

## **Town of Colonial Beach Planning Commission Meeting Minutes**

Date: Thursday, March 3, 2016 – Town Center, 22 Washington Avenue

Time: 5:30 p.m.

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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

Other: Jack Clark, RRMM Architects  
Jason Mullins, Timmons Group  
Eric Nelson, Planning Commission applicant

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### **Item 1: Call to Order**

Ms. Schick called the meeting to order at 5:30 p.m.

### **Item 2: Approval of the Agenda**

Ms. Schick made a motion to approve the agenda.

*The motion carried by a vote of 5-0.*

### **Item 3: Approval of the Minutes of the January 2016 Regular Meeting**

Ms. Schick made a motion to approve the minutes of the January 2016 regular meeting.

*The motion carried by a vote of 5-0.*

### **Item 4: Public Comment on Planning Commission Matters (Not on the Agenda)**

There was no public comment.

### **Item 5: Presentation on the New Elementary School by RRMM Architects**

Jack Clark of RRMM Architects and Jason Mullins of Timmons Group presented the new elementary school site plan. They gave an overview of the proposed building, revised traffic patterns for cars and buses, and environmental mitigation.

Ms. Clopton expressed concern about meeting Chesapeake Bay Act requirements.

Mr. Mullins confirmed that the plans meet Chesapeake Bay Act requirements.

Mr. Clark said they have been meeting with the Department of Environmental Quality, whose approval is required prior to final project approval.

Mr. Busick asked about the capacity of the new school.

Mr. Clark replied about 400.

Ms. McCabe asked if this is done in phases.

Mr. Clark said construction of the building itself is one phase.

Ms. McCabe asked if it's all within one price tag.

Mr. Clark confirmed.

Ms. Schick expressed concern about inadequate parking.

Mr. Mullins said parking has been accommodated to meet current code requirements, but agreed that parking may be insufficient by today's standards.

Ms. Schick asked if adding sidewalks to 1<sup>st</sup> Street had been explored.

Mr. Clark said there are a lot of things the school system would like to do, but there's a budget constraint.

Ms. Tolson asked if the school was coming in under budget.

Mr. Clark said the project is on budget, but we have a bid process to go through.

Ms. Schick asked about expanding outdoor recreational space.

Mr. Clark said the mod pod area would go back to being fields.

Ms. Schick asked if that space would service the elementary school and not the high school.

Mr. Clark said that would be an administrative decision between the principals.

Ms. Schick asked what would happen to the middle school mod pod area, and if that modular unit would be relocated and used.

Mr. Clark said those programs and students will be moved temporarily. The mod pod is a rental situation, so it will be removed to save money on rent.

Ms. Schick expressed concern that the proposed school is not big enough.

#### **Item 6: Committee Reports**

Ms. Schick asked for the Public Outreach Committee report.

Ms. Tolson said the Facebook page is up and functioning.

#### **Item 7: Public Hearing on Capital Improvement Plan**

Ms. Schick opened the public hearing on the Capital Improvement Plan at 6:00 p.m.

There was no public comment.

Ms. Schick closed the public hearing.

Ms. McCabe thanked the Commissioners for their work on the CIP.

Mr. Busick made the motion to recommend approval of the CIP to the Town Council.

Ms. Tolson seconded the motion.

*The motion carried by a vote of 5-0.*

### **Item 8: Recommendation of New Planning Commissioner Eric Nelson**

Ms. Schick said Mr. Nelson currently works for Coldwell Banker Elite and is a local artist. He also has experience in telecommunications. She opened Commission discussion.

Ms. McCabe asked what would you see as a vision that you would provide for a Planning Commission?

Mr. Nelson said his vision is a town that is vibrant and forward thinking, and has interesting things to do for all ages and types of people. He noted Colonial Beach has much potential and is in the beginning stages of a renaissance, which he would like to be a part of.

Ms. Tolson asked Mr. Nelson to expand on his experience working with the Torpedo Factory Art Center in Alexandria, VA, and what kinds of things he learned that might be of benefit to the Town.

Mr. Nelson said he is currently on the board for the Torpedo Factory, but is not an artist in residence. He said one of the main things he's learned is conflict resolution, having helped mitigate tension between two competing boards associated with the Torpedo Factory. He said he also learned how to use his skills of diplomacy, which he developed over the years of being an international business person. He explained that he was appointed to the Torpedo Factory Board by Alexandria City Council, so he understands the responsibility of the board to the council.

Ms. Tolson asked Mr. Nelson about conflicts of interest.

Mr. Nelson disclosed that he is on the boards for the Colonial Beach Foundation and Downtown Colonial Beach, which have been helpful in getting a broader picture of what the Town is trying to achieve. He said that there might be times when there will be a conflict of interest, and if that's the case he has no problem recusing himself.

Ms. Schick asked Mr. Nelson what he saw as the biggest challenges facing Colonial Beach in the next five to ten years.

Mr. Nelson said he would put them into categories. One of them is financial. He said he sees needs that require funding to fix. He would also like to cater more to weekenders.

Ms. McCabe asked Mr. Nelson if he would be willing to participate in the Planning Commissioner training program.

Mr. Nelson confirmed.

Ms. Schick called for a voice vote to recommend that Eric Nelson be appointed to the Planning Commission by Town Council.

*The recommendation to appoint Eric Nelson to the Planning Commission by Town Council was unanimously approved.*

### **Item 9: Other Topics**

Ms. Schick asked the Commissioners to stay after the meeting to take a photo. She asked if there were any other topics to discuss.

Ms. McCabe asked about moving forward with the goals set for 2016.

Ms. Schick said we can move forward next month with some of the goals that were set.

Ms. Clopton asked about going forward with the Town Council's public hearing on the CIP.

Ms. Schick said Council can contact her or Mr. McHugh with any questions about the CIP, and she assumed it will be on the next Council meeting agenda.

Mr. McHugh confirmed it will be on the next Council work session agenda.

Ms. Clopton asked about being notified of any changes to the CIP.

Ms. Schick said she would be at the meeting, and she would track any changes or modifications. She also suggested that the Town Manager update any inaccurate price estimates.

Ms. McCabe asked if she and Ms. Clopton could meet next week to design the format for the CIP applications.

Ms. Schick confirmed. She suggested adding at least one other person.

Ms. Tolson asked what role does the Planning Commission play in identifying funding sources for CIP projects.

Ms. Schick suggested talking about funding at the next meeting with the CIP committee update.

Mr. McHugh said the conditional use permit application for the new school would be on the next agenda.

Ms. Clopton asked how can something be approved when no plans have been provided?

Mr. McHugh said they have provided plans, and he would forward them to the Planning Commission.

Ms. Schick suggested a work session prior to the school CUP hearing.

**Item 10: Adjournment**

The meeting was adjourned at 6:20 p.m.