

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

Date: Thursday, November 6, 2014 – Town Center, 22 Washington Avenue

Time: 5:30 p.m.

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Present: Robin Schick, Chairwoman  
Robert Busick  
Maureen McCabe, Vice Chairwoman  
Steve Cirbee  
John Reinhart

Absent: Ed Grant  
Kent Rodenheaver

Staff: Acting Zoning Administrator, Brendan McHugh  
Town Attorney, Andrea Erard

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

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

### **Item 2: Welcome new Planning Commission Members**

Chairwoman Schick then began the meeting by welcoming new Planning Commission members Cirbee and Reinhart to the Planning Commission. She then thanked them for their service.

### **Item 3: Approval of the regular meeting minutes of September and October of 2014.**

Chairwoman Schick asked for a motion to approve the minutes from the September 16, 2014 and October 2, 2014 regular meetings. Member Busick made the motion to approve the minutes. Vice Chairwoman McCabe seconded.

Chairwoman Schick called for a voice vote; it was unanimously resolved:

That the minutes of the September 16, 2014 and October 2, 2014 regular meetings be approved.

### **Item 4: Public Comment on Planning Commission matters (not on the agenda)**

Chairwoman Schick then asked if there was public comment on Planning Commission matters not on the agenda. Ms. Linda Farneth commented on the fact that the sentiment around the candidate debate that took place in October was that the Comprehensive Plan was not being followed in the town and that it needed an overhaul. She explained that she believed that many people had a hard time “connecting the dots”. She explained that the current approved Community Development Block Grant was received through an application that was born out of the Comprehensive Plan. She believed that the Planning Commission should discuss the matter with the Town Council. She also stated that the Planning Commission has been making a lot of progression amending the Zoning Ordinance to conform to the Comprehensive Plan. Chairwoman Schick then reaffirmed that the Planning Commission has been taking into careful consideration that the Comprehensive Plan is a living document that needs to be abided by regularly.

### **Item 5: Discussion on revisions to Article 10-Agricultural District**

Mr. McHugh explained that Mr. Mitchell, the former Planning Director was working on revisions to Article 10 before he left Colonial Beach. Mr. McHugh then explained that he took some of Mr. Mitchell's revisions and also looked through other nearby localities ordinances and created some of his own revisions based on other localities. He explained that he added some uses and modified some of the structure of the Article including adding a Development Standard section. He also explained that he added a fencing section because it was not in the original article. He explained that he also took out a section on Woodlot Management because he felt it was repetitive because there was already a section in the ordinance concerning the Chesapeake Bay Act regulations. Chairwoman Schick then asked where the Agricultural District was in Colonial Beach. Mr. McHugh then explained that there was no Agricultural District and that the purpose of the current article would be for rezonings or annexations. Mr. Cirbee then asked if 100% of Colonial Beach was under the Chesapeake Bay Act. Mr. McHugh confirmed that it was 100% under the Chesapeake Bay Act. Mr. Cirbee then asked how far the Chesapeake Bay Act covered. Mr. McHugh and Member Busick both confirmed that the Bay Act covered the entire watershed. Ms. Erard then explained the process by which changes are enacted concerning the zoning ordinance for the new members of the Planning Commission. Member Cirbee then asked if there was a livestock limitation in the Article. Mr. McHugh then explained that there was nothing in the article concerning livestock. Chairwoman Schick then explained that there is a livestock limitation in the Town Ordinance. Chairwoman Schick then explained that the section in the Town Ordinance covered every zoning district. Mr. McHugh then asked if the Planning Commission wanted him to add a section concerning livestock. Mr. Cirbee and Chairwoman Schick then explained that it was not necessary. Chairwoman Schick then asked if there was any further discussion concerning Article 10. There was no further discussion.

### **Item 6: Presentation on the Capital Improvement Plan**

Ms. Erard then made the following presentation:

- CIP
- This plan not only identifies the immediate needs but also seeks to capture long-term capital needs.
- CIP is a long-range planning device.
- Should identify the capital needs of the community over a specified period of time.
- CIP
- The CIP serves as a planning and implementation tool for the acquisition, development, construction, maintenance, and renovation of public facilities, infrastructure and capital equipment over a specified period of time.
- CIP
- CIP is a planning document.
- Not funded in the budget.
- VA CODE § 15.2-2223
- Comprehensive plan may include a capital improvements program
- VA CODE § 15.2-2224
- The comprehensive plan shall recommend methods of implementation and the methods of implementation may include a capital improvements program.
- VA CODE § 15.2-2239
- Local planning commissions to prepare and submit annually capital improvement programs to governing body or official charged with preparation of budget.

- A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years
- VA CODE § 15.2-2239
- The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct.
- VA CODE § 15.2-2239
- The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality
- VA CODE § 15.2-2239
- In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

Chairwoman Schick then confirmed with Mr. McHugh that the last CIP that was created was for the year 2012-13. Chairwoman Schick then explained that the Planning Commission should request an update for the CIP from Town Management for input. Mr. McHugh then explained that he was planning on getting together with the heads of the departments to get input for the CIP. Chairwoman Schick then voiced that she believed it would be beneficial for the Planning Commission to have a representative at the meeting. Ms. Erard agreed with Chairwoman Schick and explained that it would be a good time because localities typically review the budget in January. Member Busick asked if there was ever a joint session with the Planning Commission, Town Council and members of staff because he felt there would be a better connection in this manner. Chairwoman Schick agreed. Vice Chairwoman McCabe then explained that the Planning Commission needed to know what has been completed concerning the CIP and what needed to be completed. Ms. Erard then explained that there should be some format created to illustrate those points. Chairwoman Schick then asked if there were any members who would be willing to volunteer their time to spearhead the CIP joint meeting. Members McCabe and Cirbee were nominated to be the Planning Commission representatives for the CIP. Ms. Erard made a suggestion to look at CIPs from other localities. Chairwoman Schick then explained to Mr. McHugh that it would be best to set the meeting up in early December. Mr. McHugh confirmed. Chairwoman Schick then asked if everyone would be available for the Planning Commission work session on Wednesday, November 19<sup>th</sup> at 5:30 p.m. Everyone confirmed that they could meet. Mr. McHugh then explained that he would call Member Grant and Rodeheaver about the meeting.

**Item 7: Discussion on Flyers and Awareness**

Chairwoman Schick asked Mr. McHugh where he was planning on putting the flyers. Mr. McHugh explained that he was planning on mailing the business flyers to the businesses throughout town. Member Cirbee then explained that they are not all business issues. Chairwoman Schick then explained that when the Metrocast gets fixed, maybe there could be a slide that runs showing the flyers. Vice Chairwoman McCabe then explained that shed companies need to be aware that they need permits. Member Busick also voiced that tree companies need to be made aware as well. Vice Chairwoman McCabe explained her concern that the homeowners need to be aware of the permits as well. Mr. McHugh told the Planning Commission that he was planning on putting the flyers at Town Hall and going to go to the businesses. Chairwoman Schick

explained that an email would be efficient enough for some of the businesses. Mr. Cirbee voiced that many of the business know what to do but that “keeping the eyes on the road” for violations was the best way to fix the problem. Member Cirbee explained that he felt that the flyer only addresses businesses with permanent signs. He explained that there are illegal temporary service industries signs are a problem as well. Chairwoman Schick then explained that there should be another flyer that is a little more detailed concerning temporary signage. Mr. McHugh confirmed. Member Cirbee made a recommendation that an enforcement officer can be trained in enforcing signage throughout town and put flyers on the doors for illegal temporary signs to provide information. Chairwoman Schick then asked if there was any more discussion on awareness. There was no further discussion.

### **Item 8: Other Topics**

Chairwoman Schick then asked if there were any other topics. Mr. McHugh then explained that he was going to start working on the Planning Commission Annual Report. He also explained that he was going to have the public hearings for both the adoption of the Official Zoning Map and Article 21-Floodplain Overlay District for the December meeting. Vice Chairwoman McCabe then explained that she would like to bring the Planning Commission up to date on the Revitalization Grant. She explained that the contract should be signed before December 16<sup>th</sup> and then the Town can go to advertising. She then explained that the grant for the Pedestrian Plaza is going favorably. She also explained that the next meeting for the Revitalization Plan is in January. Member Busick then asked what project will be first. Member McCabe explained that it would be the boardwalk and the signs. Member Cirbee then asked if he could get a copy of the Business Revitalization Plan. Mr. McHugh confirmed. Member Cirbee asked if there was a matrix of issues that are in the hands of the Planning Commission that lists everything that has been sent to the Planning Commission from Town Council that is still not resolved by the Planning Commission. Ms. Erard explained that she felt that the process has not been correct in the handling of issues throughout the Town. She explained that the Town Council needed to send issues to the Planning Commission to be discussed and then the Planning Commission identifies a solution and sends it back to Town Council for approval. Chairwoman Schick then explained that the Planning Commission had orders from the Town Council to review all of the ordinances. Ms. Erard then explained that she felt it would be favorable if the Planning Commission would ask the Town Council what ordinance they would like the Planning Commission to review before they review them. Chairwoman Schick then asked if the Planning Commission then needed to request the Town Council to direct the Planning Commission to review the CIP. Ms. Erard then explained that it was only ordinances that need to be requested to be revised by Town Council. Vice Chairwoman McCabe then explained that she felt the some Town Council members do not understand what the job of the Planning Commission. Ms. Erard explained that she discussed with the Town Manager training the new Town Council members in those matters. Member Busick explained that it might be beneficial if the Chairman of the Planning Commission was to give a report at the Town Council meeting. Mr. Cirbee also expressed that there has not been many Staff Reports from department heads at the Town Council meetings. He felt that the zoning administrator should be at the Town Council meetings. Mayor Mike Ham explained that when he first got on the Town Council, the Chairman of the Planning Commission used to give a report at every council meeting. He explained that he would like reinstitute that procedure. The Mayor then explained that the Town Manager gives the staff report and that a member of the Planning Commission would give a report from that body. Mayor Ham then explained that he asked that the Planning Commission provide the minutes of each meeting to the Town Council but was never instituted. Mayor Ham then explained that he is going to work on getting Town Council members to the Planning Commission meetings. Mr. McHugh then explained that Kathy Flanagan, the Town Clerk asked for the November agenda so that she could send it to Town Council members. The Planning Commission members were pleased with this news.

**Item 9: Adjournment**

There was no further business. The meeting was adjourned at 6:25 p.m.

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Chairperson, Colonial Beach Planning Commission