

Town of Colonial Beach Planning Commission Meeting Minutes – Special Meeting

Date: Thursday, January 14, 2016 – Town Center, 22 Washington Avenue

Time: 3:00 p.m.

Present: Robin Schick, Chairwoman
Maureen McCabe, Vice Chairwoman
Bob Busick (left early)
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 3:05 p.m.

Ms. Schick asked everyone to promote the Planning Commission's new Facebook page. She then amended the agenda to include Discussion on 2016 Goals under Other Topics. She called for a voice vote to approve the agenda. It was unanimously resolved:

That the agenda be approved as amended.

Item 2: Discussion on the Capital Improvement Plan

Ms. Schick presented the updated CIP document and discussed each line item.

Police Department – Construct a New Police Station

Ms. Schick discussed changes to the Police Department's original CIP application to incorporate the Police Department into the current Town Hall by constructing an addition. She presented the updated item to have a New Police Station Study within 2 years and New Police Station Completion within 5 years. Priority is high.

Mr. Busick asked what "CP" meant.

Ms. Schick said it refers to an item directly addressed in the Comprehensive Plan. She noted that the Police Station has been in the Comprehensive Plan since 2009.

Police Department – Cruiser Renewal

Ms. Schick said this line item mostly stayed the same, except the time frame now reflects one cruiser per year and priority is medium/on-going until completed.

Fire Department – New Roof

Ms. Schick said Mold Remediation was combined with New Roof, because the mold remediation would need to be done while the roof is being fixed. Priority is immediate.

Fire Department – Engine Pump Station

Ms. Schick said the time frame is 0-3 years and the priority is high because it's ten years over the average lifespan.

Ms. Clopton suggested changing the time frame to 0-2 years.

Ms. Schick noted the change.

Fire Department – Renovation of Areas of the Fire House

Ms. Schick said she changed the priority to mid-term. She explained that mid-term priority indicates within 3-5 years. Long-term priority indicates 5+ years.

Ms. Tolson asked why there were line items with an estimated cost of less than \$50,000, the minimum cost for CIP projects.

Ms. McCabe suggested changing the estimated cost to To Be Determined, with maintenance costing \$20,000 annually over 3 years, or \$60,000 total.

Police Department – Cruiser Renewal

Ms. Schick revisited Cruiser Renewal. She noted that it does not meet the minimum \$50,000 estimated cost. She suggested removing Cruiser Renewal as a CIP item, but wanted to note in the CIP document that the topic was addressed.

Ms. Tolson suggested including Cruiser Renewal in a separate recommendation list for consideration for the yearly budget.

Mr. Busick questioned if that was the Planning Commission's place, although he thought it was a good idea to present budget considerations to Town Council.

Ms. Clopton asked if we can make recommendations for what the Police Department will do with the existing cruisers that are not in terrible shape.

Ms. Schick said she didn't think the Planning Commission can make those kinds of recommendations.

Mr. Busick said we've got to give staff the ability to operate as best they can.

Planning Department – Colonial Avenue, Hawthorn Street, and Washington Avenue Improvements

Ms. Schick explained that Colonial Avenue priority was changed to mid-term. Hawthorn Street and Washington Avenue were prioritized as high (0-3 years) so they align with the grant-funded improvements.

Planning Department – Colonial Avenue New Pier Construction

Ms. Schick prioritized the new pier construction as long-term.

Planning Department – Stormwater Management Plan

Ms. Schick suggested keeping Stormwater Management Plan as a CIP item even though it's listed under \$50,000, because it's important to the town and has been in the Comprehensive Plan.

Ms. Clopton said the cost will be well over \$50,000. She suggested changing the cost to \$50,000+.

Ms. McCabe suggested adding a general glossary of terms so other readers will understand.

There was a general discussion on clarifying "TBD" costs of the Fire Department renovation project.

Public Schools – 6 New Buses

Ms. Schick asked if all six buses need to be replaced at one time.

Ms. Clopton said Dr. Newman wants the buses soon to meet new state requirements for seat belts.

Mr. McHugh and Mr. Busick asked if the current buses could be retrofitted.

Ms. Clopton said apparently they can't because of the way the old buses were created.

Ms. McCabe said when the state makes requirements, especially of schools, they usually give 3-5 years to comply.

Ms. Clopton said that is why the time frame is 2-5 years. She said Dr. Newman is thinking one bus per year.

Ms. Schick asked if the total for all six buses is \$105,000.

Ms. Clopton clarified that each bus is \$105,000.

Ms. Schick suggested getting 1-2 buses per year to meet the 5 year time frame.

Ms. Clopton said Dr. Newman specifically said on per year, so that he can spend money elsewhere. He doesn't want to move it all in one place.

Mr. McHugh asked how they could purchase six buses at one per year within 2-5 years.

Ms. Schick said if they already bought one bus, leaving five to be purchased.

Ms. Clopton clarified that they already bought one bus, leaving six to be purchased.

Ms. Schick changed the time frame to reflect 2-6 years, or one bus per year.

Public Schools – Outdoor Recreation Equipment

Ms. Schick combined sports field lighting, fencing, playground equipment, and basketball courts into one item because they all need to align with the new elementary school.

Public Schools – Rear Driveway, Road, Walkway, and Pavement Improvements

Ms. Clopton said it's not safe behind the school because kids walk in the same lane as the buses.

Ms. McCabe questioned whether these improvements could be completed in 1-2 years. She suggested changing the time frame from 0-3 years to 3-5 years.

Ms. Schick said the timing is supposed to coincide with the new elementary school.

Ms. McCabe discussed her experience as a former principal building a school for 500 students, which took 3½ years to complete.

Ms. Clopton said the school will be losing the lease on the elementary school temporary buildings in January 2017. She said Dr. Newman plans to have the school built and ready for occupancy.

Ms. Tolson said that Town Council said the school would be ready September 2017.

Ms. McCabe asked if the new school is pre-fab.

Ms. Schick said it might be. She reiterated that the time frame in the CIP is meant to align with the new elementary school construction. She suggested changing the funding source to Bond/Land Sale instead of budget.

Ms. Clopton said the school may change an entrance, which could result in land acquisition through eminent domain. She said she couldn't address that in the CIP.

Ms. Schick said land acquisition wouldn't be its own CIP item. It would be part of the new elementary school project.

Public Schools – 1st Street Crosswalks, Signage, and Sidewalk

Ms. Schick prioritized the 1st Street improvements as mid-term.

Ms. Clopton reiterated her concern for safety in areas on or near the school campus. She noted there are no school zone signs.

Public Schools – High School Gym and Cafeteria Remodel

Ms. Schick explained that the gym and cafeteria remodel grew out of the original concept for improving the arts and theater programs. She explained that we cannot recommend the arts program as a CIP item, but we can say that we're going to have to remodel the gym and cafeteria in order to do that.

Ms. Clopton suggested changing the word "deteriorating" to "updating" because "deteriorating" sounded too imminent.

Public Schools – High School Generator

Mr. McHugh asked for clarification on the generator.

Ms. Clopton said the elementary school will have a generator. The high school does not have one and so we hope to have a generator for that. She then expressed concern about the Head Start Program being housed in temporary units.

Ms. Schick said that Head Start may be an item that gets better addressed after the new school is built.

Ms. Clopton said the school also needs storage. She said she wouldn't be surprised if that issue comes up after the new school is built. She asked if the CIP addendum notes could address the storage issue, and also confirm that the Head Start Program will be in the new building.

Ms. McCabe cautioned against pushing too much at once.

Ms. Schick clarified that storage and Head Start are not CIP items, but would be addressed in the CIP notes.

Public Works – New Boardwalk and Public Restrooms

Ms. Schick explained that all items under Public Works marked "on-going" had been removed. The remaining items are in the Comprehensive Plan, except the pavers in the parking lots on Taylor Street. She noted that the pavers are marked high priority despite not being in the Comprehensive Plan.

Ms. Tolson said that it made sense to do all that at the same time, to align it with the restrooms.

Ms. Schick said maybe it deserves its own line item. She asked if the public restrooms include the boardwalk and Castlewood Park.

Mr. McHugh confirmed just on the boardwalk.

Ms. Clopton said the Police Department talked about putting cameras by the restrooms.

Ms. Schick clarified for vandalism.

Mr. Busick expressed concern about the cameras.

Ms. McCabe said they can't put the cameras inside the bathrooms.

Ms. Schick said it's to see who went in and out of the bathroom.

Ms. Clopton asked if you're going to hire an employee to man the restrooms, then why do you need cameras.

Mr. McHugh said the employee might be for maintenance, not to man the restrooms.

Ms. Tolson confirmed the employee is for maintenance and cleaning.

Ms. McCabe said she read in the paper the cameras would be timestamped.

Ms. Clopton said that still doesn't tell you when the vandalism happened. She expressed doubt that the cameras could help catch restroom vandals.

Ms. Schick said it doesn't really have anything to do with the CIP. She asked if there will be two sets of restrooms.

Mr. McHugh said he believed they were going to be building a whole new facility.

Ms. Schick asked if the other two are being abandoned.

Mr. McHugh replied that he wasn't sure.

Ms. Tolson said that it was her understanding that it was going to be one building. There was a suggestion to use portables but Public Works Director Rob Murphy wanted a permanent building.

Mr. McHugh clarified that the permanent building would be easier to clean.

Ms. Schick said she didn't change anything else on that item. She noted that it is an immediate priority.

Public Works – Water System and Line Replacement, Complete System Loops on Irving, Lossing, and Bancroft Avenues

Ms. Schick said that is high priority, and it is in the Comp Plan.

Public Works – Taylor Street Permeable Paver Parking Lot and Extension

Ms. Schick said Taylor Street goes with the restrooms.

Public Works – Walking/Bike Lane and Golf Cart Path Improvements

Ms. Schick said this is a combination of different line items. They all have to do with one another because a bike and walking lane can also double as a golf cart path. The estimated cost is TBD, and the Comp Plan suggested \$20,000 to \$30,000 annually.

Ms. McCabe suggested setting the estimated cost in the same way as the Fire Department renovation. Estimated cost would be \$150,000 total, or \$30,000 annually over 5 years.

Ms. Schick stated we don't know how we're going to fund that.

Public Works – Boat Ramp Repair and Remodel

Ms. Schick prioritized the boat ramp as immediate, and noted that it had been in the Comp Plan, although originally it was supposed to be funded through the VA Department of Game and Inland Fisheries. She explained that Town Council at the time denied money from Game and Inland Fisheries because they could not charge for parking.

Ms. Clopton said they also had to enlarge it, which was the other issue. There were too many strings attached.

Ms. Tolson said the other thing they talked about was designating a certain percentage of the parking fees to pay the CIP back.

Public Works – Paving of Riverside Meadows

Ms. Schick said paving of Riverside Meadows is something we added in. She noted it is from the 2009 Comp Plan and is currently under attorney review. She said the timeline to pursue alternatives and completion is 3-5 years. Further study may be required.

Ms. McCabe asked if the time frame could be 3-5 years completed, with plan begun within 1 year.

Ms. Schick recommended start plan within 2 years.

Public Works – Taylor Street Permeable Paver Parking Lot and Extension

Mr. Busick revisited the permeable paver item. He said they do require some maintenance, including blowing out debris and sand. He recommended changing the maintenance requirement from “no maintenance needed” to “annual maintenance needed.”

Ms. Schick suggested “annual cleaning required.”

Ms. Clopton said it is a specialized cleaning process.

Ms. Tolson said she asked that question and was told no maintenance would be required until replacement.

Mr. Busick said they don’t know then.

Public Works – Boat Ramp

Mr. McHugh revisited the boat ramp item. He suggested adding the word “public.”

Ms. Schick noted the change.

Rescue Squad – All Items (Life Packs, CPR Machine, and Ambulance)

Ms. Schick said we forgot about the Rescue Squad.

Mr. McHugh said he reached out to them twice, by both phone and email.

There was a general discussion on whether to include the Rescue Squad in the CIP.

Ms. Schick said if the Fire Department is on the CIP, the Rescue Squad should also be on the CIP.

There was a general discussion on how the Rescue Squad is funded.

Ms. Clopton said she heard they need staff and training.

Ms. Schick said in this particular case, a CPR machine is not a CIP item.

Ms. Clopton asked if a vehicle would be.

Ms. Schick said a vehicle would be, and they still need life packs.

Ms. Clopton said they are also looking for a new office location.

Ms. Schick asked Ms. Clopton when she spoke with the Rescue Squad.

Ms. Clopton said it was not within the past year. She explained that she spoke with the Rescue Squad while they were asking for donations. She asked them where they were located. She said they basically hang out at the Fire Department.

Ms. Schick and Ms. McCabe clarified that they have their own building.

Mr. McHugh said it's near the Town Center.

Ms. Schick said she would go over there and speak with them.

Administration – All Items (Remodel Town Center Meeting Room; Replace Technology Equipment)

Ms. Schick noted the Town Center meeting room is not in the Comp Plan, but was requested in an application. She then explained that Tourism Website Development is listed in the Comprehensive Plan under CIP recommended projects, and is related to technology. She suggested adding that line item from the Comp Plan, and then calling Replace Technology Equipment a need from the Comp Plan.

Ms. Clopton asked for clarification.

Ms. Schick clarified that on the last page of the CIP document, there is a list of recommended CIP projects from the Comp Plan. One of those items is Tourism Website Development. She said that Tourism Website Development goes hand in hand with technology equipment, especially with capabilities like TV, which would probably be more than \$50,000. She explained that she wanted to add the Tourism Website Development line item to “Replace Technology Equipment” line item and call it a need from the Comp Plan.

Chief Financial Officer – Town Government Building

Ms. Schick explained that Town Government Building was not officially submitted by the town's Chief Financial Officer, but her security needs were necessary and ultimately the only way she can get security would be a new building, or a different building.

Ms. McCabe noted that is in the Comp Plan.

Ms. Clopton asked if there was a study done on the current Town Hall location to determine if the space could accommodate security needs.

Ms. Schick and Ms. McCabe said there was no study.

Ms. Schick said it was the next best option due to mold issues at the former Town Hall location, but it doesn't necessarily achieve the goal from the CIP. She said the priority is long-term. She noted that it's a big point made in the Comp Plan over and over again.

Rescue Squad – All Items

Ms. Schick readdressed the Rescue Squad items. She explained that the Rescue Squad did not submit the items. They were pulled from the previous CIP.

Ms. Tolson asked if anything had been done with those items.

Ms. Schick said she didn't know, but she would talk with the Rescue Squad.

Other Items Listed from Comprehensive Plan 2009 Recommended CIP Projects – Community Center

Ms. Schick explained that these are things listed in the Comp Plan that have not been requested in the CIP by a department, but Planning Commission can say it needs to be addressed.

Ms. McCabe said she didn't understand why the community center has been in the Comp Plan so long but is not included in the CIP.

Ms. Schick suggested setting the priority as long-term.

Ms. Clopton asked about the location.

Ms. McCabe suggested not recommending a location, but at least start planning in the CIP.

Ms. Clopton expressed concern about not having a master plan to designate the use of town-owned spaces. She said nothing seems to be related. We need a community center but we're using something out of date and can't accommodate very much over there. The town is supposed to have the community center and they're supposed to have the community park.

Ms. McCabe said this should be a town project, not a school project.

Ms. Clopton said maybe that's one of our goals, to do a new plan for the town.

Ms. Schick said Planning Commission has just finished reviewing the North Irving Avenue properties, and would be reviewing the Water Tower property soon. If we think that's a good place for a community center, then that can be our recommendation on that location.

Ms. Clopton reiterated her suggestion for a new plan.

Mr. Busick suggested moving the community center to the CIP, rather than just list it as a recommended item.

Ms. Schick noted the change. She prioritized the community center as mid-term, with site location in next 2 years and construction in the next 10 years.

Ms. Tolson asked if it could align with the new municipal center.

Ms. Schick said it could align, but we have to have it on there as its own entity.

Ms. Clopton suggested a public-private partnership to develop the old school lot.

Ms. McCabe suggested putting it under Planning and Community Development.

Other Items Listed from Comprehensive Plan 2009 Recommended CIP Projects – Tourism Website Development

Ms. Schick said she was happy she found a way to get Tourism Website on the CIP.

Other Items Listed from Comprehensive Plan 2009 Recommended CIP Projects – Gateway Enhancements Along Route 205

Ms. Schick said Gateway Enhancements Along 205 go under Planning and Community Development.

Ms. Clopton asked if sidewalks were considered an enhancement.

Ms. Schick referred to the line item description in the Comp Plan, “Improve the town’s two gateways along Rt. 205 with landscaping, signage, etc.” She asked if this should be combined with the other Colonial Avenue line item.

Mr. McHugh said it can.

There was a discussion on funding sources.

Other Items Listed from Comprehensive Plan 2009 Recommended CIP Projects – Shoreline and Beach Stabilization

Ms. Schick noted that Shoreline Stabilization and Beach Stabilization are two separate items. She asked if there should be an environmental section in the CIP.

Ms. Tolson suggested putting both items under Public Works.

Ms. Schick noted the change.

Ms. Tolson asked when the beach was last stabilized.

Ms. McCabe said the Army Corps of Engineers worked on it five years ago.

Ms. Schick said the priority for Shoreline Stabilization is long-term.

Ms. Clopton expressed concern about heavy equipment destabilizing Robin Grove Park.

Ms. Schick put the items under Public Works and set the priority as On-Going.

Other Items Listed from Comprehensive Plan 2009 Recommended CIP Projects – Design Guidelines/Zoning Text Amendments for the Point

Ms. Schick wasn’t sure if this qualified as a CIP project.

Mr. McHugh said Design Guidelines were already done.

Ms. Clopton said you didn’t do Design Guidelines.

Mr. McHugh clarified that LandStudio did Design Guidelines for the Comp Plan.

Ms. Schick asked if they were just for The Point.

Mr. McHugh said they applied to Colonial Beach in general.

Ms. Schick asked if we enforce them.

Mr. McHugh said we’d need an Architectural Review Board.

Ms. Schick said what’s the point of having them if we’re not going to apply them?

Ms. Clopton said if the historic district designation comes through, we can have an Architectural Review Board for changes in the historic areas.

Ms. Schick said by law Planning Commission can do those things, too. She removed Design Guidelines from the list.

Other Items Listed from Comprehensive Plan 2009 Recommended CIP Projects – General Park Improvements

Ms. McCabe said we haven't used all the green space we're supposed to in the town.

Ms. Clopton asked for a list of all green spaces.

Ms. Schick suggested putting General Park Improvements under Public Works.

Ms. Clopton suggested listing each park separately.

Ms. Schick set the priority as On-Going.

Ms. Clopton suggested having a study done of the actual usage of the existing parks, including Robin Grove and the Lion's Club property. She said she never sees anybody in Robin Grove.

Ms. Schick and Ms. McCabe disagreed. They said they see people every time they go.

Ms. Clopton suggested charging a fee for picnic tables to ensure cleanup has been done properly, which would also help track usage.

Ms. Schick said you'd have a public outcry if we tried to charge for a park in Colonial Beach. She then noted the Planning Commission's recommendation 2 years ago to create an outdoor fitness trail in Eleanor Park.

Ms. Clopton suggested rewording the line item to Public Green Space Development and Improvements.

Other Items Listed from Comprehensive Plan 2009 Recommended CIP Projects – Well Head Protection Program

Ms. Clopton said that should be a study because we need to find them.

Ms. Schick noted that it is a study.

Other Items Listed from Comprehensive Plan 2009 Recommended CIP Projects – Recreational Programs

Ms. Schick said Develop Parks and Playground is absent because it's listed in the Comp Plan as an Action item, which are things that aren't necessarily \$50,000 and don't meet the CIP requirements.

Ms. Clopton suggested combining Recreational Programs with Community Center.

Ms. Schick noted the change.

Ms. McCabe said she hopes the ball field behind the Lion's Club will be used and developed more.

Ms. Clopton said we need to identify all public lands and their best use.

Ms. Schick said Planning Commission has been reviewing town-owned properties.

Other Items Revised/Removed From CIP

There was continued discussion on On-Going maintenance items and other non-CIP items.

Item 3: Other Topics

Ms. Schick asked each Commissioner to share their goals for 2016.

Ms. Schick presented her 2016 goals: 1) Fill remaining seats on Planning Commission; 2) Youth outreach, including Facebook outreach and doing a presentation at the high school; 3) Update the Comprehensive Plan; and 4) Collaborate with Town Council on the CIP.

Ms. Tolson presented her 2016 goal to identify a process to follow up on citizen input.

Ms. Clopton presented her 2016 goals: 1) Create a land plan; 2) Identify a town identity; 3) Invite town residents to a charrette-style meeting for public input; 4) Create a planting plan; 5) Connect both ends of town via walk/bike/cart paths; and 6) Better enforcement of illegal signs.

Ms. McCabe presented her 2016 goals: 1) Develop a flow chart of governance; 2) Planning Staff complete the Planning Commissioner training; 3) Have a yearly meeting with Town Council; 4) Collaborate with local citizen groups; 5) Get more feedback from the public through surveys and outreach; 6) Have a wrap-up session at the end of each meeting.

Item 4: Adjournment

There being no further business, the meeting was adjourned at 5:18 p.m.