



**Minutes of the  
Colonial Beach Town Council  
Work Session held on  
Thursday, May 26, 2016 at 4:30 p.m.**

Colonial Beach Town Hall  
315 Douglas Avenue  
Colonial Beach, VA 22443

**Present**

Mayor, Mike Ham  
Vice Mayor, Eddie Blunt  
Member, Wayne DiRosario  
Member, Tommy Edwards  
Member, Wanda Goforth  
Member, Burkett Lyburn  
Member, Mike Looney

**Absent**

No Council Members were absent.

**Also Present**

Town Attorney, Andrea Erard  
CFO, Joan Grant  
Police Chief, Danny Plott  
Zoning Administrator, Brendan McHugh  
Town Clerk, Kathleen Flanagan

**Call to Order**

Mayor Ham called the meeting to order at 4:33 p.m.

**Roll Call of Members**

All Council Members were present.

*All Council Members were present.*

**Presentations**

**Caryn Self-Sullivan, PhD**

Dr. Sullivan introduced her granddaughter, Katherine Sullivan, who was assisting with the presentation.

Dr. Sullivan outlined the Pet Waste Station project, which is part of a larger project by Colonial Beach Rivah Dogs.

Dr. Sullivan provided Council approximately 89 signatures pledging support of the project, along with three letters of support from: Terry Miller, Gayla VandenBosche, and Debbie Speller.

Currently five pet waste stations, all on private property, have been installed Dr. Sullivan would like to install additional pet waste stations and has begun fund raising and educational outreach.

Dr. Sullivan asked Council for permission to install ten more pet waste stations on town property at the end of cross streets, the water side of Irving and Monroe Bay Avenue, one on either end of the boardwalk and on Town Hill.

Currently the stations are located: two behind the community center; in front of Boathouse Marina; and, two at the Yacht Center.

Mayor Ham noted the biggest concern the town has is maintenance.

Mayor Ham suggested having the Town Manager work out an agreement and try to find three or four locations on town property for the stations.

Ms. Erard noted she and the Town Manager will bring an agreement back to Council.

### **Town Manager Update**

Ms. Erard spoke on behalf of Ms. Foulds stating staff has been working hard to make sure everything goes smoothly this Riverfest weekend.

### **April Department Reports**

Mr. Lyburn asked Chief Plott about coverage plans for the upcoming weekend.

Chief Plott responded the department will be fully staffed. Chief Plott went over plans to hire a part-time 'beach patrol' person to issue parking tickets and patrol the beach for violations.

### **Old Business**

#### **Resolution #20-16, Adopts the 2016/2017 Capital Improvement Plan**

Mayor Ham noted a public hearing was held on April 14 and Council action was deferred until the June 9, 2016 regular meeting.

*All Council Members were in agreement.*

**Resolution #26-16, Approval of Lease of 108 Taylor Street**

Mayor Ham noted Mr. Wiley is waiting on an estimate for installation of a fire suppression system.

Ms. Goforth believes the monthly lease amount is too low and does not agree with a longer lease.

Mayor Ham noted there would be an escalation clause and option years.

*All Council Members were in agreement to place Res #26-16 on the agenda for the June regular meeting.*

**New Business**

**Planning Commission's recommendation of Vacant, Town-Owned North Irving Avenue Properties**

Mayor Ham noted this item is up for discussion only and thanked the Planning Commission for their work on this.

**Discussion of town issued decals**

Ms. Grant noted that if we were to do away with town decals for cars, then the golf cart decals will cost us about \$2,500.

Mr. Blunt expressed his concern about giving people who own property in town, but do not live here full time, access to town decals for their cars.

Ms. Grant noted that the decals are tied to the payment of personal property taxes and if homeowners pay personal property tax to another locality for their vehicle, then they are not eligible to purchase a decal.

Ms. Grant asked if Mr. Blunt was tying the decal to real estate rather than personal property tax.

Ms. Erard noted that she has ideas and would be happy to work with Ms. Grant and the Town Manager.

**Resolution #31-16, Amends FY 2015-2016 Budget, School Fund**

Mayor Ham summarized Res #31-16 saying this is a refund of \$142, 212 due to the school for special education services.

*All Council Members present were in agreement to include Res #31-16 on the June 9 agenda.*

**Resolution #32-16, Referral to the Planning Commission re: Rezoning of School Property**

Mr. Looney requested Council address Resolution #36-16 first. Mayor Ham agreed.

**Resolution #36-16, Amends the 2015 By Laws and Rules of Procedure**

Mayor Ham summarized Res #36-16.

**Motion to Amend**

Mr. Looney made a motion to amend Res #36-16 by as highlighted below:

“An additional paragraph will be placed at the end of Section 3-8 Work Sessions” which shall read as follows: “**Routine** administrative matters, including but not limited to, **simple** referral of items to the planning commission and authorization to advertise a public hearing may be voted on by the Town Council at work sessions.”

Mr. Lyburn seconded the motion.

**Action on Motion to Amend**

Mayor Ham called for a voice vote on the motion to amend. Mr. Blunt, Mr. DiRosario, Mr. Edwards, Ms. Goforth, Mr. Looney, Mr. Lyburn and Mayor Ham all voted “aye.”

*Resolution #36-16 was amended as shown.*

**Motion to adopt Res #36-16, as amended**

Mr. Looney made a motion to adopt Res #36-16, as amended. Mr. Blunt seconded the motion.

Mayor Ham called for a voice vote on the motion to adopt. Mr. Blunt, Mr. DiRosario, Mr. Edwards, Ms. Goforth, Mr. Looney, Mr. Lyburn and Mayor Ham all voted “aye.”

*Resolution #36-16 was adopted, as amended, by a unanimous vote of Council.*

**RESOLUTION #36-16, AMENDS THE 2015 BY-LAWS AND RULES OF PROCEDURE**

**NOW, THEREFORE, BE IT RESOLVED** that the 2015 By-Laws and Rules of Procedure be amended as follows:

An additional paragraph will be placed at the end of “**Section 3-8 Work Sessions,**” which shall read as follows:

“Routine administrative matters, including but not limited to simple referral of items to the planning commission and authorization to advertise a public hearing, may be voted on by the Town Council at work sessions.”

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**CONTINUED Resolution #32-16, Referral to the Planning Commission re: Rezoning of School Property**

Mayor summarized Res #32-16.

Mr. Edwards made a motion to adopt Res #32-16 as written. Mr. Looney seconded the motion.

Mayor Ham called for a voice vote on the motion to adopt. Mr. Blunt, Mr. DiRosario, Mr. Edwards, Ms. Goforth, Mr. Looney, Mr. Lyburn and Mayor Ham all voted “aye.”

*Resolution #32-16 was adopted, as written, by a unanimous vote of Council.*

**RESOLUTION #32-16, REFERRAL TO THE PLANNING COMMISSION  
RE: Rezoning of Parcel B on the corner of Wilder Avenue and Douglas  
Avenue**

**WHEREAS**, Colonial Beach Town Council reviewed the Planning Commission’s Vacant Property Study of the Old Elementary School Property and agreed with their recommendation to rezone the property from Residential General (R-2) to Commercial Residential (CR). The Town received a proper plat of the property and consolidated Lots 1,2 and 3 of Block 8A and Lots 1,2,3,4,5, and 11 of Block 86 into Tax Map ID 3A2-2-8A-B.

**NOW THEREFORE BE IT RESOLVED** by the Colonial Beach Town Council, at its Work Session on May 26, 2016 that the rezoning of 3A2-2-8A-B from Residential General (R-2) to Commercial Residential (C-R) is hereby referred to the Colonial Beach Planning Commission for a public hearing and recommendation in accordance with state law.

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**Resolution #33-16, Referral to the Planning Commission re: Request for a Rezoning for Lots 21, 22, 23, 24, and 25, Block A and A Conditional Use Permit to Operate a Motel**

Mayor summarized Res #33-16.

Mr. Blunt made a motion to adopt Res #33-16 as written. Mr. Lyburn seconded the motion.

Mayor Ham called for a voice vote on the motion to adopt. Mr. Blunt, Mr. DiRosario, Mr. Edwards, Ms. Goforth, Mr. Looney, Mr. Lyburn and Mayor Ham all voted “aye.”

*Resolution #33-16 was adopted, as written, by a unanimous vote of Council.*

**RESOLUTION #33-16, REFERRAL TO THE PLANNING COMMISSION  
RE: REQUEST FOR A REZONING FOR LOTS 21,22,23,24, and 25,  
BLOCK A AND A CONDITIONAL USE PERMIT TO OPERATE A  
MOTEL**

**WHEREAS**, Mr. Wyatt B. Durrett Jr. and Mr. Robert Rae Gordon have applied, as the agent for Beach Gate Motel, LLC, to rezone Lots 21,22,23,24, and 25 of Block A from Residential General (R-2) to Commercial General(C-1); and

**WHEREAS**, Mr. Wyatt B. Durrett Jr. and Mr. Robert Rae Gordon have applied, as the agent for Beach Gate Motel, LLC, for a Conditional Use Permit to operate a motel in the Commercial General District.

**NOW THEREFORE BE IT RESOLVED** by the Colonial Beach Town Council, at its Work Session meeting on May 26, 2016 that the request by Mr. Wyatt Durrett and Mr. Robert Rae Gordon, as the agent for Beach Gate Motel, LLC, for a Rezoning and a Conditional Use Permit, is hereby referred to the Colonial Beach Planning Commission for a public hearing and recommendation in accordance with state law.

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**Resolution #34-16, Adopts the FY 2016-2017 Budget**

Mayor Ham noted there is a Public Hearing scheduled for June 9, 2016. The proposed budget includes a \$.02 cent real estate tax increase to keep tax revenue even because of the recent assessment and a 20 percent reduction in the personal property tax.

*All Council Members were in agreement to hold a public hearing on Res #34-16 at the June 9 meeting.*

**Resolution #35-16, Appoints Harry George Prassenos to the Colonial Beach Planning Commission**

Mayor Ham noted this matter will be discussed in a closed session.

**Ordinance No. 676, Modifies Certain Taxes and Rates**

Mayor Ham noted there is a Public Hearing scheduled for June 9, 2016. The proposed changes to the tax rate include a \$.02 cent real estate tax increase to keep tax revenue even because of the recent assessment and a 20 percent reduction in the personal property tax.

*All Council Members were in agreement to hold a public hearing on Ordinance No. 676 at the June 9 meeting.*

### **Closed Meeting**

Mr. Blunt made a motion to go into closed meeting pursuant to Virginia Code 2.2 3711(A)(1) for the discussion or consideration of an appointment to the planning commission. Mr. Lyburn seconded the motion.

Mayor Ham called for a roll call vote to go into a closed meeting. Ms. Goforth, Mr. Looney, Mr. DiRosario, Mr. Blunt, Mr. Lyburn, Mr. Edwards and Mayor Ham all voted “aye.”

At 5:55 p.m. Council entered into Closed Session

### **Reconvene/Certification**

At 6:23 p.m. Mr. Edwards made a motion to reconvene into open session. Mr. Lyburn seconded the motion.

Mayor Ham called for a certification of issues discussed. Mr. Edwards, Mr. Lyburn, Mr. Blunt, Mr. DiRosario, Mr. Looney, Ms. Goforth and Mayor Ham certified that only the issue of an appointment to the planning commission had been discussed.

### **CONTINUED Resolution #35-16, Appoints Harry George Prassenos to the Colonial Beach Planning Commission**

Mayor Ham noted this resolution will be placed on the agenda for the June 9 regular meeting.

*All Council Members present were in agreement to include Res #35-16 on the June 9 agenda.*

### **General Council Comments**

Mr. Edwards noted there will be a Memorial Day Service by the American Legion at 11:00 a.m

Mr. Looney noted this is hurricane and flood preparedness weekend.

Mayor Ham reported that the groundbreaking on the new elementary school will be held on the 10<sup>th</sup> of June.

### **Adjournment/Recess**

Ms. Goforth made a motion to adjourn. Mr. Edwards seconded the motion.

Mayor Ham called for a voice vote on the motion to adjourn. All in favor, signify by saying “aye.” Mr. Blunt, Mr. Lyburn, Mr. Looney, and Mayor Ham voted “aye.” The motion to adjourn passed unanimously by Council members present.

**At 6:26 p.m. the meeting was adjourned.**

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Kathleen Flanagan, Town Clerk

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Mike Ham, Mayor