

Town of Colonial Beach Planning Commission Meeting Minutes

Date: Thursday, February 4, 2016 – Town Center, 22 Washington Avenue

Time: 5:30 p.m.

Present: Robin Schick, Chairwoman
Maureen McCabe, Vice Chairwoman
Bob Busick (left early)
Diana Clopton

Absent: Pam Tolson

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

Item 1: Call to Order

Ms. Schick called the meeting to order at 5:34 p.m.

Ms. Schick amended the agenda to include a short presentation by Dr. Peter Fahrney of the Colonial Beach Foundation after Public Comment, and a discussion on Planning Commission applicant Eric Nelson under Other Topics.

Item 2: Approval of the Minutes from the December 2015 Regular Meeting

Ms. Clopton asked to revise her statement on page 4 from “a high number of students” to “50 students.”

Ms. Schick called for a voice vote to approve the minutes from the December 2015 Regular Meeting. The minutes were unanimously approved.

Item 3: Public Comment on Planning Commission Matters (Not on the Agenda)

There was no comment.

Item 4: Presentation by Colonial Beach Foundation

Dr. Peter Fahrney, representing the Colonial Beach Foundation, spoke to the Town’s need for a community center. He noted the inadequacies of current community facilities, and asked for the Town’s involvement to develop a new community center.

Ms. Schick said a community center has been an identified need from the 2009 Comprehensive Plan. She also noted the lack of a Parks and Recreation department. She said there is a physical building need, as well as an organizational need at staff level. She conveyed her support for Dr. Fahrney’s presentation.

Item 5: Committee Reports

There were no committee reports.

Item 6: Old Business – Discussion on Capital Improvement Plan

Ms. McCabe opened the discussion on the Capital Improvement Plan. She recommended adding citizen funding to the community center item.

Ms. Schick said she talked with the Rescue Squad, who did not submit a CIP application. She said they were fine with not being on the CIP because they get the majority of their funding from donations and billing in addition to the

contributions from the Town and Westmoreland County. She noted that they are interested in finding a new location in the future due to the building's location in the flood zone, but they will pursue outside funding. She said it's not a CIP item but will be referenced in the CIP addendum notes.

Ms. Clopton asked why the new police station is prioritized as high.

Ms. McCabe said she had it marked high, and it had been in the Comp Plan since 2009.

Ms. Clopton expressed concern that money used to fund a new police station could have been used towards a Parks and Rec department instead.

Ms. McCabe said the Police Chief does not think the current building is adequate or secure enough.

Ms. Schick said there are a lot of facility issues on the CIP. She suggested considering the new police station, municipal building, and community center as one development.

Ms. Clopton said when people commute to a town, they are looking for amenities rather than infrastructure. She suggested adjusting the time frame of the community center from 10 years to 5 years.

Ms. Schick noted that the current Town facilities may not adequately meet all needs, but are the best option under the circumstances, due to the original facilities being deemed uninhabitable.

Ms. McCabe commented that the plan will not necessarily happen all at once, but at least we have a perspective of all the needs.

Ms. Schick confirmed that the police station will remain at high priority, and the community center will be high priority for determining a site, and mid-term priority for completion.

Ms. Clopton suggested adding the word "new" to the Town Government Building line item, to clarify that it is a new building and not a renovation to the current Town Hall.

Ms. Schick asked for the cost of the water meter installation.

Mayor Ham said it's not just water meters. It's a package deal where we're replacing water lines and meters. He estimated the cost to be \$1.5 to \$2 million, but he said he could not remember the exact amount. He suggested contacting the Town Manager or Public Works Director for the exact cost.

Ms. Schick explained that the last page of addendum notes contained items that were discussed but not included in the CIP.

Item 7.a: New Business – Adoption of 2016 Bylaws

Ms. Schick opened the discussion on the 2016 Bylaws.

Ms. Clopton suggested adding the clause "Completion of training is encouraged within one year of appointment" to Section X-E.

Ms. McCabe made a motion to adopt the 2016 bylaws. Ms. Schick called for a voice vote. The motion passed unanimously.

Item 7.b: New Business – Appoint Public Outreach Committee Chair and Policy Committee Chair

Ms. Clopton nominated Ms. Tolson as chair of the Public Outreach Committee for the 2016 calendar year. Ms. Schick called for a voice vote. Ms. Tolson was unanimously elected chair of the Public Outreach Committee for the 2016 calendar year.

Ms. Schick nominated Ms. McCabe as chair of the Policy Committee for the 2016 calendar year. She called for a voice vote. Ms. McCabe was unanimously elected chair of the Policy Committee for the 2016 calendar year.

Item 7.c: Review Annual Report

Ms. Schick reviewed the 2015 Annual Report. She commended the Commissioner's work on the CIP and ordinance updates throughout 2015.

Item 8: Other Topics

Ms. Schick introduced the application for Planning Commission applicant Eric Nelson, who was not present. She called for a voice vote to recommend Mr. Nelson to fill the available Planning Commission seat.

Ms. Clopton requested that Mr. Nelson be interviewed by the Planning Commission prior to a vote for recommendation.

The recommendation for Eric Nelson was tabled until the March regular meeting.

Ms. Schick asked for an update on the status of Community Planning Liaison Officer Emery Nauden of NSF Dahlgren.

Mr. McHugh said Town Council needs to pass a resolution appointing Mr. Nauden as a non-voting member of the Planning Commission.

Item 9: Adjournment

There being no further business, the meeting was adjourned at 6:52 p.m.