

**TOWN OF COLONIAL BEACH PLANNING**  
**COMMISSION**

**Agenda**

**Date: Thursday, January 7, 2016**

**Time 5:30 p.m.**



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- 1) Call the meeting to order at 5:30 p.m.
  - 2) Approval of Minutes from the November 2015 Work Session meeting
  - 3) Public Comment on Planning Commission matters (not on the agenda)
  - 4) Discussion on Capital Improvement Plan
  - 5) Other Topics
  - 6) Adjournment

**Town of Colonial Beach Planning Commission Meeting Minutes – Work Session**

Date: Thursday, November 19, 2015 – Town Center, 22 Washington Avenue

Time: 11:00 a.m.

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Present: Robin Schick, Chairwoman  
Maureen McCabe, Vice Chairwoman  
Diana Clopton  
Pam Tolson

Absent: Bob Busick

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

Other: Mike Worrell, Fire Department

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**Item 1: Call to Order**

Ms. Schick called the meeting to order at 11:15 a.m.

**Item 2: Public Comment on Planning Commission Matters Not on the Agenda**

There were no speakers. Public comment was opened and closed at 11:16 a.m.

**Item 3: Discussion on Capital Improvement Plan (CIP)**

Ms. Schick commenced the discussion on the Capital Improvement Plan applications submitted by department staff.

Ms. Clopton and Ms. Tolson expressed concern that not enough information had been submitted on the CIP applications.

Ms. Schick and Ms. McCabe suggested addressing the applications that were already submitted, then reviewing any questions about missing information.

Mike Worrell of the Colonial Beach Volunteer Fire Department presented two applications: 1) New engine truck to replace current 30-year-old engine; and 2) New roof to replace current 20-year-old roof in need of significant repairs. He further explained that the highest priority is the roof, but both items should be considered high priority capital improvements.

Brendan McHugh, Planning and Zoning Administrator, presented one application detailing the 5-10 year vision of the Business Revitalization Plan. Capital improvements include: 1) Boardwalk improvements; 2) Improvements to public open space at the east end of Colonial Avenue; 3) New pier at the east end of Colonial Avenue extending 500 feet into the Potomac River; and 4) Improvements to parking lot along the extension of Taylor Street at the Riverboat Casino.

The Commissioners discussed possible capital improvements that were not listed on Staff applications.

The Commissioners discussed their objections to the handling of the CIP process by Town Council and Town Staff.

The Commissioners suggested adding Closed Sessions to the end of each meeting.

**Item 4: Adjournment**

There being no further business, the Work Session was adjourned at 12:30 p.m.