



**TOWN OF COLONIAL BEACH
PLANNING COMMISSION**

PLANNING COMMISSION MEETING AGENDA FOR

**Thursday, March 14, 2024, at 5:30 PM
22 Washington Avenue, Colonial Beach, Virginia**

- 1) Call to Order
- 2) Roll Call of Members
- 3) Pledge of Allegiance
- 4) Approval of the Agenda
- 5) Approval of Minutes

A) February 8, 2024

- 6) Public Comment on Non-Public Hearing Planning Commission Items
- 7) Planning Commission Committee Reports
- 8) Public Hearings

None

- 9) Old Business

A) Zoning Text Amendment 24-02 – Town Initiative

Request: To update the text and regulations in Article 13 (Parking) of the Colonial Beach Zoning Ordinance.

- 1) PC Discussion
- 2) Action

B) To Establish and Adopt the Planning Commission Work Plan for 2024-2025

- 1) PC Discussion
- 2) Action

Planning Commission Meeting Agenda for March 14, 2024

10) New Business

A) Freedom of Information Act (FOIA) Training by Town Attorney

1) PC Discussion

11) Adjournment

**Agenda Item
No. 5
Minutes**

DRAFT

Town of Colonial Beach Planning Commission Minutes

Date: Thursday, February 8, 2024 – Town Center, 22 Washington Avenue

Time: 5:30 p.m.

Members Present: Vicki Luna, Chair
Bailey Thompson, Vice-Chair
Bryon Mack
Nathan Howell
Pat Kuhrtz
Bob Christiansen
William Hutchins

Members Absent: None

Town Council Liaison: Council Member David Williams

Staff: Don Dooley, Director of Community Development
Darla Odom, Zoning Administrator
Powell Duggan, Town Attorney
Spencer Ligon, Community Enhancement Officer

1) Call to Order

Ms. Luna called the meeting to order at 5:31 p.m.

2) Roll Call of Members

Present were Commissioners Mack, Howell, Christiansen, Kuhrtz, Hutchins, Vice-Chair Thompson, and Chair Luna.

3) Pledge of Allegiance

Chair Luna led the Planning Commission in reciting the Pledge of Allegiance.

4) Approval of the Agenda

Approved 7-0, with a requested staff amendment to add, under Old Business, staff discussion of its intent to recommend to the Town Council that vehicular drive-through lanes be subject to a Conditional Use Permit, in the C-1 District Zone, under Zoning Text Amendment 23-08.

5) Approval of Minutes

a. January 11, 2024

Approved 7-0, with an amendment to Page No. 1 of the January Minutes to delete Commissioner Christiansen as being “present” during the Planning Commission Meeting of January 11, 2024.

6) Public Comment on Non-Hearing Planning Commission Related Matters

No oral, written, or electronic communications was received.

Public Hearings

7) None

Old Business

7.1) Staff Discussion of its Intent to Recommend to the Town Council that Vehicular Drive-Through Lanes be Subject to a Conditional Use Permit, in the C-1 District Zone, under Zoning Text Amendment 23-08

Mr. Dooley clarified that the Commission would not take action on this item. He reported that it was staff’s intent to recommend to the Town Council that vehicular drive-through lanes be subject to a Conditional Use Permit, in the C-1 District Zone, under Zoning Text Amendment 23-08. Although overlooked during the Commission’s recent review and action on ZTA 23-08, he explained that staff believed it should be added to the list of conditional uses in the C-1 District Zone because it is currently not addressed in Article 8.

8) Planning Commission Committee Appointments for 2024

Chair Luna made the following Planning Commission Committee and Ad Hoc Committee appointments for 2024:

Public Outreach Committee: Vice-Chair Thompson

Policy Committee: No appointment

CIP Ad Hoc Committee (from January 11, 2024): Commissioner Howell

Resiliency Ad Hoc Committee: Commissioner Kuhrtz

Ms. Luna said there was no interest in forming a policy committee at this time. Therefore, only three standing committees would be filled and activated.

New Business

9) Zoning Text Amendment 24-01 – Town Initiative

Request to establish and adopt an Inclusionary Housing Ordinance, under proposed Article 30 (Inclusionary Housing), to promote the development of a diversity of housing stock for all economic segments of the community.

a. PC Discussion

Ms. Odom gave a presentation on Zoning Text Amendment 24-01. The draft ordinance concerns a Town initiative to add Article 30 to the Town's Zoning Ordinance to create inclusionary housing provisions for the Town. Ms. Odom's discussion referenced the Town's Comprehensive Plan, enabling State legislation, and their relationship to the previously drafted outline for an Inclusionary Housing Ordinance that was provided to the Commission in 2022. She summarized that the Planning Commission must identify measurable standards to ensure affordability in their current and future housing stock as they draft an Inclusionary Housing Ordinance.

Mr. Dooley added that a key component of developing this Ordinance would be to identify a variety of development incentives for housing developers to utilize to facilitate the creation of inclusionary housing.

Ms. Luna said that in the Town's current Comprehensive Plan, the data concerning average median income was from 2017. It is now outdated. She said their analysis should consider the housing units constructed since 2017, as well as the effects that COVID-19 had on the Town's housing stock.

Ms. Kuhrtz asked for clarification regarding the R-3 and R-4 Zoning Districts.

Ms. Odom clarified that while R-3 and R-4 zoning is codified in the Town's Zoning Ordinance, there were no parcels in the Town that currently have this zoning designation.

Mr. Howell said that the Colonial Beach Housing and Redevelopment Authority should be included in this conversation. He would like to create a well-defined path to encourage development of R-3 and R-4 Zoning that did not confine the opportunity for inclusionary housing to a specific area of the Town and was congruent with the Town's Zoning Ordinance.

Ms. Luna said that an option to consider was having a non-profit, housing, organization to provide for the management or ownership of new (inclusionary housing) developments.

Mr. Christiansen asked if proposed Article 30 would create a zoning overlay that included only certain zoning districts or was inclusive of the entire Town?

Ms. Odom answered that the enabling legislation allowed them to create a designated overlay and to create standards that could be applied to specific new developments anywhere in Town.

Mr. Christiansen asked why this additional Ordinance was necessary and why the current zoning policies were unable to achieve this goal? He also asked if they could provide developer incentives without adding an entire, new, zoning article for inclusionary housing?

Ms. Odom clarified that it was staff's opinion that it was too early to adopt an incentive ordinance because the diversity of housing stock must be in place first.

Mr. Mack asked if they could pivot the discussion to the question of where they could envision allowing multi-family housing?

Mr. Howell said that he believed their initial focus should be on how they would create the R-3 and R-4 Zones that would have incentives for attracting different developments.

Mr. Mack said that mixed-use developments were relevant to this discussion as well.

Ms. Luna said that she would like a timeline on the Commission's Work Plan that would prioritize the review and updating of the Town's R-2 District Zone.

b. Action

The Commission directed staff to bring back Zoning Text Amendment 24-01 after the Commission considers revisions to the R-1 and R-2 Zoning Districts (on their Work Plan) to lay the foundation for developing a draft Inclusionary Housing Ordinance.

10) Zoning Text Amendment 24-02 – Town Initiative

Request: To update the text and regulations within Article 13 (Parking) of the Colonial Beach Zoning Ordinance.

a. PC Discussion

Mr. Dooley gave a presentation on Zoning Text Amendment 24-02, concerning Article 13 (Parking). He provided an overview of staff's proposed changes to the existing ordinance.

Planning Commission Meeting Minutes for February 8, 2024

He stated that based on the Commission's feedback tonight, staff would further update or revise Article 13, as necessary.

Mr. Mack stated that he believed that shared parking lots may require special insurance between the businesses that used them. Therefore, shared, off-street, parking may not be viable.

Mr. Dooley said that the language provided the opportunity or option for shared, off-street, parking lots. Whether or not it is fully utilized is up to individual property owners or businesses. The intent is to help facilitate the efficient use of existing, off-street, parking spaces in Town.

Mr. Mack also stated that he liked the idea of including a percentage of golf cart parking to be counted toward off-street parking for businesses within the draft revisions to Article 13.

Ms. Luna noted that the Town's Ordinance already had landscaping requirements for parking lots.

Mr. Dooley said that was correct. However, staff was requesting the Commission's feedback on whether the existing landscaping requirements for off-street parking lots were still sufficient within Article 13?

Mr. Howell said that by providing parking flexibility and reducing parking density, it would increase the walkability of the community. He asked if the proposed, five-foot wide, landscape buffer between the right-of-way and a street-facing property line would include pedestrian infrastructure?

Mr. Dooley said it certainly could provide pedestrian access to and from a parking lot as well as aesthetically enhance parking lots from the public right-of-way.

Mr. Howell said that he would like to specifically look at what they could do to facilitate parking in the rear of a property to improve walkability in commercial areas.

b. Action

The Commission expressed support for the conceptual changes made to Article 13 (Parking). The Town Attorney will now review the draft ordinance for legal vetting. Zoning Text Amendment 24-02 will return to the Commission at their regularly scheduled meeting of March 14, 2024, for further review.

11) To Establish and Adopt the Planning Commission Work Plan for 2024-2025

a. PC Discussion

Mr. Dooley gave a presentation on the proposed, draft, Planning Commission Work Plan for 2024-2025. He stated that staff requested the Commission to provide feedback on the proposed Work Plan and identify any changes they believed were appropriate for the 2024-2025 Work Plan.

Ms. Luna said that the priority regarding tiny houses should be included in their discussions regarding residential density rather than as its own item. Updating the R-2 District Zone Ordinance, under Article 6, should be added as a top priority.

b. Action

The item was continued to the regularly scheduled Planning Commission Meeting of March 14, 2024. The Commission wanted more time to study the proposed, draft, Work Plan for 2024-2025.

12) Town of Colonial Beach Comprehensive Plan – Capital Improvement Plan Section

a. PC Discussion

Chair Luna provided comments on the purpose and importance of the Capital Improvement Plan section of the Town's Comprehensive Plan in preparation of the Commission's upcoming review and recommendation on the Draft 2024-2025 CIP.

b. Action

No action was taken.

13) Adjournment

Mr. Hutchins moved to adjourn the meeting. Mr. Howell seconded the motion. The motion passed unanimously, by voice vote, 7-0. The Commission was adjourned at 7:40 p.m.

I certify that these Planning Commission Meeting Minutes were reviewed, approved, and adopted by the Planning Commission on March 14, 2024.

Victoria Luna, Planning Commission Chair

Attest:

Don Dooley, Planning Commission Clerk

Agenda Item

No. 9(A)

ZTA 24-02

Article 13

Parking



TO: Town of Colonial Beach Planning Commission
FROM: Don Dooley, Director of Community Development
SUBJECT: ZONING TEXT AMENDMENT (ZTA) 24-02 – ARTICLE 13 (PARKING)
DATE: March 14, 2024

SUMMARY

The Planning Commission identified revisions to Article 13 (Parking) as a Quarter 3/Quarter 4 priority in its 2023-2024 Work Plan. The targeted goal of this work plan item is to consider developing greater flexibility and/or creative parking alternatives to supplement the Town’s current, off-street, parking provisions to facilitate development and meet community parking needs. Staff also believes that additional enhancements to the current text of Article 13 (Parking) are warranted to improve upon the consistency, design, and function of off-street parking lots developed in Town to promote the public’s health, safety, and welfare. This is second draft of the proposed revisions to Article 13 (Parking).

BACKGROUND

The general, draft, revisions to Article 13 (Parking) include:

1. Amending the text of Article 13, where applicable, for clarity, consistency, and reader ease;
2. Providing alternative parking approaches to create flexibility and efficiency in accommodating off-street parking requirements for land-uses and businesses in Town;
3. Promote historic preservation by creating more sympathetic parking provisions for designated historic resources;
4. Modification to the definition of “Historic Structure” to “Historic Resource” in Article 20 (Definitions) to provide the ability to implement parking flexibility for the utilization and adaptive re-use of all types of eligible and designated historic resources;
5. Reduce on-street demand for transitory uses;
6. Enable the Zoning Administrator additional flexibility in determining the required off-street parking needs for land-uses, including parking reductions, when appropriate;
7. Permit a percentage of golf cart parking to be created and credited toward meeting the required off-street parking requirements for a business or land-use in Town; and,
8. Augment Article 13 with missing or needed parking lot development standards to create continuity in design and function, throughout Town, to help improve public safety.

At the Planning Commission Meeting of February 8, 2024, the Commission expressed support for the proposed changes Article 13. However, staff did not request the Commission to authorize a public hearing for ZTA 24-02 until after the Town Attorney had the opportunity to review the proposed changes for legal vetting.

DISCUSSION

Since the February 8, 2024, Planning Commission meeting, staff and the Town Attorney are also suggesting the following, supplemental, changes and modifications to the Article 13 for the Commission’s consideration:

Section 13-1 (General Requirements)

1. In Section 13-1(A)(1), staff has further refined this provision to not only require new buildings, structures and uses to comply with the Town’s Parking Ordinance (Article 13), but to also require compliance of Article 13, to the greatest extent possible, for existing developments that are required additional off-street parking when associated with new construction or a change of use.

Section 13-2 (Determination of Parking Spaces Provided)

2. Inserted the word “transitory” to align with the current code for proposed Section 13-2(A)(1).
3. Deleted proposed Section 13-2(A)(4)(b) as this proposed provision is unnecessary because approval process is addressed in proposed Section 13-2(A)(4)(A).
4. Staff has adjusted the proposed text to Section 13-2(A)(5) to provide additional clarity and alignment with the proposed revision to the definition of “*Historic Structure*” to “*Historic Resource*,” as discussed below in Item No. 8 (Article 20 (Definitions)).
5. Added provision “d” to Section 13-2(A)(5) to enable the Zoning Administrator the ability to also consider a property owner’s ability to utilize other (alternative off-street parking provisions proposed under Section 13-2(A)(1) through (4)) before reducing or waving off-street parking for the utilization or adoptive re-use of a historic resource.
6. The Town Attorney has clarified/changed the reference to the “Westmoreland County Recorder” to the “Clerk of the Westmoreland County Circuit Court in Section 13-2(A)(4)(a)(iii) and (v).

Section 13-3 (Special Parking Permit)

No additional, suggested, changes by staff.

Section 13-4 (Compact and Golf Cart Parking)

No additional, suggested, changes by staff.

Section 13-5 (Dimension Regulations for Parking Stalls and Vehicular Drive Aisles)

7. Modified one-way, vehicular, drive aisles serving 45-degree parking stalls from 12 feet wide to 16 feet wide to provide a more appropriate depth for backing out and vehicular maneuverability; and,
8. Modified two-way, vehicular, drive aisles serving 45-degree parking from 12 feet to 24-foot feet to correct this error.

Section 13-6 (Improvement of Parking Area)

9. Staff has added Section 13-6(J) to require a minimum five-foot wide landscape planter/finger to be developed adjacent to the end of all rows of off-street parking that are adjacent to a vehicular drive-aisle, wall, structure, walkway, or property line. This will provide sufficient space for vehicular turning movements into an end parking stall. It also provides a buffer to protect parked cars when located

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Zoning Code Text Amendment (ZTA) 24-02 –Text Update to Article 13 (Parking)
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adjacent to a vehicular drive aisle. This provision is quite common in other communities but is absent in the current parking provisions of Article 13.

10. Modified Section 13-6(B) to require a minimum five-foot wide landscape planter instead of staff's original proposal of two feet. The change will enable greater success of installing landscaping within the landscape buffer.
11. Staff has added Section 13-6(k)(14) to require all parking lot landscaping to be maintained in a healthy condition at all times or be replaced, if dead or dying.

Section 13-7 (Vehicular Driveway and Drive Aisle Design)

Staff add to Section 13-7(C) the verbiage "...driveway aprons and parking lot landscaping..." to the text to enhance this provision for public safety.

Section 13-8 (Method of Determining the Number of Spaces Required)

No additional, suggested, changes by staff.

Sections 13-9 (Number of Parking Spaces Required)

No suggested changes by staff.

Sections 13-10 (Additional Requirements Including But Not Limited To:

No suggested changes by staff.

Article 20 (Definitions)

12. Staff is also proposing to change the definition of "Historic Structure" to "Historic Resource" under Article 20 (Definitions) of the Colonial Beach Zoning Ordinance. The purpose of the change is to align the language in the proposed definition with standard preservation practices to correctly implement proposed Section 13-2(A)(5) so that other types of eligible and designated historic resources (i.e., sites, objects, and district contributors) can also be considered by the Zoning Administrator for reduction to required on-site parking instead of limiting these resources to only "structures." The change is also the first step in creating an effective historic preservation ordinance for the town of Colonial Beach which will come before the Commission in the near future based on the Commission's current Work Plan. The proposed change to the definition is as follows:

Historic Structure Resource: ~~Any structure that meets any one or more of the following:~~

Any building, structure, object, site, district or contributor to a historic district (as identified in National Register Bulletin 15) that is deemed eligible for inclusion in 1) the Virginia Landmarks Register by the Virginia Board of Historic Resources, or 2) the National Register of Historic Places by the Keeper of the National Register of Historic Places or 3) has been designated and listed in the Virginia Landmarks Register, the National Register of Historic Places, or by resolution of the Colonial Beach Town Council as a locally designated historic landmark or district.

~~• is listed individually in the National Register of Historic Places (a listing maintained by the United States Department of the Interior) or preliminarily determined by the United States Secretary of the Interior as meeting the requirements for individual listing on the National Register;~~

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March 14, 2024

- ~~• is certified or preliminarily determined by the United States Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;~~
- ~~• is individually listed on the state inventory of historic places when the historic preservation program has been approved by the Secretary of the Interior; or~~
- ~~• is individually listed on the local inventory of historic places when the historic preservation program has been certified either by an approved state program as determined by the Secretary of the Interior or directly by the Secretary of the Interior.~~

RECOMMENDED ACTION

That the Planning Commission review and consider the final, draft, revisions to Article 13 and direct staff to authorize a public hearing on Zoning Text Amendment 24-02, subject to any Commission edits or changes.

Attachments:

- 1) Proposed (Revised) Revisions to Article 13 (Parking) for the PC Meeting of March 14, 2024
- 2) Draft Revision to the Definition of Historic Structure in Article 20 (Definitions)
- 3) Planning Commission Staff Report for February 8, 2024

ARTICLE 13
PARKING

Statement of Intent

The purpose of this Article is to provide for adequate parking while ensuring the welfare of pedestrians and the harmonious, orderly, movement of motor vehicles. The parking requirements in this Article do not limit special requirements which may be imposed with planned unit developments, conditional uses, permits or any other land use permits.

13-1 General Requirements

- A. All constructed buildings and structures as well as built and all uses established in the Town shall provide accessory parking in accordance with this Article.
- a.1. No zoning permit for any new building, structure or use in any district shall be approved unless there is included with the plan for such a structure or use, a plat a site plan showing the required parking spaces, demonstrating compliance with the provisions of this Article. For existing developments that do not conform to all provisions of this Article, any new construction or change of use that requires additional, off-street, parking shall comply with the provisions of this Article, to the greatest extent possible, as determined practicable by the Zoning Administrator, without losing required off-street parking, or adversely impacting the public's health, safety and welfare.
 - a.2. No occupancy permit shall be issued unless until the required facilities have been provided in accordance with those shown on the approved plan, requirements of this Article have been fulfilled for an approved project.
 - a.3. The parking requirements shall be in addition to space provided for storage of other vehicles used in connection with any permitted or conditionally permitted use.
 - a.4. Exclusive of private residential garages, all on-site parking facilities shall be used solely for the parking of vehicles in operating condition by patrons, occupants, or and employees of the use to which such parking serves.
 - a.5. Stacked parking (defined as parking in such a manner so that one vehicle obstructs egress of another vehicle from a parking area or driveway) is not allowed prohibited except for single family residential buildings. This shall not include approved valet parking and drive-thru lanes normally associated with restaurants or banks.
 - a.6. Enclosed garages shall not be credited towards meeting the required number of parking spaces with the exception of hotels/motels, parking decks, commercial parking garages or public parking garages.

13-2 13-2 Determination of Parking Spaces Provided

- A. a. Within any zoning district, off-street parking credited toward meeting the requirements of this Article shall be located on the same lot as the building, structure or use the off-street parking serves, except for the following circumstances, provided the specific zoning district allows for parking lots as a land use:
1. Any transitory, non-residential building, structure or use located within five hundred (500) feet of a municipal or publicly owned parking lot shall be exempt from this ordinance.
 2. For any non-residential building, structure or use, the required off-street parking is provided on a contiguous lot, under the same property ownership or lease agreement as the building, structure or use that the parking serves. Additionally, there is a restrictive, property covenant prohibiting the lots from being sold separately when any required, off-street, parking serves

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- Commented [DD2]: Staff has modified this provision to require new developments to comply with the provisions of this Article. For existing developments, that are non-conforming, the property owner shall comply with the provisions of this Article, to the greatest extent possible, should additional on-site parking be required for the development through new construction or a change of use. This provision is intended to provide reasonable standards to upgrade non-conforming parking lots.
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- Commented [DD4]: Added for clarity to the code.
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- Commented [DD5]: Proposed code enhancement. Joint parking agreements can be successfully used to enable
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the needs of a contiguous lot under the same ownership or lease agreement.
3. In any non-residential zoning district, where the proposed off-street parking is no more than 500 feet away from the lot on which the building, structure or use it serves is located, subject to the approval of a Conditional Use Permit;

4. A reciprocal parking agreement, approved at the discretion of the Zoning Administrator and the Town Attorney, for the joint use of parking facilities under the following terms:

a. The parking facilities required by this Article for a building, structure or use that is non-residential, with operational hours that do not substantially overlap with another building, structure or use, provided such reciprocal parking is in accordance with the following provisions:

i) The boundaries of the lots involved with a joint use parking agreement shall not exceed two hundred and fifty (250) feet away from each other.

ii) The parties proposing the joint use of off-street parking facilities shall demonstrate that there is no substantial conflict in the principal operating hours of the buildings, structures or uses for which reciprocal parking is proposed.

iii) The parties involved with the joint use of off-street parking facilities shall evidence an agreement for the joint use, by a legal instrument approved by the Town Attorney, as to form and content. Such instrument, when approved by the Town Attorney, shall be recorded in the office of Clerk of the Westmoreland County Circuit Court Recorder with a recorded copy filed with the town of Colonial Beach. No reciprocal parking agreement shall be valid until legally recorded.

iv) An off-site parking agreement shall run with the properties involved and shall be and remain in effect until revoked or revised by the parties thereto. In the event the parking requirements for the subject properties change (increase) following recordation of the agreement, due to any change in use(s) or structural alterations of buildings or structures containing such uses, then the Town may require the parking plan for the properties to be updated, which may include, but is not limited to, a revision of the off-site parking agreement, consistent with this Section.

v) Termination of any reciprocal parking agreement for joint use parking facilities shall require all parties involved to satisfy their required off-street parking requirements, under this Article, prior to the termination of the agreement in addition to recording a termination of the agreement in the office of the Clerk of the Westmoreland County Recorder/Circuit Court.

b) An approved reciprocal parking agreement for joint use parking, as described in Subsection 4(a), above, shall not be subject to the approval of a Conditional Use Permit.

to which they are accessory or on any lot either leased or under the same ownership of the use provided that the zoning classification for that district provides for parking lots as a use.

5. Required off-street parking for the utilization or adaptive re-use of any historic resource deemed eligible or listed in the Virginia Landmarks Register, the National Register of Historic Places or designated, by resolution, of the Town Council as a historic resource, may be waived or partially waived, at the discretion of the Zoning Administrator, based on the following considerations:

a. The required off-street parking for the land-use utilizing or adaptively re-using an historic resource cannot be physically developed on the same property it is located on pursuant to the parking standards contained in this Article;

Commented [DD7]: Proposed code enhancement to enable the development of off-street parking to serve existing lots with little or no ability to provide on-site parking. This may avoid the need for future parking variances (in some cases) or the need for lot consolidations.

Commented [DD8]: Proposed code enhancement to enable off-street parking located further away from the primary use it serves. This may open up additional opportunities to have off-street parking on lots that are currently unproductive (vacant) or in locations where public parking is not available/accessible.

Commented [DD9]: Proposed code enhancement. Reciprocal parking agreements for joint use parking provides opportunities for property owner to collaborate and maximize existing parking that would otherwise go unused on private property.

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Commented [DD10]: There are no historic preservation incentives in the Town's Zoning Ordinance. This provision would help incentivize adaptive re-use of historic resources by potentially exempting off-street parking requirements, in a sympathetic approach, to help promote the integrity of the Town's historic buildings, structures, objects, and sites, including historic districts.

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b. ~~Providing the required off-street parking on the same property as the historic resource would adversely diminish its historic integrity to convey its historic significance based on the nomination evaluation of the resource, at the time of its landmark designation, and the criteria used to evaluate historic integrity contained in National Register Bulletin 15 (“How to Apply the National Register Criteria for Evaluation”).~~

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c. ~~By exempting additional off-street parking that may be required for any exterior change or addition to an historic resource, it will help facilitate the resource’s consistency with the principles of the “U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings,” as reviewed and approved at the discretion of the Zoning Administrator.~~

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d. ~~The ability to successfully implement the parking alternatives described elsewhere in Section 13-2.~~

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b. ~~Within any commercial zoning district when the parking required by any use is transitory in nature on-street parking located within five hundred (500) feet of the structure or use is located may be credited toward meeting the requirements of this Article.~~

Commented [DD11]: Staff believes that uses should provide all their required parking, on the property it serves.

e.6. ~~Within the any non-residential zoning district Resort Commercial Zoning District when the parking required by any use is transitory in nature and is located on a lot in which there is no ability to physically provide all of its required off-street parking, any on-street parking located within five hundred (500) feet of the lot on which the building, structure or use is located, may be credited toward meeting the its off-street parking requirements contained in of this Article. In no case shall any on-street parking be credited unless off-street parking is developed on the lot or as provided elsewhere in Section 13-2(A), to the greatest extent possible, for the building, structure or use it serves, in compliance with this Article.~~

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Commented [DD12]: This provision clarifies that off-site parking, to the greatest extent possible, should be developed on a property for a transitory use. At present, off-street parking is being substituted for on-street parking, causing greater demand for street parking.

d.7. In the case of any land-use not addressed by the schedule in sSection 13-8, the Zoning Administrator shall determine the appropriate number of required, off-street, parking spaces based on one more of the following considerations:

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a. ~~a) use that most closely approximates the proposed use through information provided from the developer or owner of the proposed use, or through or;~~

b. ~~consultation Consultation with other communities containing similar uses to the proposed use;~~

d. ~~Referencing the current edition of the ITE Parking Generation Manual;~~

d. ~~Request an independent parking demand study, provided by a qualified traffic engineer, at the property owner’s expense; or~~

e. ~~or through any combination of these of similar research methods described in this subsection.~~

Commented [DD13]: Proposed code enhancement. These provisions expand the Zoning Administrator’s ability to develop alternative parking requirements, as needed.

8. ~~Through an independent parking demand study, the Zoning Administrator, at his/her discretion, may authorize alternative, off-street, parking requirements for a specific use if it can be demonstrated that its land-use operation has unique, operational, characteristics or qualities that are different from others of its type and the standard parking requirements contained in Section 13-9 for its land-use type are in excess of what is necessary to accommodate its maximum off-street parking demand.~~

Commented [DD14]: Proposed code enhancement. This allow the Zoning Administrator the flexibility to reduce the require off-street parking requirements codified in this Article for a particular land-use if it is too restrictive based on unique circumstances associated with the land-use.

e9.. ~~Residential Development. All off-street parking spaces associated with residential uses shall be provided on the same lot. -Parking for multi-family dwellings, townhomes or other residential units as part of a planned unit development shall be provided and located in accordance with the approved site plan for the development, plan.~~

f. ~~Any non-residential use located within five hundred (500) feet of a municipal or publicly owned parking lot shall be exempt from this ordinance.~~

Commented [DD15]: Relocated reference in this Article.

~~13-3~~ Special Parking Permit

~~f.j~~
a. If a building, structure or use is unable to meet the required quantity of spaces then the Town Council may, by resolution, authorize the crediting of additional spaces not encompassed by Section 13-2.

~~13-4~~ Compact and Golf Cart Parking

- A. Compact and golf cart parking spaces shall count toward the minimum, required, off-street parking requirements for a building, structure, or use on a non-residential property.
- B. For required, non-residential, off-street parking only, when a building, structure or use requires more than five (5) off-street parking spaces, a maximum of thirty percent (30%) of the required off-street parking spaces may be created as compact parking, golf cart parking or any combination thereof.
- C. Parking stalls created for golf cart parking shall be located contiguous to each other and separated from all standard and compact parking spaces by a minimum five-foot wide, parking lot, landscape planter and identified as "golf cart parking only."
- D. Golf cart parking spaces shall be designed within a parking lot to maximum their visibility to prevent vehicular conflicts.

~~13-4~~ ~~13-5~~ Dimensional Regulations for Parking Stalls and Vehicular Drive Aisles

~~A.~~ For the purposes of this Article, parking spaces shall meet the following dimensional standards. These off-street parking and loading standards shall apply with respect to the use of land, buildings, and structures in the town of Colonial Beach;

- 1. ~~a.~~ A standard 90-degree, perpendicular, parking space shall be perpendicular or diagonal parking space shall be no less than eighteen (18) feet in length and nine (9) feet in width.
- 2. A standard, 45-degree, parking space shall be no less than eighteen (18) feet in length and nine (9) feet in width.
- 3. A standard, parallel, parking space shall be no less than twenty-two (22) feet in length and nine (9) feet in width.
- 4. A compact, 90-degree, perpendicular, or diagonal parking space shall be no less than sixteen (16) feet in length and eight (8) feet in width.
- 5. A compact, 45-degree, parking space shall be no less than sixteen (16) feet in length and eight feet (8) feet in width.

~~b.c.~~ A standard parallel parking space shall be no less than twenty two (22) feet in length and eight (8) feet in width. A compact, parallel, parking space shall be no less than eighteen (18) eighteen (18) feet in length and seven (7) eight (8) feet in width.

- 6. ~~7.~~ A 90-degree, perpendicular, golf cart parking space shall be no less than eleven (11) feet in length and six (6) feet in width.
- 8. A parallel, golf cart, parking space shall be no less than thirteen (13) feet in length and six (6) feet in width.

~~e.9.~~ All handicapped parking spaces shall be no less than nine (9) feet in width with a designated five (5) foot marked unloading area adjacent to the space and shall be designed and constructed in accordance with the provisions of the Uniform Statewide Building Code.

~~B.~~ Within all parking lots, the minimum, vehicular, drive aisle widths shall be as follows:

- 1. One-way drive aisles with no vehicular parking shall be a minimum of twelve(12) feet wide.
- 2. Two-way drive aisles with no vehicular parking shall be a minimum of twenty-four (24) feet wide.

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Commented [DD16]: Proposed code enhancement Staff believes that golf cart parking should be counted toward off-street parking given the proliferation of golf carts used in Town that are using standard and compact size parking stall space. It will also promote greater convenience for visitors and residents alike and allow smaller parking stalls to be developed on properties that cannot provide regular size parking stalls in all cases.

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2. One-way drive aisles providing access to 90-degree parking spaces shall be a minimum of twenty-four (24) feet wide.

3. One-way drive aisles providing access to 45-degree parking spaces shall be a minimum of sixteen (16) feet wide.

4. Two-way vehicular drive aisles providing access to 90-degree parking spaces shall be a minimum of twenty-four (24) feet wide.

5. Two-way drive aisles providing access to 45-degree parking stalls shall be a minimum of twenty-four (24) feet wide.

C. ~~No parking space, or obstruction shall encroach into any vehicular drive aisle at any time.~~

D. ~~Where required by this Zoning Ordinance or provided on a site plan, a loading space shall be a minimum of fifteen (15) feet wide by twenty-five (25) feet in length with at least 15 feet of overhead clearance. Each off-street loading space shall have adequate, unobstructed means for the ingress and egress of vehicles and shall, to the greatest extent possible, be screened from the public right-of-way and located to the side or rear of the primary on-site building, structure or use~~

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Commented [DD19]: Staff has provided proposed some additional development standards for parking lots for development consistency and improved design.

~~13-5~~ 13-6 Improvement of Parking Areas

aA. Parking facilities shall be drained to eliminate standing water and prevent damage to abutting property and/or public streets and alleys. ~~Such facilities shall be surfaced with erosion-resistant material in accordance with applicable specifications. Off-street parking areas shall be maintained in a clean and orderly manner at all times.~~ The owner or lessee of off-street parking shall endeavor to maintain such in as dust-free a manner as possible through the employment of appropriate construction materials.

bB. ~~All off-street P parking spaces shall be separated from walkways, sidewalks, property lines, or alleys with a minimum five (5) foot wide landscape buffer in such a manner so that vehicles cannot protrude over such walkways, sidewalks, property lines, or alleys.~~

eC. Signs or markers shall be used, as necessary, to ensure safe and efficient traffic operation. ~~All off-street P parking spaces in lots of more than ten spaces shall be marked delineated from each other by painted lines, or curbs or other means indicating individual spaces in a manner acceptable to the Zoning Administrator.~~ All compact and golf cart parking spaces shall be identified and designated as such. All handicapped parking spaces shall be identified by above grade signs. Such signs shall be designed and constructed in accordance with the provisions of the Uniform Statewide Building Code.

dD. All lighting fixtures used to illuminate off-street parking areas lots shall be designed to shield minimize light and glare and from all adjacent properties and public rights-of-way intrusion into residential uses.

E. ~~Parking lot light poles may not exceed twenty-two (22) feet high from its finished grade in a parking lot and shall be located in a landscape planter or situated to prevent its damage from a motor vehicle.~~

eE. No parking area shall be located in such a manner as to constitute a traffic hazard for vehicles or pedestrians entering or exiting such a parking area, as determined by the Zoning Administrator.

G. ~~To the greatest extent possible, all on-site parking lots shall have a minimum five (5) wide landscape, perimeter, planter abutting all property lines that are adjacent to a public right-of-way, except for approved points of vehicular ingress and egress to a parking lot.~~

H. ~~A designated, pedestrian, path-of-travel shall be provided between an on-site parking lot and the building, structure or use it serves on the property.~~

I. ~~All disabled, on-site, parking and paths of travel shall comply with the Americans with Disabilities Act (ADA) and shown on all approved site plans.~~

J. ~~A minimum five-foot wide, raised, landscape planter/finger shall be provided at the end of~~

every row of off-street parking that is adjacent to a vehicular drive aisle, wall, structure, walkway, or property line.

f.k. All parking lots shall have and maintain their required on-site landscaping, in conformance with the following provisions:

1. The perimeter of all parking lots shall be landscaped using a combination of trees and shrubs, as shown on figure 13-1C.1.
2. For parking lots with less than 10 spaces, a minimum of at least 5% of the interior portions of a parking lot shall be landscaped for the purpose of providing shade trees.
3. Such interior landscaped areas shall be provided on bio-swale islands and in continuous swale strips extending along the length of the parking bay.
4. Within the parking lot, swale islands and landscaped areas should be used to delineate traffic and pedestrian circulation patterns.
5. For parking lots with less than 10 spaces there shall be one (1) low shrub planted for every five (5) spaces or portion thereof.
6. Parking lots shall have two (2) medium shade trees where ten (10) or fewer spaces are required.
7. Parking lots shall have two (2) medium shade trees for every 10-parking spaces or fraction of 10-spaces.
8. Trees shall be planted within bio-swale islands which are no smaller than 10-feet by 5-feet, a total of 50-square feet. Trees may be up-limbed to 12 feet above grade to provide visibility.
9. Shrubs shall be a minimum of one and a half (1.5) feet in height at time of planting and be maintained at a maximum height of three (3) feet.
10. There shall be a minimum of one (1) shrub for every five (5) feet or portion thereof along the boundaries of the parking lot.
11. Trees (deciduous) shall have a minimum caliper of 2.5 inches at time of planting and a maximum canopy of 30-feet when mature. Evergreen trees shall be no less than 6-feet tall at time of planting. The minimum distance between plantings shall be 10 feet.
12. Trees may be up-limbed (trimmed) up to 12-feet from the final grade. Topping of trees (unless damaged by storm) is prohibited.
13. Design Flexibility - If an applicant can demonstrate that alternative landscaping can meet the intent of this section through the submittal of such an alternative landscape plan, the Zoning Administrator can then accept that plan or modify the alternative plan and design so as to comply with the intent of this section and its provisions. Additionally, the requirements of this section may be lowered by the Director.

14. All parking lot landscaping shall be maintained in a healthy condition at all times. Dead or dying parking lot landscaping shall be replaced by the property owner in a diligent manner.

13.

13-613-7 Vehicular Driveway and Drive Aisle Design Access to Spaces

All parking areas shall be served with adequate interior aisles and ingress and egress drives.

- A. No off-street parking lot shall be designed to force a motor vehicle to back out of a parking space directly into the public right-of-way.
- B. Vehicular ingress and egress between the public right-of-way and an off-street parking lot shall

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Commented [DD20]: The Planning Commission should direct staff if additional, on-site landscaping should be required or modified.

Commented [DD21]: This Section reference in Article 13 (Parking) does not currently exist.

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Commented [DD22]: This provision clarifies that all on-site landscaping is to be permanently maintained or replaced if it dies to conform with the minimum parking lot landscaping requirements.

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Commented [DD23]: Staff has suggested additional design and safety provisions for off-street parking, particularly for parking lots.

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- be taken solely from a vehicular driveway apron approved by the town of Colonial Beach.
- C. ~~The location and design of all vehicular curb cuts, driveway aprons and parking lot landscaping on an approved site plan shall enable sufficient line-of-sight (visibility) for motorists entering and existing an off-street parking lot to avoid visual impairment of traffic and pedestrians.~~
 - D. ~~To the greatest extent possible, all vehicular drive aisles shall be designed to promote free flowing, on-site, circulation to avoid vehicular dead ends requiring motor vehicles to back-up in a drive aisle.~~

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a.E. ~~Location and design of entrances and exits shall be in accord with the requirements of all applicable regulations and standards. In general, there shall be no more than one entrance and one exit, or one combined entrance and exit along any single street. The location, number and design of a proposed, vehicular, curb cut and driveway apron for accessing off-street parking from any public right-of-way shall be reviewed and approved at the discretion of the Director of Public Works and/or the Virginia Department of Transportation prior to the issuance of a Zoning Permit. The Director of Public Works shall have the discretion to require a traffic study, prepared by a licensed Virginia engineer, with substantive experience in transportation engineering, to provide their professional recommendations to the Director for the implementation of this provision.~~

~~Landscaping, curbing, or approved barriers shall be provided along lot boundaries to control entrance and exit of vehicles or pedestrians.~~

b. ~~Interior drives shall be of adequate width to serve a particular design arrangement of parking spaces.~~

Commented [DD24]: Provision replaced to identify minimum drive aisle widths in Section 13-4.

Commented [DD25]: Additional clarification is suggested within the text of this Section for reader clarity.

13-7-13-8 Method of Determining the Number of Spaces Required

- aA. Where fractional spaces result, the parking spaces required shall be construed to be the next highest whole number.
- bB. Employee based parking requirements shall be computed on the basis of the maximum number of employees on the premises at one time.
- cC. In the case of mixed or joint use of a structure or premises, the parking spaces required shall equal the sum of the requirements of the various uses computed separately.
- dD. Any ~~building, structure or use or structure which that~~ is nonconforming in regards to ~~the its required off-site parking, under this Article, parking requirement~~ shall not be required to add additional spaces to meet such requirements when any change or expansion of use or structural alteration does not result in an increase to the amount of parking required. However, whenever any change in use or structural alteration increases the amount of parking required under this Article, whether such was previously conforming or nonconforming in regards to parking, additional spaces corresponding to the increased parking requirement shall be provided.
- eE. ~~Parking areas serving more than ten (10) vehicles may provide thirty percent (30%) of those spaces as compact parking spaces.~~
- fF. Restaurants having ownership or access to piers may designate twenty (20) percent 20% of the available number of transient slips towards the required number of off-street parking spaces.

Commented [DD26]: Relocated to proposed Section 13-4.

Commented [DD27]: The Planning Commission should direct staff to study any land-use that appears inadequate or is not identified in this matrix.

13-8-13-9 Number of Parking Spaces Required

A. ~~Except as otherwise provided for by in this Ordinance, or by conditional use permit, required off-street parking spaces for buildings, structures and uses shall be provided as follows. The parking space requirements for a use not specifically listed in the following schedule shall be the same as for a listed use with the most similar parking demands.~~

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Commented [DD28]: This provision is addressed in Section 13-2(7)

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USE OR USE CATEGORY	NUMBER OF PARKING SPACES REQUIRED
Arts & Crafts Studio	1 per 400 square feet of floor area.
Amusement Parks	1 per 4 persons authorized occupancy
Auction Houses	1 per 400 square feet of floor area or 1 per 4 persons authorized occupancy, whichever is greater.
Auditoriums, theaters, gymnasiums, stadiums, arenas, conference centers	1 per 4 seats or seating spaces
Automobile Service Stations	2 spaces per bay plus 1 per employee.
Ball Fields	1 per 4 seats or seating spaces.
Bowling Alleys	2 per lane plus 1 per employee.
Business Service and Supply Establishments, service establishments	1 per 400 square feet of gross floor area plus 1 per employee.
Car Washes, Automobile Cleaning & Detailing Facilities	2 per bay plus 1 per employee.
Places of Worship	1 per 4 seats or seating spaces in main assembly area.
Civic, Social or Fraternal facility	1 per 4 seats or seating spaces in main assembly area.
Commercial Recreation Facilities	1 per 200 square feet of floor area or every 4 seats or seating.
Communication Facilities	Minimum of 1 space plus 1 per employee.
Community Centers	10 plus 1 per 400 square feet of floor area in excess of 2,000 square feet.
Convenience Stores	8 per 1,000 gross floor area plus 1 per employee.
Day Care Centers, Family Day Homes	0.19 space per child for a center which has a maximum daily enrollment of 99 children or less. 0.16 per child for a center with enrollment of 100 children or more. Plus 1 for each on site employee

Duplex	2 off street spaces per unit
Elementary Schools, Junior High Schools	1 per 5 seats or seating spaces in main assembly area.
Emergency Services Facilities	Adequate space to accommodate all motor vehicles operated in connection with such use and 2 per each such vehicle.
Financial Institutions	1 per 400 square feet of floor area.
Flea Markets	1 per 400 square feet of floor area plus 1 per vendor.
Funeral Homes	1 per 4 seats plus 1 per 2 employees plus 1 per vehicle used in connection with the business.
Golf Cart, Moped & Bicycle Sales & Rental Establishments	5 spaces plus one per employee.
Golf Courses	3 per hole plus 1 per employee
Golf Driving Ranges	1 per tee
High Schools	1 per 4 seats or seating spaces in main assembly area
Horticultural Facilities	2 plus 1 per 400 square feet of retail area
Kennels	1 per 400 square feet of gross floor area, including runs, plus 1 per employee.
Libraries	10 plus 1 per 400 square feet of floor area in excess of 2,000 square feet.
Major Home Occupations	Unless specified by conditional use permit, 1 parking space in addition to the parking spaces required for the residential use.
Manufacturing or Industrial establishments, research or testing laboratories, wholesale, warehouses, or similar establishments	1 per employee plus 1 per company vehicle or piece of mobile equipment.
Marinas, docks, & boating facilities, commercial	1 per 3 boat slips.
Medical Clinics	2 per treatment room plus 1 per employee.
Minor Home Occupations	No additional parking required.
Mobile Homes	2 per unit off street
Multi-family Dwellings	1.5 per unit
Museums	10 plus 1 per 400 square feet of floor area in excess of 2,000 square feet.

Nightclubs	1 per 2 employees plus 1 per 4 persons authorized occupancy
Nursing Homes	1 per 3 beds.
Playgrounds	1 per 250 square feet of usable recreational area.
Performing Arts Studio	1 per 200 square feet of floor area or 1 per 4 persons authorized occupancy, whichever is greater.
Professional Offices	2 spaces plus 1 per 400 square feet of floor area.
Public Service Training Facility	1 per 2 students plus 1 per instructor
Public Utility Establishments	1 per employee plus 1 per company vehicle and piece of mobile equipment.
Restaurants	1 space per 4 seats plus 1 per 2 employees.
Retail Establishments.	1 per 200 square feet of floor area.
Rooming Houses, Bed and Breakfasts	2 spaces plus 1 per sleeping room
Self Storage Warehouse	1 per employee plus 1 per 8 units
Shopping Centers	1 space per 200 square feet of gross floor area.
Single Family Attached Dwellings	2 spaces onsite.
Single Family Detached Dwellings	2 spaces onsite.
Tennis Courts (outdoors)	2 spaces per court.
Tourist Homes, Motels, Hotels	5 spaces plus 1 per sleeping room or suite.
Vehicle Major Service Stations	2 per bay plus 1 per employee.
Vehicular Sales, Service and Supply Establishments	5 spaces plus 2 per bay plus 1 per employee.
Veterinary Hospitals	2 per treatment room or veterinarian plus 1 per employee.
Wayside Stands	1 per 100 square feet of sales display, 3 minimum.

13-910 — **Additional Requirements Including But Not Limited To:**

- a. Chesapeake Bay Act: refer to Article 22 of this Ordinance.
- b. Flood Plain: refer to Article 21 of this Ordinance.
- c. Landscaping: refer to Article 24 of this Ordinance.
- d. Signs: refer to Article 12 of this Ordinance.
- e. Site Plan Requirements: refer to Article 14 of this Ordinance.

ARTICLE 20 (DEFINITIONS)

Historic Structure Resource: ~~Any structure that meets any one or more of the following:~~

Any building, structure, object, site, district or contributor to a historic district (as used in National Register Bulletin 15) that is deemed eligible for inclusion in 1) the Virginia Landmarks Register by the Virginia Board of Historic Resources, or 2) the National Register of Historic Places by the Keeper of the National Register of Historic Places or 3) has been designated and listed in the Virginia Landmarks Register, the National Register of Historic Places, or by resolution of the Colonial Beach Town Council as a locally designated historic landmark or district.

- ~~• is listed individually in the National Register of Historic Places (a listing maintained by the United States Department of the Interior) or preliminarily determined by the United States Secretary of the Interior as meeting the requirements for individual listing on the National Register;~~
- ~~• is certified or preliminarily determined by the United States Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;~~
- ~~• is individually listed on the state inventory of historic places when the historic preservation program has been approved by the Secretary of the Interior; or~~
- ~~• is individually listed on the local inventory of historic places when the historic preservation program has been certified either by an approved state program as determined by the Secretary of the Interior or directly by the Secretary of the Interior.~~



TO: Town of Colonial Beach Planning Commission
FROM: Don Dooley, Director of Community Development
SUBJECT: ZONING TEXT AMENDMENT (ZTA) 24-02 – ARTICLE 13 (PARKING)
DATE: February 8, 2024

SUMMARY

The Planning Commission identified revisions to Article 13 (Parking) as a Quarter 3/Quarter 4 priority in its 2023-2024 Work Plan. The targeted goal identified for this work plan item is to consider developing greater flexibility and/or creative parking alternatives to supplement the Town’s current, off-street, parking provisions to facilitate development and meet community parking needs. Staff also believes that additional enhancements to the current text of Article 13 (Parking) are warranted to improve upon the consistency, design, and function of off-street parking lots developed in Town to promote the public’s health, safety, and welfare. This is first draft of the proposed revisions to Article 13 (Parking).

BACKGROUND

The general, draft, revisions to Article 13 (Parking) include:

1. Amending the text of Article 13, where applicable, for clarity, consistency, and reader ease;
2. Providing alternative parking approaches to create flexibility in accommodating off-street parking requirements for land-uses and businesses in Town;
3. Promote historic preservation by creating more sympathetic parking provisions for designated historic resources;
4. Reduce on-street demand for transitory uses;
5. Enable the Zoning Administrator additional flexibility in determining the required off-street parking needs for land-uses, including parking reductions, when appropriate;
6. Permit a percentage of golf cart parking to be created and credited toward meeting the required off-street parking requirements for a business or land-use in Town; and,
7. Augment Article 13 with missing or needed parking lot development standards to create continuity in design and function, throughout Town, to help improve public safety.

DISCUSSION

Staff has identified text within several Sections of Article 13 (Parking) that should be added, deleted, or modified to enhance the application of the Parking Ordinance, provide greater flexibility in enabling businesses/land-uses to meet their off-street parking requirements as well to enhance the public safety and design of parking lots in Town to facilitate better projects. For the Commission’s reference, proposed text additions/revisions are identified in “red, underlined text.” Deletions are identified by “~~strikethroughs in red text.~~”

Staff requests the Planning Commission review the draft amendments to Article 13, as cited below, and offer its feedback. Thereafter, staff will incorporate all Commission feedback and forward the draft revisions

Planning Commission Memorandum
Zoning Code Text Amendment (ZTA) 24-02 –Text Update to Article 13 (Parking)
February 8, 2024

for legal review and comment. Once completed, the draft revisions will return to the Commission for subsequent review.

Statement of Intent

1. Staff clarified that the text reference to “Conditional Uses” refers to Conditional Use Permits in the paragraph for reader clarity.

Section 13-1 (General Requirements)

2. Section 13-1(A)(1) through 13-1(A)5 provides greater text clarity and simplification for the reader.
3. Section 13-1(A)(5) was modified to include “approved valet parking” as an exception to the prohibition on stacked parking. This change is based on the Planning Commission’s recent action, recommending to the Town Council, that valet parking be considered with a Conditional Use Permit under, Zoning Text Amendment 23-08, for permitted and conditional uses in the C-1 District Zone.

Section 13-2 (Determination of Parking Spaces Provided)

4. Section 13-2(A)(1) is the re-stated text currently codified in Section 13-2(f) of the Colonial Beach Zoning Ordinance. There is no change to the text provisions. It has been moved for organizational purposes with the proposed revisions to the Article 13.
5. Section 16-2(A)(2) Enables property owners to park on a contiguous lot to accommodate their required off-street parking, provided the lots are held under common ownership or under a common lease agreement. A restrictive covenant is also required to ensure that the properties are not sold separately when one lot accommodates some or all of the required parking on another lot. This will provide potential flexibility to allow businesses to use vacant lots or underutilized parking lots on another property that have surplus parking or the ability to develop additional parking.
6. Section 16-2(A)(3) enables a land-use or business to accommodate their off-street parking on another lot, up to 500 feet away, with the approval of a Conditional Use Permit. Currently, this concept is permitted for transitory uses in commercial zoning districts when on-street or public parking facilities are provided within 500 feet of the transitory land-use. The draft provision will provide, potential, flexibility to allow businesses to use vacant lots or underutilized parking lots on another property that have surplus parking or the ability to develop additional parking. Staff believes a Conditional Use Permit is warranted to ensure the location of the off-street parking is reasonable and public access between the proposed parking and the land-use it supports is appropriate and free from barriers or obstacles that would discourage its use. Conditions of approval may also be appropriate to facilitate the use or access to the off-street parking from the location of the business or land-use in question.
7. Section 16-2(A)(4) provides for reciprocal parking between lots that are within 250 feet of each other, without the approval of a Conditional Use Permit. Joint use parking agreements can be helpful in facilitating greater utilization of off-street parking when businesses or land-uses have significantly different hours of operation. For example, churches often have ample parking during the business week when their congregations are not present. This results in the underutilization of their off-street parking

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February 8, 2024

spaces. During these times, adjacent business or land-uses may benefit by utilizing these unused spaces for their own off-street parking. Similarly, church parking can be expanded during the evenings and weekends when businesses may be closed and the off-street parking demand for church parking is at its zenith. As proposed, a reciprocal parking agreement would require the review and approval of the Town Attorney and Zoning Administrator. Should a reciprocal parking agreement be terminated, both parties would have to provide their required off-street parking, by other means, prior to the termination of the agreement. Off-street parking agreements would run with the properties involved, unless terminated by the parties who own the land. An approved and recorded reciprocal parking agreement within 250 feet of the properties or lots involved would not require the approval of a Conditional Use Permit.

8. Section 16-2(A)(5) is intended to help promote historic preservation in Town. As present, the Zoning Ordinance has no provisions facilitating historic preservation. Proposed Section 16-2(A)(5) would enable the Zoning Administrator to exempt some or all of the required off-street parking for a business or land-use that is utilizing a designated historic resource when the required off-street parking cannot be physically developed on the same property (in compliance with Article 13) or the parking would significantly diminish the integrity of the resource to convey its historic significance. This preservation planning approach can help facilitate/incentivize adaptive re-use of designated historic buildings and structures, with limited or no off-street parking, to promote their continued use and preservation and avoid the potential need to demolish important, character defining, of a resource and/or its setting that enable it to convey its historic significance.
9. Under proposed Section 16-2(A)(6), staff is proposing to only credit on-street parking for a transitory use when its required off-street parking cannot be fully developed on the same lot because of the physical limitations of the property and/or the parking development standards in Article 13. The intent is to continue to provide flexibility, while creating a framework to reduce the demand or reliance for on-street parking to serve buildings, structures and uses. At present, no required, off-street, parking is required for a lot with a transitory use if on-street parking, located within 500 feet of the transitory use, can provide substitute parking. Staff believes the current ordinance creates a disincentive to develop off-street parking to relieve the limited on-street parking in Town, particularly along busy, commercial, corridors.
10. Section 16-2(A)(7) supplements and expands the methodology the Zoning Administrator can use to determine the appropriate, off-street, parking requirements for land-uses not identified in the Parking Ordinance. It includes the ability for the Zoning Administrator to reference the ITE Parking Generation Manual, request an independent parking demand study, by a qualified traffic engineer, to determine required off-street parking, or any combination of methods (including similar methods) outlined in Section 16-2(A)(7).
11. Section 162(A)(8) gives the Zoning Administrator the flexibility to potentially reduce the number of required, off-street, parking spaces associated with a particular land-use, through an independent parking demand study, when the Zoning Administrator believes there are unique qualities associated with the land-use's operational characteristics that warrant reducing its required off-street parking requirements under Section 13-9.

12. Section 16-2(A)(9) has been modified to provide reader clarification to the intent of this Section.

Section 13-3 (Special Parking Permit)

13. No changes are proposed except to add the word, “building.”

Section 13-4 (Compact and Golf Cart Parking)

14. Section 13-4(A) through Section 13-4(D) expands the type of parking that can be credited for off-street parking to include, limited, golf-cart parking. The provisions continue to allow for up to 30% of the required, off-street, parking for a building, structure or use to have compact parking in addition to golf parking or any combination thereof. These alternative parking types would be permitted after more than five, standard, parking stalls are provided on-site to meet required parking. Staff believes that golf cart parking further embraces the use of golf carts in Town, while helping to reduce the size of a parking lot for impervious surface coverage under the Chesapeake Bay Preservation Act. It also disincentivizes motorist driving golf carts to park in standard size parking stalls or in undesignated parking areas on a property.

Section 13-5 (Dimension Regulations for Parking Stalls and Vehicular Drive Aisles)

15. In Section 13-5(A)(1) through Section 13-5(A)(5), staff has clarified what the degree of a “standard” and “angled” parking stall means in the implementation of this Section of the Ordinance as it is current silent. . Staff has also proposed functional parking stall dimensions for 90-degree (standard) and 45-degree (compact) parking spaces. While parking stall dimensions vary from community to community, those proposed by staff are within conventional standards.

16. Under Section 13-5(A)(6) and Section 13-5(A)(7), staff is proposing minimum parking stall dimensions for golf carts. These dimensions are based on staff’s research, including ordinance provisions used for golf cart parking in the Village of Key Biscayne, Florida. As proposed, golf cart parking is intended to be grouped together to avoid mixing standard parking spaces with golf cart spaces for safety and motorist visibility.

17. Section 13-5(8) has been modified to only provide reference to the Uniform Statewide Building Code to determine the design and dimensions for disabled parking spaces. This will enable Article 13 to comply with any, future, changes in the Building Code for disabled parking stall dimensions and design.

18. In Sections 13-5(B)(1) through Section 13-5(B)(5), staff has provided minimum drive aisles widths for parking lots. Although this ubiquitous provision is found in most zoning ordinances, it is absent in the current iteration of Article 13. The recommended provisions and dimensions are also within conventional standards in communities around the country.

19. Section 13-5(C) provides the Community Enhancement Officer (Code Enforcement) with the ability to ensure that parking lot drive aisles are kept free and clear for on-site circulation in a parking lot.

20. Section 13-5(D) requires off-street loading spaces to be a minimum of 15’ x 30’ within a parking lot. Currently, there are no standards for off-street loading spaces in the Zoning Ordinance known to staff.

Section 13-6 (Improvement of Parking Area)

21. Section 13-6(A) through section 13-6(I) provide supplemental parking design requirements to enhance the function and aesthetics of within a parking lot. The suggested additions include: 1) requiring a two-foot

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wide landscape buffer between the front of a parking space and any adjacent walkway, sidewalk, or property line to avoid vehicles encroaching into these spaces, 2) limiting parking lot light fixtures to 22 feet high with light/glare shielding devices, 3) delineation of golf cart parking spaces in a parking lot, 4) ensuring adequate site distance visibility for motorist, 5) provide a five-foot wide, landscape, perimeter between an off-street parking lot and the public right-of-way to enhance the aesthetics of a parking lot, 6) provide a pedestrian path of travel between a parking lot and the building, structure or use it serves; and, 7) identify the location and design of all walkways and parking stalls for compliance with the Americans with Disability Act (ADA).

22. Under Section 13-6(J), staff has not provided any suggested updates to the off-street parking lot landscaping requirements. Nevertheless, staff believes requiring supplemental landscaping within the parking lots in Town are warranted to create greener public spaces and to help supplement the streetscape aesthetics of the Town. Staff seeks the Commission’s input on this Section. Does the Commission believe adequate landscaping is provided in parking lots under the current Ordinance? If not, what does the Commission seek to change, supplement, or modify?

Section 13-7 (Vehicular Driveway and Drive Aisle Design)

23. Section 13-7(A) through Section 13-7(B) are intended to provide basic parking lot design guidance for vehicular and pedestrian safety.

Section 13-8 (Method of Determining the Number of Spaces Required)

24. Section 13-8(D) was modified to provide clarity and consistency with various text provisions in this Section.

25. Section 13-8(E) was relocated to draft Section 13-4(B). In addition, staff is proposing to reduce the number of required parking spaces from more than ten spaces to more than five spaces before compact and/or golf cart parking can be counted toward meeting off-street parking requirements. Staff believes that off-street golf cart parking will be utilized if parking spaces are provided to serve these types of motor vehicles. In addition, the golf cart parking stalls require less impervious surface coverage than a standard parking space to help reduce impervious surface coverage.

Sections 13-9 (Number of Parking Spaces Required)

26. Aside from the proposed text clarification in Section 13-9, staff has not made any proposed changes to the parking requirements for the various land-uses identified in this Section and seeks the Commission’s input on any changes it desires to add, delete, modify, or research.

RECOMMENDED ACTION

That the Commission review and consider the conceptual, draft, revisions to Article 13 and provide staff with its recommended edits or changes.

Attachments:

- 1) Draft 1 – Proposed Revisions to Article 13 (Parking)

Agenda Item

No. 9(B)

PC Work Plan

2024-2025



TO: Town of Colonial Beach Planning Commission
FROM: Don Dooley, Director of Community Development
SUBJECT: **DRAFT PLANNING COMMISSION WORK PLAN FOR 2024-2025**
DATE: March 14, 2024

BACKGROUND

The Planning Commission adopted its 2023-2024 Work Plan in March 2023. Within the past year, the Commission completed seven of its 2023-2024 Work Plan items. Three of these Work Plan items were added by the Town Council in 2023 (i.e., STR Ordinance, consideration of the FAR in the R-2 District Zone and updating the C-1 District Zone’s permitted and conditional land-uses).

To begin the new Planning Commission Work Plan, planning cycle, for 2024, staff has drafted a new Commission Work Plan to cover the period 2024-2025. The intent is to enable the Commission to comprehensively discuss and re-evaluate its work priorities for 2024 in order to add, delete, or modify those Work Plan items previously adopted for its 2023-2024 Work Plan to meet changing needs.

DISCUSSION

As shown in the Draft Planning Commission Work Plan for 2024-2025, staff has removed the Work Plan items completed between March 2023 and February 2024 and moved-up the remaining Work Plan items from 2023-2024.

As shown, Q1/Q2 will focus on developing an Inclusionary Housing Ordinance for the Town, updating the Town’s Parking Ordinance (Article 13), and completing the updates to Article 19 for rezonings in the Town. This item has been delayed, at the staff level, due to a variety of time, staffing, and technical challenges.

During Q2/Q3 and Q3/Q4, staff has added new projects that it believes require more immediate Commission and staff attention. They include the Commission’s consideration to potentially develop an ordinance concerning “tiny homes” and updating the ordinances pertaining to Town’s core residential and commercial zoning classifications (i.e., R-1, R-2, RC, C-1 and CR). Staff believes the residential zoning ordinances can be handled simultaneously (under one Zoning Text Amendment) as they are written very similar to each other. The commercial zoning classifications can also be handled in a similar matter for reviewing and editing these ordinances, as appropriate.

During Q4/Q1, staff has carried over Work Plan items from 2023-2024 to address the Town’s Non-Conforming Ordinance (Article 15) and to develop new ordinances pertaining to historic preservation and lighting. The Environmental Resiliency and Storm Water Management Plan item has also been designated for this quarter as the Berkley Group’s Storm Water Management Plan is not anticipated to be completed until fall of 2024.

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As no comprehensive plan amendments were able to be completed in 2023, these items have remained unchanged for 2024. Most importantly, staff has added the start of the Town’s Comprehensive Plan Update for the beginning of 2025.

Based on the Commission’s input and direction on its Draft 2024-2025 Work Plan, staff will make the necessary refinements/changes and return with the revised, draft, Work Plan for final Commission review and adoption.

RECOMMENDED ACTION

That the Planning Commission review its draft Work Plan for 2024-2025 and provide staff with its feedback on any changes or edits it desires to make.

Attachments:

- 1) Proposed (Draft) Planning Commission Work Plan for 2024-2025
- 2) Current Planning Commission Work Plan for 2023-2024

TOWN OF COLONIAL BEACH PLANNING COMMISSION WORK PLAN FOR 2023-2024 **ADOPTED MARCH 9, 2023 (Updated 10.12.23)**

PROJECT DESCRIPTION		PROJECT GOAL(S)	Comp Plan/Zoning Code Update	Target Timeline	PC Meeting Dates	PC Public Hearing	Action Date	Council	Action
Line	Focus Area: Zoning Code	Purpose/Text Considerations	Initiative Type	Quarter/Year 2023					
1	Planning Commission Work Plan for 2023-2024 - Completed	Establish work priorities and goals for 2023-2024.	PC Workplan	Q1 2023	2/1/23, 2/23/23, 3/9/23	N/A	PC Adoption 3.9.23	TC Adoption - Reso. 17-22 on 4.5.23	App'd.
2	Review and update Article 12 (Sign Ordinance) - Completed	Update Sign Ordinance and permit temporary flutter signs.	Zoning Code Update	Q1 2023		1/26/2023	Recommend to TC 1/26/23	2/15/23 (PH)	App'd.
3	Subdivision Ordinance Update - Completed	Revisions to the Subdivision Ordinance that include amended definitions, strengthening submittal requirements to understand project details and various minor clarifications.	Zoning Code Update	Q1/Q2 2023	1/26/23, 2/1/23, 3/9/23, 4/11/23	5/11/2023	5/11/2023	7/19/2023, 8/16/23 (PH)	App'd.
4	Establish Short-Term Rental Ordinance (Article 18- Miscellaneous) -PC added to Approved 2023-2024 Work Plan on 4.13.23. Originally scheduled for 2024. - Completed (Pending TC Approval)	Establish a Short-Term Rental Ordinance, per Council referral on 4.5.23, and develop registration and zoning standards for their operation. Establish PC Subcommittee and return draft ordinance within 60-days to Council.	New Ordinance	Q2/Q3 2023 (Added by TC)	4/13/23, 5/11/2023, 7/18/23	7/13/2023	Recommend to TC 7/18/23	8/16/2023, 9/20/23 (PH)	
5	Consider Update in General Residential (R-2) District for FAR (Article 6) - Completed	Town Council referral (7/18/23) to PC to consider increasing allowable floor area ratio (FAR) in the R-2 District Zone.	Zoning Code Update	Q3/Q4 2023 (Added by TC)	10/12/2023	No changes proposed.	Recommend to TC 10/12/23	TC Declined to take action	
6	Review and Update Conditional Use Permit Ordinance (Article 16) - Completed	Update Ordinance and provide specific submittal requirements to accompany an application.	Zoning Code Update	Q3/Q4 (Change from Q2/Q3 2023)	7/13/2023, 8/10/23, 10/12/23	11/9/2023	Recommend to TC 11/9/23	TC Adopted 12/6/23	
7	Review and Update of Site Plan Ordinance (Article 14) - Completed	Update and clarify submittal requirements to facilitate staff review of projects.	Zoning Code Update	Q3/Q4 2023 (Change from Q2/Q3)	10/12/2023	11/9/2023	Recommend to TC 11/9/23	TC Adopted 12/6/23	
8	Update the Permitted and Conditionally Permitted Uses in the General Commercial (C-1) District (Article 8) - Completed	Town Council referral (10/18/23) to PC. Concern some uses, such as bookstores, should be permitted uses, not conditional uses.	Zoning Code Update	Q3/Q4	11/9/2023	1/11/2024	Recommend to Council 1/11/24		
9	Update Zoning Map (Rezoning) & Text Amendments (Article 19)	Update Ordinance and strengthen submittal requirements to understand project details to determine potential impacts on the Town and consistency with the Comprehensive Plan.	Zoning Code Update	Q3/Q4. (Change from Q2/Q3 2023)	4/13/2023, 5/13/23				
10	Establish Inclusionary Housing Ordinance	Create greater opportunities to grow housing for all segments of the community, particularly those associated with the Town's workforce.	New Ordinance	Q3/Q4 2023					
11	Review and Update Parking Ordinance (Article 13).	Consider providing greater flexibility in parking standards or creative parking alternatives (i.e., permitting golf cart parking to count toward on-site parking, permit stacked parking for commercial uses if a valet is provided, allow parking study to determine alternative on-site parking standards for a use, etc.	Zoning Code Update	Q3/Q4 2023					
11	Review and Update Landscape Ordinance (Article 24)	Provide enhancements to landscape ordinance (i.e., enhance landscape plan submittal requirements, require landscape professional to prepare plans, identify types of trees & shrubs for use, incorporate technical planting specifications, reevaluate plant/tree material size and quantities, prohibit mutilation/topping of trees etc.	Zoning Code Update	Q3/Q4 2023					
2024 Work Plan Items									
12	Review R-2 Zoning regulations to facilitate housing development (Article 6)	The Planning Commission seeks to examine zoning approaches to increase housing production in the R-2 Zoning District.	Zoning Code Update	Q2/Q3 2024 (Added by PC on 10.12.23)					

Focus Area: Zoning Code		Purpose/ Text Considerations	Initiative Type	Quarter/Year 2024	
13	Establish a Marijuana Dispensaries Ordinance.	Regulate the location, establishment and operation of Marijuana Dispensaries.	New Zoning Ordinance	2024	
14	Short Term Rental Ordinance	Create zoning regulations to address the operation of short-term rentals in Town.	New Zoning Ordinance	2024	Moved to Q2/Q3 2023 Workplan at TC direction.
15	Environmental Resiliency and Storm Water Management	Develop zoning provisions that will support future recommendations from the future Berkley Group Report, as appropriate.	New Zoning Ordinance	2024	
16	Establish a "Duty to Maintain" Ordinance	Create an ordinance that requires all property owners to maintain their buildings and lots in good repair to mitigate blight.	New Zoning Ordinance	2024	
17	Review and Update Non-Conforming Ordinance	Review current adequacy of the Non-Conforming Ordinance to align with Comprehensive Plan.	Zoning Ordinance Update	2024	
18	Establish an EV charging station ordinance	Review peer communities for adequate approach for addition of EV charging stations in the Town.	New Ordinance	2024	
19	Create an Urban Development Area for Colonial Beach	The Town of Colonial Beach is considered to be "UDA-like." By creating Urban Development Areas (UDAs), the Town will promote sufficient growth in residential and commercial areas.	Zoning Ordinance Update/New Ordinance	2024	
20	Permit Vertical Mixed-Use Overlay Zone in C1 Zone	Revise zoning code to create an overlay to permit vertical mixed-use (i.e., residential above commercial) in the C-1 Zoning District to increase housing opportunities. Create development standards to accompany overlay.	New Zoning Ordinance	2024	
21	Establish a Historic Preservation Ordinance	Create a voluntary or involuntary historic preservation ordinance for the Town to support the Colonial Beach Historic District and any/all individually designated historic resources.	New Zoning Ordinance	2024	
22	Establish and lighting ordinance	Develop ordinance to address maximum light intensity at property lines between adjacent properties, particularly between adjacent properties in dissimilar zones (i.e., commercial and residential). Require light shielding to mitigate off-site glare, etc.	New Zoning Ordinance	2024	

Focus Area: Comprehensive Plan Amendments		Land-Use Policy Need/Purpose	Initiative Type	Year 2023
23	Amend Comprehensive Plan to identify municipal space needs for the Town.	Additional community facilities are needed; such as a municipal facility (Police Department, Town Hall & Public Meeting Space) based on the 2008 and 2023 Town space needs analysis.	Comp. Plan Update	2023
24	Supplement/Amend Comprehensive Plan to identify Capital Improvement Projects (CIPs) that facilitate Town planning aspirations.	Identify future ideas for Capital Improvement Projects ("CIP") in the Town such as walking/biking trails, river transportation, public enhancements to the boardwalk, pier, aquatic facilities, connection from the historic Monroe Birthplace to the Town, etc. to enhance the quality of life for residents and visitors.	Comp. Plan Update	2023
25	Amend the Comprehensive Plan to address current and future land-use development needs in the community from a planning perspective.	Develop text within the Comprehensive Plan that addresses, un-met, community-neighborhood needs in Town (i.e., urgent care, recreational facilities, YMCA etc.).	Comp. Plan Update	2023

Focus Area: Comprehensive Plan Amendments		Land-Use Policy Need	Initiative Type	Year 2024
26	Enhance and augment historic preservation beyond the Town's Historic District	Create a vision to facilitate and support comprehensive historic preservation in Town to leverage heritage tourism (for economic development), open up opportunities for grants, facilitate increased property values in historic districts and protect the unique identity of the Town.	Comp. Plan Update	2024
27	Environmental Resiliency and Storm Water Management	Develop provisions that will support adopted recommendations from the Berkley Group, as appropriate.	Comp. Plan Update	2024
28	Promote the need for mixed-use development	Encourage vertical mixed-use overlay (residential above commercial) in segments of C-1 Zone to promote new housing development opportunities.	Comp Plan Update	2024
29	Update demographic information	Provide current demographic information in the Comp Plan.	Comp Plan Update	2024

PROJECT DESCRIPTION		PROJECT GOAL(S)	Comp Plan/Zoning Code Update	Target Timeline	PC Meeting Dates	PC Public Hearings	Action Date	Council	Action
Line	Focus Area: Zoning Code	Purpose/Text Considerations	Initiative Type	Quarter/Year 2024					
1	Planning Commission Work Plan for 2024-2025	Establish work priorities/goals for 2024-2025.	PC Work Plan	Q1 2024					
2	Establish a (Voluntary) Inclusionary Housing Ordinance (Create new Article 30) <i>From 2023 Work Plan.</i>	Incentivize and create voluntary land-use/development opportunities to grow new housing stock for all economic segments of the community. This includes very low, low, and medium income households.	New Ordinance	Q1 through Q3 2024					
3	Review and Update Parking Ordinance (Article 13) <i>From 2023 Work Plan</i>	Provide flexible parking standards and/or creative parking alternatives (i.e., permit a percentage of golf cart parking to count toward on-site parking, permit stacked parking with a valet, permit reciprocal parking agreements, allow parking study to determine alternative on-site parking standards for a use, etc.	Zoning Code Update	Q1/Q2 2024					
4	Update Zoning Map (Rezoning) & Text Amendments Ordinance (Article 19) <i>From 2023 Work Plan.</i>	Update Ordinance and strengthen submittal requirements to understand environmental and Town service level impacts that are associated with re-zoning applications. <i>(Work in progress from 2023 Work Plan).</i>	Zoning Code Update	Q1/Q2 2024					
5	Review and Update Landscape Ordinance (Article 24) <i>From 2023 Work Plan</i>	Provide enhancements to landscape ordinance (i.e., enhance the required volume of on-site landscaping, provide technical planting specifications, incorporate landscape design guidelines, re-evaluate plant/tree material size and quantities, prohibit mutilation/topping of trees etc.).	Zoning Code Update	Q2/Q3 2024					
6	Consider Zoning Regulations for "Tiny Homes"	Evaluate the compatibility and appropriateness of "Tiny homes" within the Town. Create development regulations, if the use is determined appropriate, for inclusion in the Zoning Ordinance.	Zoning Code Update	Q2/Q3 2024					
7	Review and Update Zoning Regulations for R-1 District Zone (Article 4)	Re-evaluate/Update, as appropriate, the R-1 development standards	Zoning Code Update	Q2/Q3 2024					
8	Review and Update Zoning Regulations for R-2 District Zone (Article 6)	Re-evaluate/Update, as appropriate, the R-2 development standards.	Zoning Code Update	Q2/Q3 2024					
9	Review and Update Zoning Regulations for the RC District Zone (Article 7)	Re-evaluate/Update, as appropriate, the RC development standards.	Zoning Code Update	Q3/Q4 2024					
10	Review and Update Zoning Regulations for the C-1 District Zone (Article 8)	Re-evaluate/Update, as appropriate, the C-1 development standards.	Zoning Code Update	Q3/Q4 2024					
11	Review and Update Zoning Regulations for the CR District Zone (Article 9)	Re-evaluate/Update, as appropriate, the CR development standards.	Zoning Code Update	Q3/Q4 2024					
13	Review and Update Non-Conforming Ordinance (Article 15) <i>From 2023 Work Plan</i>	Review current adequacy of the Non-Conforming Ordinance.	Zoning Code Update	Q4/Q1 2024/2025					
14	Establish a Historic Preservation Ordinance (Create new Article 31) <i>From 2023 Work Plan</i>	Create a voluntary historic preservation ordinance for the Town to support historic districts and individually designated historic resources in Colonial Beach. Provide zoning incentives to promote historic preservation and heritage tourism.	New Ordinance	Q4/Q1 2024/2025					
15	Develop a Lighting Ordinance for Development in Town (Article 18 - Miscellaneous) <i>From 2023 Work Plan</i>	Develop an ordinance to address the maximum lighting intensity along adjacent property lines, particularly between adjacent properties in dissimilar zones (i.e., commercial and residential). Develop light shielding guidelines to mitigate off-site light and glare.	New Ordinance	Q4/Q1 2024/2025					
16	Environmental Resiliency and Storm Water Management. <i>From 2023 Work Plan</i>	Develop zoning provisions that will support recommendations from the future Berkley Group Report, as appropriate.	New Zoning Ordinance	Q4/Q1 2024/2025					

Focus Area: Zoning Code		Purpose/ Text Considerations	Initiative Type	Quarter/Year 2025
17	Establish a Marijuana Dispensaries Ordinance. <i>From 2023 Work Plan</i>	Regulate the location, establishment, and operation of Marijuana Dispensaries.	New Zoning Ordinance	2025
18	Establish a "Duty to Maintain" Ordinance. <i>From 2023 Work Plan</i>	Create an ordinance that requires all property owners to maintain their buildings and lots in good repair to mitigate blight.	New Zoning Ordinance	2025
19	Establish an EV charging station ordinance. <i>From 2023 Work Plan</i>	Review peer communities for adequate approach to develop EV charging stations in Town.	New Ordinance	2025
20	Create an Urban Development Area for Colonial Beach. <i>From 2023 Work Plan</i>	The town of Colonial Beach is considered to be "UDA-like." Develop Urban Development Areas (UDAs) in Town to promote sufficient growth in residential and commercial areas.	Zoning Ordinance Update/New Ordinance	2025
21	Permit Vertical Mixed-Use Overlay Zone in C1 Zone. <i>From 2023 Work Plan</i>	Revise zoning code to create an overlay to permit vertical mixed-use (i.e., residential above commercial) in the C-1 Zoning District to increase housing opportunities. Create development standards to accompany overlay.	New Zoning Ordinance	2025

Focus Area: Comprehensive Plan Amendments		Land-Use Policy Need/Purpose	initiative Type	Year 2024
20	Amend the Comprehensive Plan to identify municipal space needs for the Town. <i>From 2023 Work Plan</i>	Additional community facilities are needed in Town (i.e., for the Police Department, Town Hall & Public Meeting Space) based on the 2008 and 2022 Town space needs analysis.	Comp. Plan Update	2024
21	Supplement/Amend Comprehensive Plan to identify Capital Improvement Projects (CIPs) that facilitate Town planning aspirations. <i>From 2023 Work Plan</i>	Identify future ideas for Capital Improvement Projects ("CIP") in the Town such as walking/biking trails, river transportation, public enhancements to the boardwalk, pier, aquatic facilities, connection from the historic Monroe Birthplace to the Town, etc. to enhance the quality of life for residents and visitors.	Comp. Plan Update	2024
22	Amend the Comprehensive Plan to address current and future land-use development needs in the community from a planning perspective. <i>From 2023 Work Plan</i>	Develop text within the Comprehensive Plan that addresses, un-met, community-neighborhood needs in Town (i.e., urgent care, recreational facilities, YMCA etc.).	Comp. Plan Update	2024
23	Enhance and augment historic preservation beyond the Town's Historic District. <i>From 2023 Work Plan</i>	Create a vision to facilitate and support comprehensive historic preservation in Town to leverage heritage tourism (for economic development), open up opportunities for grants, facilitate increased property values in historic districts and protect the unique identity of the Town.	Comp. Plan Update	2024
24	Environmental Resiliency and Storm Water Management. <i>From 2023 Work Plan</i>	Develop provisions that will support adopted recommendations from the future Berkley Group Stormwater Management Report, as appropriate.	Comp. Plan Update	2024
25	Promote the need for mixed-use development. <i>From 2023 Work Plan</i>	Encourage vertical mixed-use overlay (residential above commercial) in segments of C-1 Zone to promote new housing development opportunities.	Comp Plan Update	2024

Focus Area: Comprehensive Plan Amendments		Land-Use Policy Need	Initiative Type	Year 2025
26	Update demographic information. <i>From 2023 Work Plan</i>	Provide current demographic information for the Comp Plan.	Comp Plan Update	2025
27	Comprehensive Plan Update for 2025-2035	Begin Five-Year Comprehensive Plan Update	Comp Plan Update	2025-2026