

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

Date: April 5<sup>th</sup>, 2012 – Town Center, 22 Washington Avenue

Time: 4:30 p.m.

Present: Maureen Holt, Chairwoman  
David Coombes  
Ed Grant  
Desiree Urquhart  
Kent Rodeheaver

Staff: Director of Planning and Zoning, Gary Mitchell  
Planning Manager, Josh Frederick  
Town Manager, Val Foulds  
Town Clerk, Kathleen Flanagan

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

Chairwoman Holt called the meeting to order at 4:30 p.m. All members of the Planning Commission were present.

### **Item 2: Approval of Minutes**

Chairwoman Holt asked for a motion to approve the minutes from March 1<sup>st</sup>, 2012 regular meeting.

Member Urquhart had a question regarding the last paragraph of the minutes from the March 1<sup>st</sup>, 2012 meeting which concerned the Commission's involvement in the Safe Routes to School grant. She was informed that there was no involvement necessary for the time being; Mr. Mitchell will have more timely information on the grant as it becomes available.

Member Urquhart made a motion to approve the minutes from the March 1<sup>st</sup> meeting, with the correction that there is no involvement from the Commission. Member Grant seconded the motion.

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

That the minutes of March 1<sup>st</sup>, 2012 regular meeting be approved.

### **Item 3: Public Comment on Planning Commission Matters**

There was no public comment.

### **Item 4: Public Presentation of Community Development Block Grant Process**

Dr. Peter Fahrney spoke to the Commission first regarding the entire CDBG application process. He highlighted efforts over the past months by Town staff and LandStudio P.C. in submitting the Town's application for this CDBG grant cycle. Dr. Fahrney summarized past downtown revitalization efforts ago by the Town approximately twenty years and informed the Commission as to why those efforts were not successful. He explained that a changeover in Town Council at that time led to a disruption in revitalization efforts; with the upcoming elections it's important to not let this happen once again.

Dr. Fahrney turned the floor over to Margaret McMullen, who spoke to the Commission next. She explained the strengths and weaknesses of the Town that were identified during the CDBG application process over the past year. She also offered an overview of improvements that have been proposed in the grant application.

Dr. Fahrney spoke once again, reiterating his concern that the lack of a cohesive, long-term view will hinder revitalization efforts. The Planning Commission is integral in pushing revitalization efforts forward, despite changeovers in elected officials. He then proceeded to thank the Commission and offered to answer any questions.

Member Coombes - If this does not come to pass this year what are the plans beyond this for securing the grant?

Dr. Fahrney - We will take a step back, reevaluate and resubmit.

Member Coombes - I was on that Town Council 20 years ago when we turned down funds for a preliminary planning grant; Council turned it down 4-3. We were told by the state that Colonial Beach would never get another grant; people never turn down these sorts of grants. It was the single most disappointing vote during my 9 years on Council, and it put us 20 years behind. I hope the 4 council members here in the audience hear this loud and clear.

Dr. Fahrney commented that the Town of Montross had submitted for this grant last year and were turned down. They have strengthened their application and have resubmitted for this grant cycle.

Member Rodeheaver - When will we first start to see physical changes?

Dr. Fahrney - When we're notified we have the money, the management group of the revitalization plan will map out a structure of how to carry forward. It will probably be in this current year.

Member Rodeheaver commented positively.

Member Coombes - You mentioned you don't want to see this falter again. What plans are in place to make sure this doesn't happen? (speaking to Mr. Mitchell and Mrs. Foulds)

Mr. Mitchell - We will maintain continuity among ourselves with Land Studio as things progress.

Dr. Fahrney - My concern is that the new council will not understand what went into this and will try to make their own changes to it. It is important for the Commission to keep Council on track. It is their responsibility to know these documents (the Comprehensive Plan, the Capital Improvements Plan and the Revitalization Plan) front to back.

Member Coombes - At this point, I'm not aware of any council members asking me about any of these documents.

There was further discussion regarding these documents and how important it is for the Council and the Planning Commission to be on the same page regarding the direction in which the Town should move

Member Grant - Has this been turned over to the project manager(s) yet?

Mr. Mitchell – The CDBG people haven't awarded the funds yet, but when they do the next steps will be to develop construction documents and release a request-for-proposals.

Member Urquhart – I wanted to thank Dr. Fahrney and Mrs. McMullen for their presentations. I'm assuming we will develop a timeline as the project goes forward once the funds are received?

Mr. Mitchell responded positively.

Chairwoman Holt thanked the presenters and all those who commented. The concerns are well-noted; it is very clear the amount of work and effort put into this.

Member Urquhart added that those involved in the plan have the full support of the Commission.

#### **Item 5: Review/Comment of Draft Capital Improvements Plan**

Mr. Mitchell provided an overview of the draft CIP and the processes associated with it. He informed the Commission that their role at this point is to offer feedback.

There was brief discussion about the development of cost figures by each department.

Member Rodeheaver - There are numerous potholes around Town but I don't see any funds in this document for improvements to roads.

Mr. Mitchell - The line was intentionally left blank since we are unsure of the condition that the roads will be in when we inherit them from VDOT in July.

Member Urquhart noted an error in the cost to development a stormwater management plan on the CIP.

Mr. Mitchell - That should be \$25-thousand instead of \$30-thousand; we will correct it.

Member Grant - I see every department on here has improvements listed except for the rescue squad.

Mr. Mitchell - They haven't submitted anything to me to be placed on the CIP.

Chairwoman Holt – How would you like us to make our comments?

Mr. Mitchell – You can e-mail them to me and we will make the changes before the final draft is submitted for adoption.

Member Coombes commented that the Commission is just reviewing processes at this point and there is no need to be adjusting numbers.

**Item 6: Authorize Article 1 for Advertisement for May Public Hearing**

Member Coombes – On page 1-3, item 1-6, what is the difference between A and B? Is it that one refers to state regulations and the other refers to Town Code?

Mr. Mitchell – That is correct.

Member Urquhart offered several typographical and grammatical errors that should be corrected.

Member Coombes made a motion to authorize Article 1 for advertisement for the May public hearing. Member Rodeheaver seconded the motion.

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

That Article 1 be authorized for advertisement for the May public hearing.

**Item 7: Request from Town Council to hold a Joint Meeting in April**

Chairwoman Holt informed the Commission that Town Council has requested a joint meeting on April 19<sup>th</sup>, 2012. There was discussion about the possibility for each Commission member to attend.

Mr. Mitchell stated that in order to have a quorum, at least 4 of the 5 Planning Commission members would have to be present.

There was discussion of each member's respective schedule for that week.

Member Rodeheaver made a motion to agree to a joint meeting with Town Council. Member Urquhart seconded the motion.

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

That a joint Planning Commission/Town Council meeting be approved and scheduled.

**Item 8: Adjournment**

Chairwoman Holt asked for a motion to adjourn. Member Urquhart made the motion to adjourn; Member Rodeheaver seconded the motion.

There being no further business, the meeting was adjourned at 5:15 p.m.

---

Chairperson, Colonial Beach Planning Commission