



**Minutes of the Colonial Beach Town Council
Work Session held on
Wednesday, March 4, 2026, at 6:00 p.m.
Colonial Beach Town Center
22 Washington Avenue**

Call to Order

Mayor Schick called the meeting to order at 6:02 p.m.

Council Members Present

Robin M. Schick, Mayor
Kenneth Allison, Council Member
Lisa Grandstaff, Council Member
Tom Larson, Council Member
Maggie Sanford, Council Member
David Williams, Council Member
Richard Wood, Council Member

Staff Present

Natasha Tucker, Town Manager
Powell Duggan, Town Attorney
Kyler Brower, Assistant Town Manager
Heather Oliver, Town Clerk
Lisa Okes, Director of Finance/CFO
Chris Ruchty, Director of Public Works
Chief Les Parsons, Colonial Beach Police Department
Angela Lawrence, Director of Community Development
Darla Odom, Interim Zoning Administrator
Adam Schaefer, Assistant Director of Finance

Approval of the Agenda

Mr. Larson made a motion to approve the agenda, as presented. Mr. Wood seconded the motion. Mayor Schick called for a vote. All members voted “aye.” **Motion passed.**

Consent Agenda

Mr. Allison made a motion to approve the consent agenda. Mr. Wood seconded the motion. Mayor Schick called for a vote. All members voted “aye.” **Motion passed.**

Items on the Consent Agenda:

Meeting Minutes for February 4, 2026

Council Member Announcements

Mr. Wood, Mr. Larson, Mr. Williams, Ms. Grandstaff, Ms. Sanford, Mr. Allison, and Mayor Schick provided reports on their liaison assignments.

Mayor Schick mentioned cancelling the work session, Town Council agreed to discuss the item under New Business.

Presentations

Recognition of the Colonial Beach High School Scholastic Bowl Team

Mayor Schick presented Coach Reynolds and her team with a proclamation in honor of their success for the season and becoming the Super Region 1A-1B Champions.

(see attached)

Proclamation for Women's History Month

Mayor Schick read the proclamation. *(see attached)*

Proclamation for National Procurement Month

Mayor Schick read the proclamation. *(see attached)*

Scouting America Troop 1404, Aidan Ruchty & Max Cook

Aidan thanked the town and Public Works for hosting the troop in January for merit badge activities and their Court of Honor. He shared that, despite the cold and rainy weather, the scouts had a productive day learning first aid and woodworking. Several staff members from Public Works volunteered their time to teach skills that helped scouts begin work on Eagle – required First Aid merit badge and complete the Woodworking merit badge, with supplies donated by Ace Hardware. He thanked Lenny's and Pier 909 for their meal donations during the event. On behalf of the troop, he thanked the town and all who volunteered time, talents, food, and supplies.

Public Comment

Eric Nelson, President of Downtown Colonial Beach

Mr. Nelson announced that the Connectivity Plan that was presented by Thomas Ruff in December was submitted to the Planning Association of Virginia and had been accepted for presentation at their annual conference in July. He added that it would reflect positively on the town's planning efforts.

Mr. Nelson further announced that Downtown Colonial Beach was closer to receiving national accreditation from Main Street America due to a strong recommendation made by Virginia Main Street. The official decision should be received in April. He shared if the town received Main Street America accreditation it would mark a significant milestone in the town's downtown revitalization work.

Mr. Nelson shared that the annual Mardi-Gras fundraiser would not take place this year and instead, Downtown Colonial Beach will host a Kentucky Derby Party on May 2nd on Town Hill. There will be contests and activities and encouraged attendance.

Unfinished Business

Ordinance No. 776, Amends Section 8-2 of the Town of Colonial Beach Zoning Ordinance to list "Communications Facility, not to exceed a height of 100 feet" as permitted with approval of a CUP within C-1

Ms. Lawrence reviewed Ordinance No. 776 and addressed previous discussions on the item. She stated the staff recommendation was to refer the item back to the Planning Commission and

allow the Conditional Use Application to proceed concurrently with the Zoning Text Amendment.
(see attached)

Ms. Lawrence further stated that staff request a joint public hearing with the Planning Commission on the items.

Mr. Wood made a motion to refer Ordinance No.776 back to the Planning Commission. Ms. Sanford seconded the motion.

Mr. Williams asked for clarification on what is being asked for the joint public hearing.

Ms. Lawrence stated the joint public hearing would take place for both items, but the Planning Commission would still discuss it and need to take action before it comes back to the Town Council.

Mr. Wood asked if the joint meeting was going to be at the next Planning Commission meeting or the April meeting.

Ms. Lawrence said the joint meeting would be scheduled for the April meeting.

Mayor Schick called for a vote on the motion referring the item back to the Planning Commission. All members voted “aye.” **Motion passed.**

Ordinance No. 776 was referred back to the Planning Commission.

Mr. Wood made a motion to advertise for a joint public hearing at the April 9th Planning Commission meeting for Ordinance No. 776 and the proposed Conditional Use application. Mr. Larson seconded the motion.

Mayor Schick called for a vote. All members voted “aye.” **Motion passed.**

*Joint Public Hearing is scheduled for April 9th, 2026, at 6:00 p.m.
Staff are authorized to advertise for the public hearing.*

PUBLIC HEARING, 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 at

Ms. Odom introduced Resolution #15-26 with a presentation. *(see attached)*

Open Public Meeting

Mayor Schick opened the public hearing at 7:13 p.m.

Eric Nelson, 1321 Lossing Avenue

Mr. Nelson expressed full support for the proposed development. He shared that the project falls within the designated downtown footprint and it aligns strongly with the town’s Comprehensive

Plan. He stated that the proposed development represents the kind of growth that has been envisioned for the historical commercial core around Hawthorne and Washington.

Mr. Nelson shared that the applicant has been attentive to preserving the town's architectural character in his previous endeavors and he thinks the project would positively contribute to business activity in the area.

Close Public Meeting

Mayor Schick closed the public hearing at 7:21 p.m.

Mr. Wildman presented an overview of the proposed mixed-use development. He explained that the project consists of two ground floor commercial spaced and four residential units on the second floor. The project aligns with Colonial Beach Comprehensive Plan by strengthening the Washington Avenue corridor.

Mr. Wildman noted that the building scale is appropriate for the neighborhood, with street facing storefronts, separate residential entrances and ADA compliant access. He added that the parking would be accessed from Hawthorne Street to reduce congestion on Washington Avenue. He highlighted that the project would create revenue opportunities and increase local housing inventory.

Council Action

Mr. Wood made a motion to approve Resolution #15-26, as presented. Mr. Allison seconded the motion.

Mr. Williams asked if there was a requirement for an elevator.

Ms. Odom stated that due to the number of units it was not required.

Mr. Williams asked if the curb cutouts were being cut out or were being left in place.

Mr. Wildman stated that they would manage the removal and replace it with the required curbing.

Mayor Schick called for a roll call vote. Ms. Grandstaff voted "aye," Ms. Sanford voted "aye," Mr. Allison voted "aye," Mr. Wood voted "aye," Mr. Larson voted "aye," Mr. Williams voted "aye," and Mayor Schick voted "aye." **Motion passed.**

(see attached Resolution)

New Business

Cancellation of April 1, 2026, Work Session

Mr. Wood made a motion to cancel the April 1, 2026, Work Session. Mr. Allison seconded the motion.

Mr. Williams stated if the staff were not in need of a meeting, then he would not have a problem cancelling the meeting.

Mayor Schick called for a vote. All members voted "aye." **Motion passed.**

April 1, 2026, Work Session was cancelled.

Closed Meeting

Motion to move into closed meeting

Mayor Schick made a motion to enter into a closed meeting pursuant to Virginia Code § 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 and; pursuant to Virginia Code § 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. Mr. Wood second the motion.

Mayor Schick called for a roll call vote. Mr. Wood voted “aye,” Mr. Larson voted “aye,” Mr. Williams voted “aye,” Ms. Grandstaff voted “aye,” Ms. Sanford voted “aye,” Mr. Allison voted “aye,” and Mayor Schick voted “aye.”

At 7:29 p.m., the Town Council moved into a closed meeting.

Reconvene Open Meeting

Mr. Larson made a motion to reconvene into an open meeting. Ms. Sanford seconded the motion.

Mayor Schick called for a roll call vote. Mr. Wood voted “aye,” Mr. Larson voted “aye,” Mr. Williams voted “aye,” Ms. Grandstaff voted “aye,” Ms. Sanford voted “aye,” Mr. Allison voted “aye,” and Mayor Schick voted “aye.”

At 8:35 p.m., the Town Council reconvened into an open meeting.

Certify

Mr. Wood made a motion to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. Mr. Larson seconded the motion.

Mr. Wood, Mr. Larson, Mr. Williams, Ms. Grandstaff, Ms. Sanford, Mr. Allison, and Mayor Schick all so certified.

Adjournment/Recess

Seeing no further business to discuss, Mayor Schick adjourned the meeting at 8:36 p.m.



Heather Oliver, Town Clerk

APPROVED 03.18.2026

Attachments

1. Recognition of the Colonial Beach High School Scholastic Bowl Team
2. Proclamation for Women's History Month
3. Proclamation for National Procurement Month
4. Presentation for Ordinance No. 776
5. Presentation for Resolution #15-26
6. Resolution #15-26, Approval of Conditional Use Application (CUP 26-01)

ATTACHMENT 1



**A PROCLAMATION RECOGNIZING THE COLONIAL BEACH SCHOLASTIC BOWL
TEAM SUPER REGION 1A–1B CHAMPIONS**

WHEREAS, the Colonial Beach Scholastic Bowl Team, under the leadership of Coach Veronica Reynolds, has demonstrated exceptional dedication, discipline, and teamwork throughout the competitive season; and

WHEREAS, through countless hours of preparation, perseverance, and commitment to excellence, they achieved the distinguished honor of becoming ****Super Region 1A–1B Champions****; and

WHEREAS, this remarkable accomplishment reflects not only academic excellence, but also strong leadership, character, and competitive integrity; and

WHEREAS, team members V. David Allen, Kaliyah Chamberlain, Karysa Christensen, Troy Dailey, Brennan Duke, J. Jack Ellington, Noah Foster, Eve Harper, Callen Meier, Parker Melson and Brynn Murphy have represented Colonial Beach High School and the Town of Colonial Beach with pride and distinction: and

WHEREAS, the achievements of the Scholastic Bowl Team exemplify the values of hard work, unity, and determination that strengthen our schools and our town;

NOW, THEREFORE, BE IT PROCLAIMED that the Town Council of Colonial Beach, Virginia, hereby recognizes and congratulates the Colonial Beach High School Scholastic Bowl Team for winning Super Region 1A–1B and commends them for their extraordinary accomplishment and service as ambassadors of our community.

IN WITNESS WHEREOF, we hereunto set our hands and cause the Seal of the Town of Colonial Beach to be affixed this 4th day of March, 2026

Kenneth Allison
Council Member

David Williams
Council Member

Rick Wood
Council Member

Tom Larson
Council Member

Lisa Grandstaff
Council Member

Maggie Sanford
Council Member

Robin M. Schick
Mayor

ATTACHMENT 2



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



ADOPTED this 4th day of March, 2026

ATTACHMENT 3



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.

ATTACHMENT 4

ZONING TEXT AMENDMENT COMMUNICATION FACILITIES

Town Council Work Session

March 4, 2026



1

REQUEST REFERRAL BACK TO PLANNING COMMISSION

- Town staff are dedicated to protecting the Town's interests in relationship to community development.
- As this process has moved forward, it has become apparent that there is a need for additional regulations and standards related to telecommunications facilities.



2

REQUEST REFERRAL BACK TO PLANNING COMMISSION

- Staff recommends referral of Zoning Text Amendment(s) related to telecommunication facilities in the C-1 General Commercial District to include supplemental regulations and/or policies back to Planning Commission and allowing a Conditional Use Application to proceed concurrently.
- Staff requests that a joint public hearing with Planning Commission and Town Council be authorized.



3

TIMELINE

- On October 28, 2025, a request was received from the firm representing The Towers, LLC, a joint venture of Verizon Wireless and Vertical Bridge, which proposes to build a wireless facility on a lot in the C-1 District off New Monrovia Street, one block from Rt. 205.
- Planning Commission reviewed the request for a ZTA at their November meeting and authorized a public hearing at their December meeting, which was held in January.
- Town Council held a public hearing in February.



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PROPOSED TIMELINE GOING FORWARD

March 4: Town Council Authorize a Joint Public Hearing with Planning Commission (PC) and Town Council to be held prior to April 9th.

March 12: Planning Commission Meeting – discussion of proposed ZTAs and CUP.

TBD: Joint Public Hearing – Zoning Text Amendments (ZTA):

- Permitted Use in C-1 with CUP
- Supplemental Regulations/Policies
- Conditional Use Permit Application
- Possible dates include a special meeting, April 9 Planning Commission (beginning of meeting), April 15 Town Council Meeting.

Planning Commission Meeting after the Joint Public Hearing: PC makes recommendation on all matters, contingent on the ZTA being approved by Council.

Town Council receives PC report and recommendation for all items.



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ADDITIONAL INFORMATION

When the proposed ZTA, Supplemental Regulations/Policy, and CUP come back we will have additional information to consider, including:

- Telecommunication Act of 1996 requirements
- Defined area appropriate for such facilities
- Water Tower Constraints
- Height considerations and effect on service areas
- Types of service to be provided



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SUPPLEMENTAL REGULATIONS/POLICY AND CUP

Supplemental Regulations/Standards May Include:

- Structural Requirements
- Height Limitations
- Lighting/Illumination
- Co-Location
- Setbacks
- Advertising Prohibition
- Security
- Landscaping and Screening
- Removal of abandoned, unsafe, or unused facilities
- Additional Requirement Related to CUP application



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RECOMMENDATION

- Staff recommends referral of Zoning Text Amendment(s) related to telecommunication facilities in the C-1 General Commercial District to include supplemental regulations and/or policies back to Planning Commission and allowing a Conditional Use Application to proceed concurrently.
- Staff requests that a joint public hearing with Planning Commission and Town Council be authorized for __ (date) __.



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ATTACHMENT 5



Public Hearing Conditional Use Permit - CUP 26-01

Executive Properties, LLC

Town Council
March 4, 2026

1

Zoning Ordinance

Conditional Uses

Uses that are generally compatible with other land uses permitted in a zoning district but which, because of their unique characteristics or potential impact on the surrounding neighborhood and the town, require individual consideration of their design, configuration, and/or operation at the particular location proposed. Such individual consideration may also call for the imposition of individualized conditions in order to ensure that the use is appropriate at a particular location.

2

Zoning Ordinance

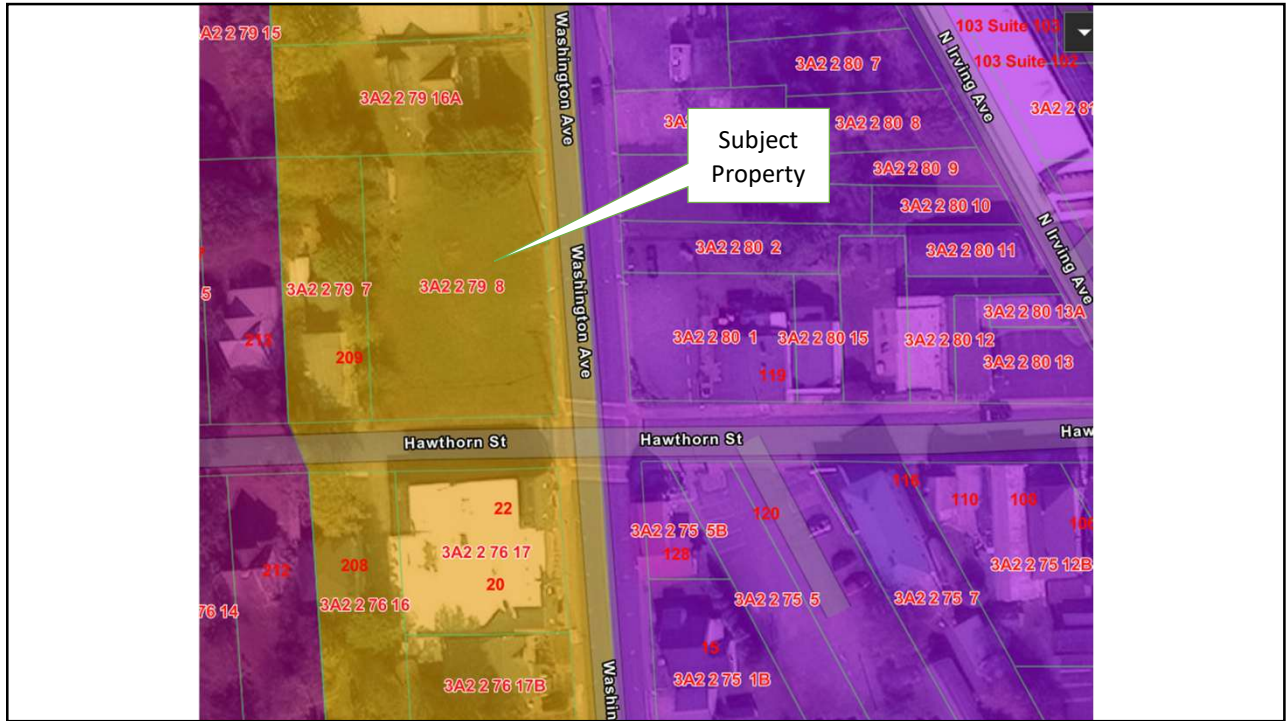
CUP shall be granted provided governing body finds that the use will not:

- Affect the health or safety of persons residing or working in the area of the proposed use
- Be detrimental to the public welfare, injurious or in compatible to property or improvements in the area; and
- Be in conflict with the purposes of the Town's Comprehensive Plan

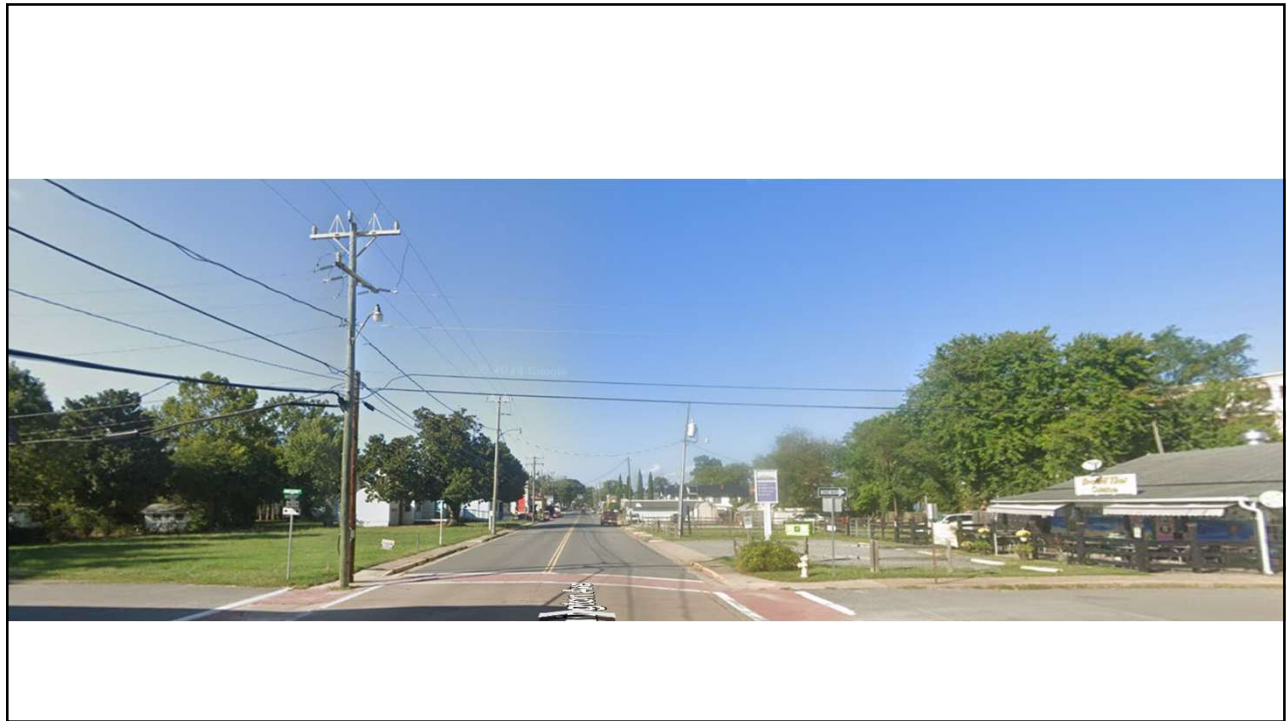
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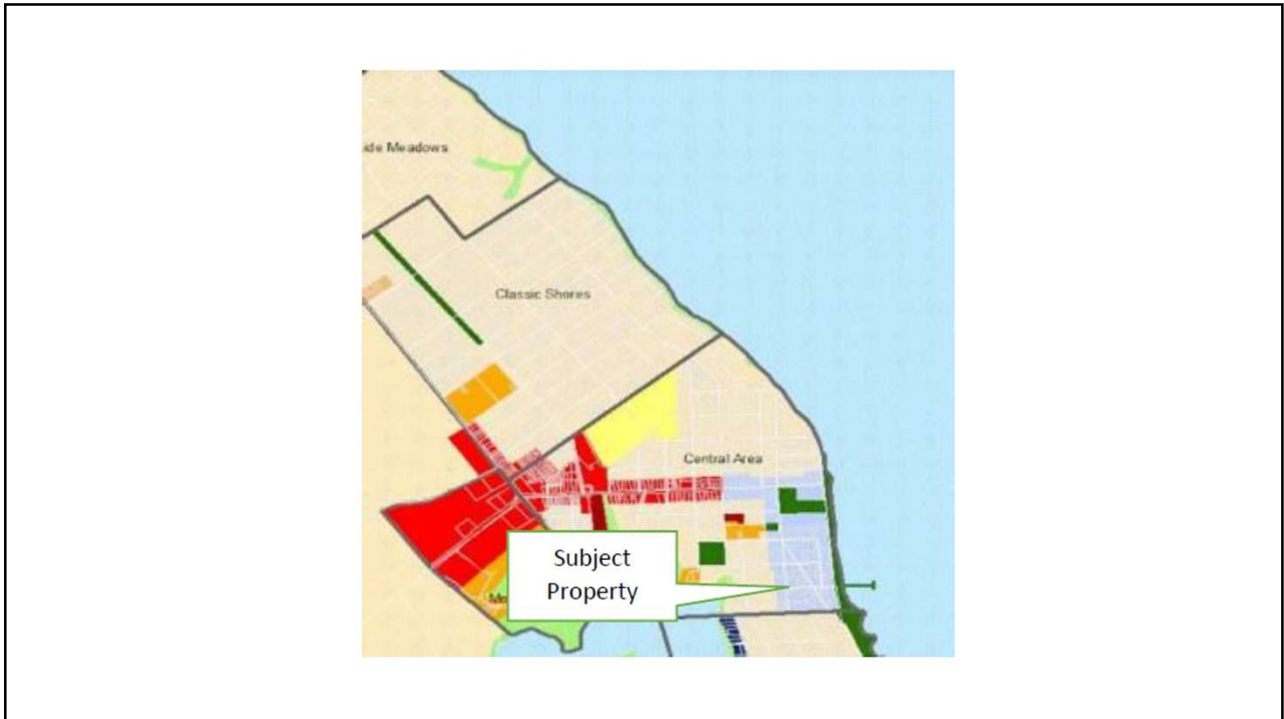
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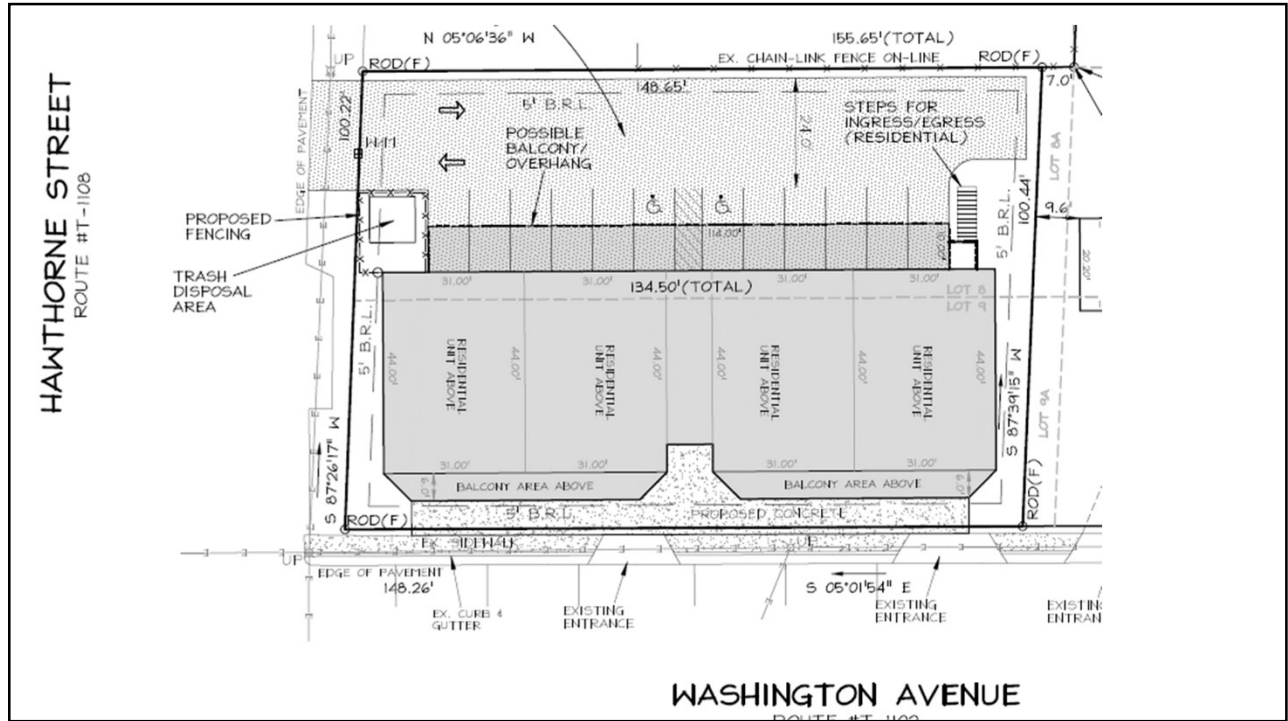
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Recommended Conditions Address:

- **Conceptual Site Layout**
- **Architecture and Building Materials**
- **Site Landscaping - Overhead Powerlines**

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Recommend Approval of CUP 26-01 subject to the conditions

- **As conditioned, use complies with Plan to provide business opportunities and residential and commercial mixed use in the Historic Resort Commercial district**
- **Building's design includes quality materials and would preserve the historic integrity of downtown**
- **Use will not adversely impact, or be detrimental or injurious to persons or area properties**
- **Will enhance Main Street corridor and business district**

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ATTACHMENT 6

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.
-