

**Town of Colonial Beach Planning Commission Minutes**

Date: Thursday, January 26<sup>th</sup>, 2023 – Town Center, 22 Washington Avenue

Time: 5:30 p.m.

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Members Present: Nathan Howell  
Vicki Luna  
Bob Christiansen  
Will Nuckols  
Bryon Mack

Members Absent: Steve Ale

Council Liaison: Caryn Self Sullivan, Councilmember

Staff: Don Dooley, Director of Community Development and Zoning  
Darla Odom, Zoning Administrator  
Kaylynn DeBernard, Planner

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**Call Meeting to Order – Planning Director**

Zoning Administrator Odom began by introducing Mr. Don Dooley, the Director of Community Development and Zoning. Director Dooley called the meeting to order.

**Election of Officers for 2023**

Director Dooley opened the floor for nominations for the Planning Commission chair. Commissioner Luna nominated Commissioner Mack. Commissioner Christiansen nominated Commissioner Howell. Commissioner Nuckols seconded the nomination for Commissioner Mack as chair. Commissioner Mack seconded the nomination for Commissioner Howell as chair. Director Dooley began a voting process for chair, the Commissioners are to say the last name of the Commissioner they choose for chair.

*Vote for Chair:*

Bob Christiansen: Commissioner Howell  
Bryon Mack: Commissioner Mack  
Nathan Howell: Commissioner Howell  
Vicki Luna: Commissioner Mack  
Will Nuckols: Commissioner Mack

Bryon Mack is appointed Chair of the Planning Commission. Director Dooley has turned the meeting over to Chair Mack. Chair Mack asks for nominations for Vice Chair. Commissioner Christiansen nominates Commissioner Howell. Commissioner Luna seconded the nomination of Commissioner Howell. Chair Mack calls for a voice vote since no other commissioners were nominated. All in favor.

*Vote for Vice Chair:*

Bob Christiansen: Aye

Bryon Mack: Aye  
Nathan Howell: Aye  
Vicki Luna: Aye  
Will Nuckols: Aye

Nathan Howell is appointed Vice Chair of the Planning Commission.

**Approval of Agenda**

Commissioner Nuckols requested to move the "Bylaws Update" item to the beginning of the meeting. Chair Mack moved the "Bylaws Update" item to after the approval of the agenda.

**Planning Commission Bylaws Revisions**

*Discussion:* Zoning Administrator Orr explained to the Commission which document is most recent that corrects typos from the previous Bylaw version. Chair Mack asks the Commission if they have any other amendments. Questions arose about the resilience committee and the date of the regular meeting. All questions were answered in the most recent version of the Bylaws. The Bylaws state the Chair of the Commission must appoint a Clerk of the Commission. Commissioner Nuckols motioned to adopt the bylaws with changes presented tonight. Commissioner Luna seconded.

*Vote:*

Bob Christiansen: Aye  
Bryon Mack: Aye  
Nathan Howell: Aye  
Vicki Luna: Aye  
Will Nuckols: Aye

2023 Bylaws adopted by unanimous vote.

Chair Mack appoints the Director of Community Development and Zoning as the Clerk of the Commission. Commissioner Luna seconds. All in favor.

Bob Christiansen: Aye  
Bryon Mack: Aye  
Nathan Howell: Aye  
Vicki Luna: Aye  
Will Nuckols: Aye

Director Dooley is appointed Clerk of the Commission.

**Approval of Minutes**

*September 8 2022:* Commissioner Luna would like to strike the minutes for this meeting because the meeting did not meet a quorum and was not an official meeting. Zoning Administrator Orr advises to change the word "minute" to "notes". Chair Mack also recommended to make a note that "no quorum was present at the time of meeting therefore no official meeting was held".

*September 29 2022:* Commissioner Christian has question about verbiage under "Referral to Town Council" regarding the master plan and PUD discussion. Zoning Administrator Orr and other

Commissioners clarified. Commissioner Nuckols asked to change the verbiage under “Referral to Town Council” regarding the master plan and PUD to “The Commissioners are looking for tools to provide some consistency in decision making inclusive of master plans and other tools in undeveloped areas.

*Vote to approve September 29 2022 minutes as amended:*

Bob Christiansen: Aye  
Bryon Mack: Aye  
Nathan Howell: Aye  
Vicki Luna: Aye  
Will Nuckols: Aye

September 29 2022 minutes approved.

*October 2022:* No revisions or questions. Motion to approve September 29 and October minutes as amended made by Vice Chair Howell. Seconded by Commissioner Luna.

*Vote:*

Bob Christiansen: Aye  
Bryon Mack: Aye  
Nathan Howell: Aye  
Vicki Luna: Aye  
Will Nuckols: Abstain

October minutes approved by vote 4-0-1 with Commissioner Nuckols abstaining.

**Public Comment on Non-Hearing Related Planning Commission Matters**

Mr. Bailey Thompson at 306 Douglas Avenue introduced himself and gave his background. He has an application in for the Planning Commission vacancy. Mr. Thompson is eager to serve his community now and be involved.

**Public Hearing: ZOA-01-2023 Amendments to Zoning Ordinance Article 12 – Signs**

*Discussion:* Zoning Administrator Orr presented the amendments to the sign ordinance, to include allowing flutter flags to be a temporary use instead of prohibited. Additional restrictions have been added under the temporary use in the ordinance. Other amendments include general text edits and reorganization.

*Public Input:* No public input.

*Action:* Motion to approve Article 12 amendments made by Commissioner Luna. Seconded by Commissioner Christiansen. Commissioner Nuckols had a question about the striking of language about seasonal displays. Zoning Administrator Orr explains the change to the language. The Commission decided to keep the language in the ordinance and not strike. Commissioner Nuckols asks to simplify the stricken language to flutter flags only and not other moving flags included in the prohibition. Vice Chair Howell would like to go with the staff recommended version of the ordinance. Zoning Administrator Orr explains the intention of including other moving flags than

flutter flags. Ms. Orr further explains the wording in the ordinance should change where it only says “fluttering” to “fluttering, rotating, or otherwise moving” to ensure clarity.

*Vote:*

Bob Christiansen: Aye

Bryon Mack: Aye

Nathan Howell: Aye

Vicki Luna: Aye

Will Nuckols: Nay

Amendments to Zoning Ordinance Article 12 Signs has been recommended to Town Council by vote 4-0-1 with Commissioner Nuckols Nay. 1:20

### **Subdivision Ordinance Amendments**

*Discussion:* Zoning Administrator Orr explains amendments made to the Ordinance. The amendments made currently include clarification and checking for compliance with state code as these were provided by the former Town Attorney. Changes to the ordinance are being referred to as “clean up items” as there are no substantive changes to the requirements. Chair Mack asks about the “Agent, Subdivision” being stricken. Ms. Orr explains that term is still in the definitions just reorganized. Commissioner Nuckols asks for rational in the comment sections. Director Dooley has additional changes to be made to the Ordinance, but these have not been given to the Commissioners yet. Chair Mack asks to defer to further discussion to next meeting so the Commission will have a better explanation on substantive changes made. Chair Mack asks Director Dooley to read through his additions to the Ordinance. Commissioner Luna explains the correction to “Appendix A” and “Appendix B”. Commissioner Luna and Nuckols asked to push the review for the ordinance to March regular meeting. Chair Mack would like to place the ordinance review on the Workplan review on February 1<sup>st</sup>.

*Schedule Public Hearing or Further Discussion:* Chair Mack asks to defer to further discussion to be added to the workplan.

### **Workforce /Affordable Housing**

*Discussion:* Chair Mack believes this is a long discussion and would like to postpone the conversation to the workplan meeting session.

### **Committee Reports**

*Appointment Committee Recommendation:* Chair Mack and Commissioner Luna are a part of the Appointment Committee. Documents have been provided of the two applicants to all commissioners. The recommendation of the Appointment Committee is Bailey Thompson. Commissioner Nuckols asks for the resume. Director Dooley advises the resume was part of redacted information. Commissioner Christiansen makes a motion to recommend Bailey Thompson to Town Council. Seconded by Vice Chair Howell.

*Vote:*

Bob Christiansen: Aye

Bryon Mack: Aye

Nathan Howell: Aye

Vicki Luna: Aye

Will Nuckols: Aye

*Recommendation to Council:* Recommendation to Town Council to appoint Bailey Thompson to Planning Commission.

**Upcoming Business**

*February 1, 2023 Planning Commission Training:* Being held at the Mary Washington Campus in King George from 9-4. Lunch will be provided. Chair Mack invites Bailey Thompson to the training and reminds everyone this is a public meeting.

**Adjournment**