

Town of Colonial Beach Planning Commission Meeting Minutes

Date: Thursday, January 7, 2016 – Town Center, 22 Washington Avenue

Time: 5:30 p.m.

Present: Robin Schick, Chairwoman
Maureen McCabe, Vice Chairwoman
Bob Busick
Diana Clopton
Pam Tolson

Absent: None

Staff: Brendan McHugh, Planning and Zoning Administrator
Tori Haynes, Planning Assistant

Item 1: Call to Order

Ms. Schick called the meeting to order at 5:35 p.m.

Ms. Schick added Approval of the Agenda, Review of Robert's Rules of Order, and Officer Elections to the agenda.

Item 2: Approval of the Agenda

Mr. Busick made a motion to approve the agenda as amended. Ms. McCabe seconded.

Ms. Schick called for a voice vote. It was unanimously resolved:

That the agenda be approved as amended.

Item 3: Review of Robert's Rules of Order for Small Boards

Ms. Schick reviewed Robert's Rules of Order for small boards. She clarified that (1) the Planning Commission can vote by consensus, (2) the Chairperson can make a motion, (3) motions do not need to be seconded, and (4) all speakers must first gain the acknowledgment of the Chairperson.

Item 4: Officer Elections

Ms. Schick called for nominations for Chairperson and Vice Chairperson of the Planning Commission. Ms. Clopton nominated Chairwoman Schick and Vice Chairwoman McCabe for re-election to their respective positions for the 2016 calendar year.

Ms. Schick called for a voice vote. It was unanimously resolved:

To reappoint Ms. Schick as Chairwoman and Ms. McCabe as Vice Chairwoman of the Planning Commission for the 2016 calendar year.

Mr. Busick noted that two vacancies remain on the Planning Commission. He suggested advertising at least one of the vacancies to the public.

Ms. Schick said that it is common to have a council member on the Planning Commission.

Ms. McCabe asked if a council member can vote on Planning Commission issues.

Ms. Schick confirmed that they would be a voting member of the Planning Commission.

Mr. Busick supported having a council member be a voting member of the Planning Commission.

Ms. McCabe made a motion to request that a council member be appointed to the Planning Commission.

Ms. Schick called for a voice vote. It was unanimously resolved:

To request that a member of the Colonial Beach Town Council be appointed to the Planning Commission.

Item 5: Approval of Minutes of the November 19, 2015 Work Session

Ms. Tolson made a motion to approve the minutes of the November 19, 2015 Work Session.

Ms. Schick called for a voice vote. It was unanimously resolved:

That the minutes of the November 19, 2015 Work Session be approved.

Item 6: Public Comment on Planning Commission Matters (Not on the Agenda)

Ms. Schick opened public comment at 5:40 p.m.

Joe Kelly, 413 Wirt Street, suggested uploading document packets and video recordings of meetings online for community members to access when they can't attend the live session.

Public comment was closed at 5:45 p.m.

Item 7: Discussion on the Capital Improvement Program (CIP)

Ms. Schick and Ms. McCabe summarized the progress on the CIP for community members in the audience.

Ms. Tolson said that she had met with Public Works Director Rob Murphy to clarify and add to his original four CIP applications. She then presented the updated Public Works CIP items: (1) new boardwalk and public restrooms, immediate priority; (2) Water system and line replacement, high priority; (3) Taylor Street permeable paver parking lot and extension, high priority; (4) walking/bike lane and golf cart path improvements, mid-term priority; (5) public boat ramp repair, immediate priority; and (6) paving of Riverside Meadows, long-term priority.

Ms. Clopton explained in detail Dr. Newman's vision for the Colonial Beach Public School System. She said that he envisions the school to be a cultural focal point within the community, as well as a school. She reported that Dr. Newman pushed heavily for the following items: (1) one new school bus per year for the next five years in order to meet state requirements for seat belts on school buses, high priority; (2) upgraded/expanded outdoor recreation equipment to include new playground, outdoor basketball courts, etc., high priority; (3) pavement and walkway improvements throughout campus, high priority; (4) 1st Street crosswalks, signage, and sidewalk, mid-term priority; (5) high school gym and cafeteria remodel, mid-term priority; (6) generator for high school, mid-term priority; and (7) new elementary school, high priority.

Ms. McCabe summarized the Fire Department CIP application: (1) new roof, immediate priority; (2) engine pump station replacement, high priority; and (3) firehouse renovation, mid-term priority.

Ms. McCabe then summarized the Police Department CIP application. She explained that Chief Plott's main concern is moving the police station to a new location within 2-5 years (high priority), as well as purchasing new police cruisers (medium priority).

Mr. McHugh presented the Planning Department's CIP application, which contains aspects of the Comprehensive Plan and Business Revitalization Plan: (1) Colonial Avenue improvements, mid-term priority; (2) Hawthorn Street

improvements, high priority; (3) Washington Avenue improvements, high priority; (4) Colonial Avenue new pier construction, long-term priority; and (5) stormwater management plan, mid-term priority.

Ms. Schick summarized the Town Administration application submitted by the Town Clerk: (1) remodel Town Center meeting room, mid-term priority; and (2) replace technology equipment, mid-term priority.

The Commissioners discussed how to deliver the final CIP recommendations to Town Council.

Ms. Tolson and Ms. McCabe suggested making a recommendation about immediate needs first, and then follow up with the final CIP document.

Ms. Schick noted that a new Town Administration building overlaps several departments' needs. It is the sole item on the Chief Financial Officer's application.

Item 8: Other Topics

Ms. Schick asked for Commissioner goals and the annual report for the next meeting.

Item 9: Adjournment

There being no further business, the meeting was adjourned at 7:10 p.m.