



**TOWN OF COLONIAL BEACH
PLANNING COMMISSION MEETING**

January 8, 2026, 5:30 PM

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

MINUTES

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

MEMBERS ABSENT: None

COUNCIL LIAISON: Rick Wood

STAFF PRESENT: Angela Lawrence, Director of Planning & Community Development
Melissa Bell, Planning Technician
Powell Duggan, Town Attorney
Chris Ruchty, Director of Public Works
Les Parson, Chief of Police

- 1) **Call to Order**
Chairperson Howell called the meeting to order at 5:31 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.
- 4) **Approval of Agenda**
Chairperson Howell ask to remove item #6 "Approval of Minutes"

ON MOTION BY COMMISSIONER LONG SECONDED BY COMMISSIONER HUTCHINS TO COMMISSION APPROVED THE AMENDMENT TO AGENDA TO REMOVE ITEM #6 UNANIMOUSLY 7-0.

- 1) Police Department:
Chief Parsons presented CIP items related to the Police Department

Commission Discussion:

- Commissioner Long asked if it was \$120,000 per vehicle? Chief Parsons responded that amount is for two vehicles.
- Commissioner Hutchins inquired about what happens with retired vehicles. Chief Parsons stated we have one for sale now that has not sold to date and others have been transferred to other Town departments in the past.
- Commissioner Luna asked about the body cameras and if the officers wear body cameras. Chief Parsons responded that the body cameras and tasers were together on the CIP previously and advised that the officers wear body cameras.
- Commissioner Adams asked what happens with the funds when we sell vehicles. Chief Parsons response was it goes back into General Fund.
- Commissioner Malone inquired about how many officers and vehicles we have. Chief Parsons advised him we have fourteen officers and 17 vehicles.
- Commissioner Malone asked how many portables and handheld radios were needed. Chief Parsons advised it is seventeen (17) total.

- 2) Public Works:
Mr. Ruchty presented Public Works, Water, Sewer CIP items.

Commission Discussion:

- Chairperson Howell asked if the Dwight Avenue extension is just for roadbeds or includes other infrastructure. Mr. Ruchty stated at this time it is a roadbed from 12th to Forest.
- Commissioner Long asked if the Planning Commission had approved the Dwight Avenue extension. Chairperson Howell explained that this has been in the CIP since 2019 for the Classic Shores Area and includes infrastructure in the future.
- Commissioner Luna inquired about the stormwater management report addressed the I & I. Mr. Ruchty responded that the I & I are included in #22 through #24.
- Commissioner Malone asked if Item #7 includes the pier next to the town pier. Mr. Ruchty advised that pier is not a town pier.
- Commissioner Adams asked about rip rap and beach nourishment, regarding tracking how efficient the use of that material is, and possible engagement with a service that we used in the past and do a nourishment survey? Mr. Ruchty advised that rip rap and nourishment is included every year. The Town did breakwaters 3 and 4 because the rip rap was below the water level and was brought that up almost 3.5 feet. This is only the second time this has been done and will take a couple of rounds of this to be totally established. Over last four years since that was done, it has retained a significant sand than it had in the past. The breakwaters are there and engineered to allow water to smash into the rocks instead of the sand which is breaking velocity of the water is against the rocks, lessening the erosion of the sand for the beach.
- Commissioner Howell stated that in the past VIMS has done work on the Monroe Bay side and ODU Marine Science Department did a survey for North Beach and asked if the Town could engage either of these bodies.

**ON MOTION BY COMMISSIONER LUNA SECONDED BY COMMISSIONER HUTCHINS TO AUTHORIZE A PUBLIC HEARING ON THE FY2027-2031 CIP WITH THE TOWN COUNCIL STRATEGIC MEETING SUMMARY AT THE FEBRUARY 12th MEETING.
APPROVED UNANIMOUSLY 7-0**

b. 2026 Planning Commission By-Laws

Staff Presentation:

Ms. Lawrence summarized changes based on the attorney's review and her review. She did not include a previous request to include reading letters at the meeting because Council has a policy that they incorporate them into public records, but they do not read them aloud.

Mr. Duggan addressed the clerk's appointment and stated that the town council appoints the town manager, the manager decides on the employees.

The Commission discussed the By-Laws in order.

ON A MOTION BY COMMISSIONER LUNA AND SECONDED BY COMMISSIONER HUTCHINS TO READ EMAILS AND LETTERS DURING PUBLIC COMMENTS EXCLUSIVELY FOR PUBLIC HEARINGS AND ARE TO BE FUNNELED THROUGH THE CLERK AND READ IN BY THE CLERK WITH A THREE MINUTE TIME LIMIT AND ONLY IF THE PERSON STATES THEY WANT THEM READ INTO THE RECORD.

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

NAYS: COMMISSIONER LONG.

MOTION PASSED 6-1.

Commissioner Bairstow requested changing in 4.A to "mail" to "email" for special meetings.

**ON MOTION BY COMMISSIONER BAIRSTOW AND SECONDED BY COMMISSIONER LUNA TO CHANGE 4. A. FROM MAIL TO EMAIL AND STRIKE THE SECOND SENTENCE OF X. E.
APPROVED UNANIMOUSLY 7-0**

Commissioner Long suggested a revision to VII. A.2 to reorganize the order of business as follows:

- 1) Call to Order
- 2) Pledge of Alliance
- 3) Determination of Quorum
- 4) Approval of the Agenda
- 5) Approval of the Minutes
- 6) Public Comment on Non-Public Hearing Matters
- 7) Public Hearing

- 8) Director of Planning and Community Development Report
- 9) Planning Commission Committee Reports and Commissioner Comments
- 10) Old Business
- 11) New Business
- 12) Adjournment

ON MOTION BY COMMISSIONER LONG, SECONDED BY COMMISSIONER LUNA TO CHANGE THE ORDER OF THE PLANNING COMMISSION MEETING IN SECTION VII. A. 2 AS PRESENTED.

APPROVED UNANIMOUSLY 7-0

ON MOTION BY COMMISSIONER LUNA AND SECONDED BY COMMISSIONER MALONE TO MOVE THE REGULAR MEETING TIME TO 6:00 P.M. FROM 5:30 P.M.

APPROVED UNANIMOUSLY 7-0

ON MOTION BY COMMISSIONER LUNA SECONDED BY COMMISSIONER HUTCHINS TO ADOPT THE BY-LAWS AS AMENDED,

APPROVED UNANIMOUSLY 7-0

c. 2026 Planning Commission Work Plan

Deferred to the February 12, 2026, meeting.

11) Planning and Community Development Director's Report

Ms. Lawrence referred to her written report.

Ms. Lawrence requested a Special Called Meeting for the purpose of holding two public hearings on January 29, 2026. The public hearings were authorized by the Planning Commission at its December meeting, however, due to advertising issues they could not be heard.

ON MOTION BY COMMISSIONER HUTCHINS SECONDED BY ADAMS TO HOLD A SPECIAL MEETING ON JANUARY 29, 2026.

APPROVED UNANIMOUSLY 7-0

12) Adjournment

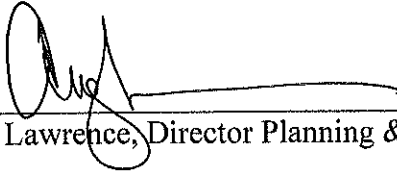
Chairperson Howell adjourned the meeting at 7:59 p.m.

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



Nathan Howell, Chairperson

Attest:



Angela Lawrence, Director Planning & Community Development