

Town of Colonial Beach Planning Commission Minutes

Date: Thursday, February 5, 2015 – Town Center, 22 Washington Avenue

Time: 5:30 p.m.

Present: Maureen McCabe, Vice Chairwoman
Steve Cirbee
Robin Schick, Chairwoman

Absent: John Reinhart
Robert Busick

Staff: Acting Zoning Administrator, Brendan McHugh

Item 1: Call to Order

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

Item 2: Approval of the regular meeting minutes of January 2015.

Chairwoman Schick asked if there was any comment on the minutes. Chairwoman Schick asked for a motion to approve the minutes from the regular meeting on January 15, 2015. Member Cirbee 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 January 15, 2015 meeting be approved.

Item 3: Public Comment on Planning Commission matters (not on the agenda)

There were no comments.

Item 4: Discussion with Planning Commission Applicants

Chairwoman Schick then expressed that she believed the Planning Commission should postpone the interviews of the Planning Commission Applicants until they had all of their members. Chairwoman Schick then asked the applicants and the Planning Commission if they agreed. They agreed. Member Cirbee then suggested that the Planning Commission call a Special Meeting when the other members are present to interview the applicants. The Planning Commission agreed. Mr. McHugh agreed to set up a Special Meeting for the interviews.

Item 5: Presentation on Robert's Rules and By-Laws by Andrea Errard

Andrea Errard then gave a brief presentation on Robert's Rules and the Colonial Beach By-Laws. She expressed interest in the James City and Lynchburg Planning Commission By-Laws. She explained some of the aspects of both localities that they may be interested in adopting into Colonial Beach Planning Commission By-Laws. The Planning Commission expressed some of their interests and concerns in some of the suggestions. They then explained that they would review the by-laws and discuss them at the Special

Meeting.

Item 7: Other Topics

Chairwoman Schick then explained that she had discussed the Capital Improvement Plan with Val Foulds, the Town Manager and Mr. McHugh. She then explained that she asked for a rough draft of the plan from Town Staff Members. She explained that she would like to work with the Town Council on the plan as well. Member Cirbee then explained that the Planning Commission was responsible for reviewing and updating the current CIP. He discussed how the Town Manager and staff should be performing a living and ongoing process of identifying recommended/desired projects and other items to be included in an updated CIP including information on the need and justification for each project, the costs, its net effect on the operating budget, and an implementation schedule. He then explained that the Planning Commission then reviews each request and evaluates it based on select criteria. He then described how the Planning Commission would then summarize its findings and share it with the public. He then expressed his opinion that based on the Capital Improvement Plan information that has been brought to the Planning Commission so far, he believed that, if the Town was planning on following through with a proper and consistent CIP Project, then the Town should immediately ask that all current recommended/desired projects, expenditures, purchases and or leases and other items be put on hold and submitted to the Planning Commission for review and implementation into an update of the CIP including the need and justification for each project, the costs, its net effect on the operating budget, and an implementation schedule. Further, have the Town staff provide the Planning Commission with all the backup of the current items on the outdated CIP including the need and justification for each project, the costs, its net effect on the operating budget, and an implementation schedule. He explained that he believed that if this process is not followed, then the process will be a waste of time. Chairwoman Schick then expressed that that the CIPs from the past were not thoroughly researched. She then expressed that she requested staff to give background information for each item in the CIP. Member Cirbee then explained that Mr. McHugh sent an email out explaining that he and other Town staff members reviewed the CIP spreadsheet and updated it according to certain criteria. Member Cirbee stated that he believed that it was the Planning Commissions job to update the spreadsheet. He expressed that he believed that getting the spreadsheet already filled out gives the Planning Commission no background. Chairwoman Schick then explained that she asked for the background information but it has not been submitted yet. Member Cirbee then was concerned that the work was not going to be done. Mr. McHugh explained to him that staff was going to be doing more work on the CIP. Member Cirbee then illuminated that the Town Council has certain things on the agenda currently that they have to rely on the Planning Commissions input through the CIP. Vice Chairwoman McCabe then explained that the Planning Commission should create a process for the CIP. Chairwoman Schick then requested summaries for every item on the CIP from staff by the next Thursday. Mr. McHugh then told Chairwoman Schick that he would talk with the Town Manager concerning the deadline. Chairwoman Schick then explained the process of the CIP to the audience. Member Cirbee then expressed that Vice Chairwoman McCabe and Member Cirbee were on the CIP committee and that Vice Chairwoman McCabe was not able to take the lead on it as the Chairwoman of the sub-committee. He expressed that the Town Manager would not meet with her and he wanted to know why she wouldn't meet with her. Chairwoman Schick then explained that the Town Manager wanted to meet with her because she is the Chairwoman of the Planning Commission. Chairwoman Schick then explained that she told the Town Manager that Vice Chairwoman McCabe and Member Cirbee were the contacts for the CIP Committee. Member Cirbee then explained that it could be helpful if Vice Chairwoman McCabe were to be present during staff meetings specific to the CIP. Vice Chairwoman McCabe then explained that Member Reinhart is the Chair of the Public Relations Committee for the Planning Commission. She then explained that he has recruited a couple of citizens to meet with him to start creating a public relations program for the Planning Commission to get information out to the citizens. She explained that one of the members is a planning and public relations person. Vice Chairwoman McCabe then

explained that the Revitalization Team is having an organizational meeting on the last Monday of February and work should begin in April. She then explained that the Town Business Committee is meeting as well to try to get a Main Street Designation. Chairwoman Schick then explained that the Community Garden Committee had a fundraiser and rose over \$4,000 and will start on infrastructure in the last weekend in February. She explained that they are looking to open on April 18th.

Item 8: Adjourned

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