIONER MALONE CIP IS APPROVED WITH THE FOLLOWING AMENDMENTS, CORRECT AMOUNTS FOR ITEMS 06 & 07, CHANGE THE AMOUNT FOR ITEM #11 FROM \$976,709 TO \$976,710 TO TOWN COUNCIL, UNANIMOUSLY 7-0**

**AYES: CHAIRPERSON HOWELL, COMMISSIONERS ADMAS, BAIRSTOW, HUTCHINS, LONG, LUNA AND MALONE.**

**NYES: NONE**

**10) Old Business**

None

**11) New Business**

a) 2025 Planning Commission Annual Report

Ms. Lawrence and Ms. Odom reviewed the Annual Report.

Commissioner Long would like there to be a note regarding the start time changed to 6:00 p.m. in the Meeting Summary. Chairperson Howell noted that the report is for 2025 and the change was made in 2026.

Commissioner Malone would like to see the report from 2025, to be able to compare and build from there.

Commissioner Adams suggested a revision on page one, changing “sincerely” to “sincere”.

Chairperson Howell thanked staff for all their hard work throughout the year.

**ON MOTION BY COMMISSIONER BAIRSTOW, SECONDED BY COMMISSIONER LONG TO ACCEPT THE ANNUAL REPORT WITH AN AMENDMENT TO PAGE 1 “SINCERELY” TO “SINCERE” TO TOWN COUNCIL, UNANIMOUSLY 7-0**

**AYES: CHAIRPERSON HOWELL, COMMISSIONERS ADAMS, BAIRSTOW, HUTCHINS, LONG, LUNA AND MALONE**

**NAYES: NONE**

b) 2026 Work Plan

Ms. Lawrence presented the Work Plan for 2026 and advised that it is an ever-changing document.

Ms. Lawrence stated that regarding the comprehensive plan, staff is working on updating the demographics and that the current plan has been forwarded to department heads for review and revision of their applicable sections.

Commissioner Luna inquired if this will be completed in-house or will we be hiring a consultant.

Commissioner Long asked if the plan would be an update or a complete revision. He stated he will forward notes from the Economic Vitality Group and will pass on to Commissioner Luna. He also questioned why the public input is being completed in the fourth quarter. Chairperson Howell stated we are just trying to get organized and to get our timeline for the refined.

Commissioner Luna and said we held community meetings and allowed citizens to bring what they wanted. We had meetings and surveys for outreach to the public.

Chairperson Howell stated that it would be timely to address things simultaneously.

Ms. Lawrence advised there are a zoning text amendments that may be completed in relationship to Comprehensive Plan revisions.

Commissioner Howell stated the work plan is a working document and does not need to be approved as the items change throughout the year.

**12) Adjournment**

Chairperson Howell adjourned the meeting at 7:15 P.M.

I certify that these Planning Commission Meeting Minutes were reviewed, approved, and adopted by the Planning Commission on March 12, 2026.

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Nathan Howell, Chairperson

Attest:

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Angela Lawrence, Director Planning & Community Development



## TOWN OF COLONIAL BEACH PLANNING COMMISSION MEETING

March 12, 2026

### DIRECTOR'S REPORT

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#### 1) Permits Issued

11 Permits issued in January 2026:

- 8 Short-Term Rentals
- 1 Home Addition
- 1 Lot Consolidation
- 1 Renovation
- 2 Tree Removals
- 1 Short-Term Rental (New)

Average days from application to permit: 15

#### 2) Other Items

- a) Letters for this season's Short-Term Rental permits will go out this month.
- b) A flyer will be enclosed in the business license application letter to remind all businesses of our sign ordinance. Enhanced enforcement will begin in April.

#### 3) Personnel

- a) John Sawdy, Community Enhancement Officer, has resigned effective March 13, 2026. We are actively recruiting for that position.



**TOWN OF COLONIAL BEACH  
TOWN COUNCIL MEETING**

March 12, 2026

**MEMORANDUM**

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

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

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

**SUBJECT:** Zoning Text Amendment (ZTA 26-01) and Zoning Text Amendment (ZTA 26-02)

**DATE:** March 12, 2026

**BACKGROUND:**

At your January 29<sup>th</sup> meeting, Planning Commission voted to recommend approval of ZTA 26-01 to Town Council. After the Town Council public hearing on February 18<sup>th</sup>, Council deferred the item to its March 2 work session at which time it voted to refer the ZTA back to Planning Commission to consider the height restriction as well as supplemental regulations and/or policy development. Council also approved consideration of the Conditional Use Permit (CUP) concurrently with the ZTA.

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 within the town zoned agriculturally. Therefore, to permit a communications facility and/or tower in town:

- The property would need to be rezoned to A-1 and a CUP approved to permit a communications facility/tower; or
- A text amendment initiated by the Planning Commission or Town Council to permit the use in a zoning district other than A-1 is necessary.



**RECOMMENDATION:** Planning Commission discussion only. No action is needed currently. A Joint Public Hearing will be held at the beginning of the April 9, 2026 Planning Commission meeting.

**ATTACHMENTS:**

1. Draft Amendment ZTA 26-01: Section 8-2 Conditional Uses (Conditional Use Permit Required)
2. Draft Amendment ZTA 26-02: Section 18-7 Telecommunications Towers and Related Facilities Permitting and Regulations

**AMENDMENT TO THE ZONING ORDINANCE OF THE TOWN OF COLONIAL BEACH, VIRGINIA, TO ADD “COMMUNICATIONS FACILITY” AS A PERMITTED USE IN THE C-1 GENERAL COMMERCIAL DISTRICT WITH THE APPROVAL OF A CONDITIONAL USE PERMIT**

Section 8-2 Conditional Uses (Conditional Use Permit Required)

Notwithstanding 8-1 of this Article, the following uses require a Conditional Use Permit with an approved site plan:

9. Communications facility

The amendment would result in Items 9 - 29 being renumbered as Items 10 – 30

DRAFT

**AMENDMENT TO THE ZONING ORDINANCE OF THE TOWN OF COLONIAL BEACH, VIRGINIA, TO ADD SECTION 18-7 TELECOMMUNICATIONS TOWERS AND RELATED FACILITIES PERMITTING AND REGULATIONS**

- A. Structural Requirements. Telecommunication towers and related facilities shall be designed and constructed as follows:
1. Telecommunications towers shall be constructed with a galvanized steel finish or similar material and shall, to the extent practicable, use materials, colors and textures so as to reduce visual obtrusiveness.
  2. Telecommunication towers shall not exceed 150 feet, including antennas.
  3. Satellite dish and microwave dish antennas attached to monopoles shall not exceed three and one-half (3.5) feet in diameter and shall be of a neutral, non-reflective color with no logos.
  4. Whenever practicable, telecommunications towers shall include features that will camouflage the telecommunications tower so as to blend in with the natural setting and the built environment.
  5. Prior to the use of a telecommunications tower or related facility, the owner of the tower or facility shall have obtained approval of the structural integrity by a registered professional engineer licensed in the state and a copy of such report shall be filed at the time of site plan review.
  6. All telecommunications towers and related facilities shall be located, designed and operated in a manner that meets all requirements of the Federal Communications Commission and the Federal Aviation Administration and does not create a hazard for the Hanover County Airport for existing, future or planned airspaces.
- B. Co-location. Wherever possible, prior to a new telecommunication tower being built, the applicant must show valid technological, economic, or physical justification as to why co-location is not possible.
- C. Lighting. The following lighting requirements shall be in addition to any lighting requirements set forth in Section 8-3:
1. Telecommunications towers and facilities that are otherwise permitted by right shall not be permitted if lighting, beacons, or other safety devices are required by the Federal Communications Commission, the Federal Aviation Administration, or any other governing agency.
  2. Telecommunications towers and related facilities that are allowed with a conditional use permit may be permitted if lighting beacons or other safety devices are required; however, if lighting is required, the owner of the telecommunications tower or related facility shall submit a lighting plan at the time of site plan review which shall include the available lighting alternatives. As part of site plan approval, the town shall approve the design that would

cause the least disturbance to the surrounding views and have the least impact on neighboring properties.

- D. Setbacks. Where a telecommunications tower is camouflaged as provided in A.4. above, the setback requirements shall be the same as those applicable to other buildings or structures in the district in which the telecommunications tower is located. In all other instances, the following additional setback requirements shall apply:
1. The minimum setback from the boundary of the property on which the telecommunications tower or facility is located shall be equal to one hundred ten (110) percent of the "fall-zone" as certified by a licensed engineer; should the "fall-zone" be equal to the height of the telecommunications tower or related facility, the minimum setback shall be equal to one hundred ten (110) percent of the height of the tower.
  2. The minimum setback from existing off-site dwellings shall be as follows:
    - a. For telecommunications towers and related facilities that exceed fifty (50) feet in height but do not exceed one hundred (100) feet in height, the minimum setback shall be two hundred (200) feet;
    - b. For telecommunications towers and related facilities that exceed one hundred (100) feet in height, the minimum setback shall be three hundred (300) feet.
  3. The minimum setback from public rights-of-way shall be as follows:
    - a. For telecommunications towers and related facilities that exceed fifty (50) feet in height but do not exceed one hundred (100) feet in height, the minimum setback shall be fifty (50) feet;
    - b. For telecommunications towers and related facilities that exceed one hundred (100) feet in height, the minimum setback shall be seventy-five (75) feet.
  4. The minimum setback requirements set forth in subsections (2) and (3), above, may be satisfied if:
    - a. The applicant can demonstrate that the telecommunications tower or related facility is located within an existing wooded area and the height of the tower or facility is not more than ten (10) feet above tree line (as observed from a public right-of-way or boundary of the property on which the tower or facility is to be constructed), and
    - b. The property owner records a no-disturbance perimeter easement with a minimum of twenty-five (25) feet on all sides of the compound containing the telecommunications tower or related facility.

The no-disturbance perimeter easement shall provide that disturbance of the wooded area surrounding the proposed telecommunications tower or related facility; however, the no-disturbance perimeter easement shall permit a single means of access to a telecommunications tower or related facility, provided the means of access is located so as to minimize visibility of the tower or facility from neighboring residences and public rights-of way.

- E. Signs prohibited. No advertising of any type may be placed on a telecommunications tower or related facility, except that a sign shall be required displaying the name, registration number, and emergency contact number of the tower owner. The sign shall not exceed four (4) square feet in size and shall be located on the security fence or other approved location.
- F. Security. All related facilities shall be located, fenced or otherwise secured in a manner that prevents unauthorized access. At the time of site plan review, the owner of the property or the tower shall submit specifications on the security for the telecommunications tower or related facility, which shall demonstrate measures to ensure that:
1. All antennas, towers and other supporting structures, including guy wires, are inaccessible to individuals and constructed or shielded in such a manner that they cannot be climbed or run into; and
  2. Transmitters and telecommunications control points are installed such that they are readily accessible only to persons authorized to operate or service them.
- G. Landscaping and screening requirements. All equipment and facilities related to a telecommunications tower shall be screened in accordance with Article 24 of the Town of Colonial Beach Zoning Ordinance. Screening shall not be required if the equipment and facilities are located within an enclosed structure or are visually obstructed from the public right-of-way or from neighboring properties by existing vegetation or other structures on site. An applicant who proposes to use existing vegetation to screen the equipment and facilities shall record an easement providing that the vegetation shall remain. At the time of site plan review, the owner shall submit a landscaping plan showing existing vegetation and a screening plan for the equipment and facilities. Existing mature tree growth and natural land forms on the site shall be preserved to the maximum extent possible.
- H. Removal of abandoned, unsafe, or unused telecommunications towers and related facilities.
1. Any telecommunications tower or related facility found to be defective or unsafe shall be repaired to meet federal, state, and local safety standards or removed within six (6) months at the expense of the owner of the property or the telecommunications tower or related facility.
  2. Any telecommunications tower or related facility that is not operated for a continuous period of eighteen (18) months shall be considered abandoned, and the owner of the telecommunications facility or related structure shall remove the tower or facility within ninety (90) days of receipt of notice from the town that the tower or facility must be removed. Removal includes the removal of the antennas, telecommunications towers and related facilities, fence footers, underground cables and support buildings. Any buildings and foundations may remain with the approval of the owner of the property on which the telecommunications tower or related facility is located.
  3. If there are two (2) or more users of a single telecommunications tower or related facility, then this provision shall not become effective until all users cease using the telecommunications tower or related facility.

- I. Additional requirements for telecommunications facilities permitted with a conditional use permit. An application for a conditional use permit to allow the construction of a telecommunications tower or related facility shall be accompanied by a report containing the information set forth in this section. The report shall be signed and certified by a licensed professional engineer registered in the commonwealth. The report shall include the following:
1. A statement, with supporting documentation, demonstrating that existing telecommunications facilities or alternative telecommunications structures cannot physically accommodate the proposed antenna or array or technical evidence that existing telecommunications facilities or alternative telecommunications structures cannot be utilized to achieve reasonable coverage objectives. Copies of written requests and responses for shared use shall be provided.
  2. An inventory of the applicant's existing sites that are located within the Town or within five (5) miles of the Town's border, including specific information about the location, height, and design of each tower.
  3. On the submitted proposed conceptual plan:
    - a. Site topography and topography within a four hundred (400)-foot radius of the proposed tower;
    - b. A scaled elevation view, including tree line heights; and
    - c. Supporting drawings, calculations, and other documentation showing the location and dimensions of all improvements, radio frequency coverage, tower height, setbacks, parking, security fencing, landscaping, proposed ingress and egress, and adjacent uses, including proximity to residential uses.
  4. For telecommunications towers that are proposed to exceed one hundred (100) feet in height, certification that the proposed telecommunications tower and related facility are compatible for a minimum of three (3) additional users including the primary user and information demonstrating that antennas, telecommunications towers, and telecommunications facilities for possible co-locator antennas are no higher than required to accommodate the additional users. The report shall include a statement signed by the individual applicant or a responsible officer of a corporate applicant, as appropriate, setting forth the applicant's willingness to co-locate on other company's telecommunications towers and the applicant's willingness to accept other users on its telecommunications tower or related facility.
  5. Design standards for the proposed telecommunications tower and related facility, with particular reference to design characteristics that have the effect of reducing or eliminating the visual impact from neighboring properties and rights-of way.
  6. Photographs from the site showing adjoining properties and other relevant views and simulated photographic image of the proposed telecommunications tower and related facility from neighboring properties and rights-of-way and within one (1) mile of a designated historic site or district or Virginia Scenic Byway.

7. Documentation that demonstrates the need for the telecommunications tower or related facility to provide service primarily within the town.
  8. Name, address and phone number of the person preparing the report.
  9. Location of the nearest existing off-site residential structure.
  10. Location, size and height of all structures on the property which is the subject of the application.
  11. Type, locations and dimensions of all proposed and existing landscaping, and fencing.
  12. The design of the telecommunications tower or related facility, including the specific type of support structure that will be used and the design, type, location, size, height and configuration of all existing and proposed antennas and other equipment.
  13. The frequency, modulation and class of service of radio or other transmitting equipment, including certification that the proposed telecommunications tower or related facility will not interfere with the county's emergency public safety communications system or existing telecommunications devices.
  14. Transmission and maximum effective radiated power of antennas and arrays to be located on the telecommunications tower.
  15. Direction of maximum lobes and associated radiation of the antennas and arrays to be located on the telecommunications tower.
  16. Certification that nonionizing electromagnetic radiation (NIEER) levels at the proposed site are within the threshold levels adopted by the FCC.
  17. A copy of the FCC license applicable for the use of telecommunications towers or related facilities.
  18. Certification that a topographic study and analysis and an environmental impact analysis have been conducted and that the site is adequate to ensure the stability of the proposed telecommunications tower or related facility. The environmental impact analysis shall identify all historic structures or sites that may be impacted by the proposed telecommunications tower or related facility and shall include an assessment of the impact that the proposed telecommunications tower or related facility will have on agricultural and forestal resources and wildlife habitats.
  19. Propagation studies of the proposed site and all adjoining planned, proposed, in-service or existing sites.
- J. Site plan required; submission of obstruction survey after construction.
- K. Prior to the construction of any telecommunications tower or related facility, a site plan shall be prepared and submitted for review and approval in accordance with the requirements of Town of Colonial Beach Zoning Code Article 14; the site plan shall provide adequate information to demonstrate that the proposed telecommunications tower or related facility complies with all requirements of this section.
- L. An obstruction survey shall be submitted within thirty (30) days of completion of the telecommunications tower or related facility; if the telecommunications tower or related facility is in operation prior to the expiration of that thirty (30)-day period, the survey shall be submitted

on the day that operation begins. The obstruction survey must meet the Accuracy Code '2C' as defined in Appendix 2 of FAA Order 8260.19C CHG 3 dated July 14, 2003, or the latest change.

1. Interference with public safety communications systems prohibited. Telecommunications transmissions from any telecommunications tower or related facility shall not interfere with the emergency public safety communications system operated by the county or any communications system operated by the federal, state or county government.
2. Owner or operator to maintain adequate insurance.
3. The owner of property on which a telecommunications tower or other facility or the operator of the telecommunications tower or related facility shall secure and at all times maintain public liability insurance for personal injuries, death and property damage, and umbrella insurance coverage.
4. The insurance policies shall be issued by an agent or representative of an insurance company licensed to do business in the commonwealth.
5. The insurance policies shall contain an endorsement obligating the insurance company to furnish the county with at least thirty (30) days prior written notice in advance of the cancellation of the insurance.
6. Renewal or replacement policies or certificates shall be delivered to the county at least fifteen (15) days before the expiration of the insurance that such policies are to renew or replace.
7. Prior to construction of a permitted telecommunications tower or related facility, the owner of the property on which the telecommunications tower or facility is located or the operator of the telecommunications tower or related facility shall deliver to the town a copy of each of the policies or certificates representing the insurance as required in subsection (1), above.



**TOWN OF COLONIAL BEACH  
TOWN COUNCIL MEETING**

March 12, 2026

**MEMORANDUM**

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

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

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

**SUBJECT:** Authorization of Public Hearing for Zoning Text Amendment (ZTA 26-03 AND ZTA 26-04): Small Scale Production

**DATE:** March 12, 2026

**BACKGROUND:**

A potential coffee roasting business has inquired about zoning for such. They anticipate selling sell via the internet, directly to consumers and, eventually, to wholesale customers.

The proposed roasting machine will be gas (propane) fired and vented to the outside. Generally the vent pipe goes directly up and exits above the roof. If that route isn't practical, the roaster can be vented out a side wall and then turn 90 degrees and the exhaust end terminates above the roof line. There is typically a small amount of visible smoke but certainly a lot less than what a fireplace emits or what you see from a restaurant grill hood exhaust.

As a boutique roastery, at full operation, they anticipate roasting up to 500lbs of coffee per month (6,000 lbs per year). They have no plans to reach a national scale of distribution in any sense of the word. The roastery will have a retail space where customers can buy beans, merchandise, and small coffee brewing equipment and related supplies. Depending on the space where they end up, I hope to have a co-located cafe that will serve coffee drinks, pastries, breakfast sandwiches and other grab and go foods (but nothing that will require a grill, grill hood, etc.).

The buildings that are currently looking at are in the RC district.

Our zoning ordinance does not address coffee roasting and/or small-scale production. The Town does not have light industrial zoning.

Coffee roasting, like microbrewing and brew pubs, have the potential to be an excellent fit in the Town's commercial districts; however, also have unique circumstances.

**DISCUSSION:**

After conversations with numerous local governments in Virginia, I have been unable to locate zoning text specific to Coffee Roasteries. Most localities consider it light manufacturing (which we don't have), or general business/commercial districts depending on secondary uses such as retail and/or restaurant use and/or number of employees.

Rather than limiting the production only to roasteries, staff recommends consideration of the small-scale production definition to allow other small-scale uses, as defined, to operate in the commercial districts. Number of employees, impacts on the surrounding properties, and secondary uses would be included in the CUP application.

**RECOMMENDATION:**

Authorize staff to advertise a public hearing to amend Section 20-2 Definitions; Section 7-3 Resort Commercial (RC) District Conditional Uses (Conditional Use Permit Required); Section 8-1 General Commercial (C-1) District Permitted Use; and Section 9-3 Commercial Residential (C-R) District Conditional Uses (Conditional Use Permit Required) to allow for "Small Scale Production, not exceeding 6,000 square" at the April 9, 2026 Planning Commission meeting.

**ATTACHMENTS:**

1. Draft Amendment ZTA 26-03
2. Draft Amendment ZTA 26-04

**AMENDMENT TO SECTION 20-2 DEFINITIONS OF THE ZONING ORDINANCE OF THE TOWN OF COLONIAL BEACH, VIRGINIA, TO ADD “SMALL SCALE PRODUCTION” DEFINITION**

**Section 20-2. Definitions.**

Small-Scale Production: An establishment, not to exceed 6,000 square feet, where shared or individual tools, equipment, or machinery are used to make or grow products on a small scale, including the design, production, processing, printing, assembly, treatment, testing, repair, and packaging, as well as any incidental storage, retail or wholesale sales and distribution of such products. Typical small-scale production establishments include, but are not limited to, vertical farming, food products, non-alcoholic beverages, prints, leather products, jewelry and clothing/apparel, art-related metal work, furniture, glass, ceramic or paper, together with accessory uses such as training or educational programs.

Attachment 2 - Proposed Zoning Text Amendment (ZTA 26-04)

**AMENDMENTS TO SECTION 7-3 RESORT COMMERCIAL (RC) DISTRICT  
CONDITIONAL USES (CONDITIONAL USE PERMIT REQUIRED); SECTION 8-1  
GENERAL COMMERCIAL (C-1) DISTRICT PERMITTED USE; AND SECTION 9-3  
COMMERCIAL RESIDENTIAL (C-R) DISTRICT CONDITIONAL USES  
(CONDITIONAL USE PERMIT REQUIRED) TO ALLOW FOR “SMALL SCALE  
PRODUCTION, NOT EXCEEDING 6,000 SQUARE FEET”.**

DRAFT