

TOWN OF COLONIAL BEACH PLANNING
COMMISSION

Agenda

Date: Thursday, February 4, 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 December 2015 Regular meeting
 - 3) Public Comment on Planning Commission matters (not on the agenda)
 - 4) Committee Reports
 - 5) Old Business
 - a. Discussion on Capital Improvement Plan
 - 6) New Business
 - a. Adoption of By-Laws for 2016 Calendar Year
 - b. Appoint Public Outreach Committee Chair and Policy Committee Chair
 - c. Review Annual Report
 - 7) Other Topics
 - 8) Adjournment

Town of Colonial Beach Planning Commission Meeting Minutes

Date: Thursday, December 3, 2015 – Town Center, 22 Washington Avenue

Time: 5:30 p.m.

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
Val Foulds, Town Manager

Item 1: Call to Order

Ms. Schick called the meeting to order at 5:40 p.m.

Item 2: Approval of Minutes from November 12, 2015 Regular Meeting

Ms. Schick made a motion to approve the minutes of the November 12, 2015 Regular Meeting. Ms. McCabe seconded.

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

That the minutes of the November 12, 2015 Regular Meeting be approved.

Item 3: Public Comment on Planning Commission Matters (Not on the Agenda)

There were no speakers. Public comment was opened and closed at 5:42 p.m.

Item 4: Discussion on Vacant Town-Owned Properties (N. Irving Avenue – Old Town Hall, Old Police Building, Klotz Building)

Ms. Schick said that she met with a commercial realtor regarding the marketing of the Town-owned properties on N. Irving Avenue. She asked him what needs to be done to market and maintain the historic buildings. The realtor recommended having a historic preservation consultant perform an asbestos study, lead-based paint study, and structural integrity study on each building. He also recommended including architectural criteria as a contingency of the sale to help ensure architectural preservation. Ms. Schick noted that Old Town Hall (Original Westmoreland Bank building) is the most important building to preserve.

Ms. Clopton expressed concern about ultra-modern infill. She asked about the height restriction in the Resort Commercial district.

Mr. McHugh said the height restriction is 35 feet throughout the Town, with the exception of the Potomac Renaissance condos, which have a Conditional Use Permit.

Ms. McCabe asked if doing studies on the Old Police Building would be worth it, since it is the lowest priority.

Ms. Schick said that the Old Police Building could be sold as is.

There was a discussion on possible flood plain issues with the site.

There was a discussion on appropriate architectural styles.

Ms. Clopton asked if the Main Street Program has a Town Center criteria.

Ms. Haynes said that it doesn't.

Ms. Clopton asked if Main Street affiliation would be affected if any buildings on N. Irving Avenue are demolished.

Ms. Haynes said Main Street shouldn't be affected; however, a potential Historic District designation may be affected.

Ms. Clopton asked about the upcoming Department of Historic Resources (DHR) windshield survey.

Ms. Foulds said the survey would start in early 2016 and would assess a potential Historic District designation.

There was a discussion on the Klotz Building, which is locally significant but has severe structural damage. The Commissioners recommended having the historic preservation consultant study the Klotz Building along with Old Town Hall.

Linda Farneth of the Journal Press asked the name of the realtor who consulted with Ms. Schick.

Ms. Schick said she didn't remember but could provide the name at a later time.

Item 5: Discussion on the CIP

Ms. Schick presented the CIP from the Town of Orange, VA to be used as a model for Colonial Beach's CIP.

The Commissioners discussed the pros and cons of the Orange CIP.

Ms. Schick presented a spreadsheet with consolidated information from the Town departments' CIP applications.

Ms. McCabe discussed the needs of the Police Department as per her conversation with Police Chief Danny Plott. High priority items include adding a second floor to the current Town Hall to house the Police Department, as well as upgraded weapons and bulletproof vests to better respond to modern threats. She also noted the Chief's desire for continuing education for each officer.

Ms. McCabe questioned whether the current Town Hall could support a second floor addition. She suggested getting a structural study to assess the possibility of a second floor.

Ms. Clopton expressed doubt that the Town's crime rate justified upgraded police equipment.

Ms. McCabe explained that Chief Plott wants to be prepared for a catastrophic event.

Ms. Schick complimented the Town Clerk's application for upgrades to the Town Center chambers.

Ms. Schick said she added Technology and Infrastructure as a CIP item, although there was no application for it yet.

Mr. McHugh said he expected some technology-related applications to be submitted.

Ms. Schick discussed her concerns with security in the Chief Financial Officer's office. She noted that the current Town Hall lacks a vault and long-term data storage options. She added a CIP item for security and storage on behalf of the Town's CFO, who did not submit a CIP application.

Ms. Schick asked Mr. McHugh about GIS Phase 2 for the Planning Department.

Mr. McHugh explained that an integrated GIS is a Town-wide initiative and should go under Town Administration.

There was a discussion on presenting the CIP in narrative or spreadsheet format.

Ms. McCabe suggested prioritizing the Fire Department roof as an emergency item.

Ms. Schick said the Planning Commission is not in the position to make emergency decisions.

Ms. Clopton suggested making the roof a high priority item.

Ms. Schick added Stormwater Management Plan to the Planning Department's CIP items.

Ms. Tolson asked if water meter installation should be on the CIP.

Ms. Schick confirmed it should be.

Ms. Clopton said fire hydrant testing should be added to the CIP. She also discussed adding a Parks & Rec department.

Ms. Schick asked if the Safe Routes to School grant needs to be on the CIP.

Mr. McHugh said the money for Safe Routes to School was already set aside and does not need to be on the CIP.

Item 6: Discussion on Comprehensive Plan

Ms. Schick commenced the discussion on the remaining Action Items from page 5-20 of the Comprehensive Plan.

Attract and host a number of smaller events throughout the year.

Ms. Schick said it's a plus that we now have Bike Fest.

Ms. McCabe suggested adding Colonial Beach Foundation and Downtown Colonial Beach to the stakeholders.

Mr. McHugh said the Chamber of Commerce Visitor's Guide shows events held in Colonial Beach.

Consider hiring a Tourism and Economic Development Specialist and/or a Grant Specialist

Ms. Foulds said a Tourism Specialist is needed more than a Grant Specialist.

Ms. McCabe asked who currently writes the grants.

Ms. Foulds said everyone helps write grants, depending on resources.

Ms. Clopton asked if having a Grant Specialist would be helpful.

Ms. Foulds said hiring a Grant Specialist would require hiring additional support staff as well.

Ms. Tolson, Ms. Schick, and Ms. McCabe reiterated the need for a Parks & Rec department.

Increase tourism market through continuing active participation with area tourism agencies including the Northern Neck Tourism Council and development of Colonial Beach tourism website and brochure that highlights all the events, accommodations, and recreational activities available in town.

Ms. Schick said updating the Tourism website is part of the ongoing Technology Infrastructure improvements.

Ms. Clopton said that would be under a Tourism Specialist.

Establish an Arts Commission to explore ways to attract artists and promote the town as an artist-friendly community.

Ms. McCabe said we already have an Arts Guild.

Ms. Clopton and Ms. McCabe said there is no music or theater.

Ms. Tolson said we have the new Artisan Trail.

Establish a Recreation Commission or Committee to recommend and prioritize needed improvements, and work with various stakeholders to provide additional recreational opportunities.

Ms. Schick said the Community Center facility agreement with the Lions Club would hopefully bring more recreational opportunities.

Ms. Clopton said that is a desperate need.

Ms. Schick reiterated establishing a Parks and Rec department.

Ms. Clopton suggested converting the current Town Hall into a rec center if a new Town Center is built.

Work with Westmoreland County to identify desired future land uses surrounding the town.

Ms. Clopton said that is important.

Ms. Schick said we haven't really been working on that.

Ms. McCabe asked who owns the property that was going to build a golf course community.

Mr. McHugh replied Lennar.

Ms. Clopton asked if they are just holding it.

Mr. McHugh confirmed.

Work with Westmoreland County Health and Social services to expand its outreach services to citizens of Colonial Beach.

Ms. Clopton said we're in desperate need of that. She said the high school social worker reported a high number of students are currently classified as homeless.

Ms. McCabe added there are many senior citizens using social services.

Ms. Schick said there are no Health and Social Service employees at Town Hall.

Ms. Clopton said there are no emergency services, housing, or shelter.

Ms. Schick said the Fire Department and Rescue Squad provide services. She also said individuals at the school pick up some of the slack.

Ms. McCabe said local churches offer services as well, such as delivering food to seniors.

Ms. Clopton said we need a staff person to handle social services.

Ms. Foulds said social services are primarily handled by the County. She noted that Helen Wilkins, Director of Westmoreland County Social Services, recently sent brochures detailing all services provided to residents.

Ms. Clopton said the County should have a small office here since we have the largest population.

Ms. Founds clarified that each district in the county has the same population, although Colonial Beach is the most concentrated.

Ms. Clopton reiterated her concern about the lack of social services.

Ms. Schick said we now have Bay Aging, which provides transportation and social services to all ages.

Ms. Tolson, Ms. McCabe, and Ms. Clopton said the Catholic Church also has a weekly clinic.

Ms. Clopton reiterated her concern about the lack of social services for non-seniors.

Ms. Schick clarified that Bay Aging helps people of all ages.

Ms. Foulds explained the town contributes financially to Bay Aging based on what other localities contribute. The most recent contribution was approximately \$48,000.

Nominate Route 205 between Oak Grove and Route 218 as a state scenic byway.

Ms. Foulds noted that VDOT maintains Route 205.

Ms. Schick asked how to get a state scenic byway.

Mr. McHugh said there's a grant for the National Scenic Byways Program.

Ms. McCabe asked why paving roads in Riverside Meadows isn't on the CIP.

Ms. Schick said it's under Public Works – Paving Gravel Streets. She clarified that CIP items do not need to be directly funded by the Town. They can be funded by proffers, grants, bonds, or donations.

Item 7: Other Topics

There were no other topics to discuss.

Item 8: Adjournment

There being no further business, the meeting was adjourned at 7:00 p.m.

Town of Colonial Beach



Capital Improvement Plan

2016

Colonial Beach Planning Commission Draft for Review
By Town Council and in Collaboration with
Town Departments & Staff

Under Virginia enabling legislation (§ 15.2-2239 of the Code of Virginia), the Planning Commission is charged with the preparation and annual review of the CIP based on the Comprehensive Plan.

Purpose:

“The purpose of the capital improvements program is to anticipate the location and amount of service needs and to provide adequate services at a reasonable cost.

A Capital Improvements Program shows:

What services a town will build, repair or replace;

Where these services are or will be located;

When construction, repair, or replacement will happen; and,

How the town will pay for these services

A Capital Improvements Program will look five to 10 years in the future.”

Reference Materials Included:

1. Capital Improvements Program

(Chapter 5 of the Colonial Beach 2009 Comprehensive Plan)

2. Capital Improvement Criteria

3. Capital Improvement Organizational Chart

(Daniels, Small Town Planning Handbook)

4. Capital Improvement Program Timeline for Annual Review

(Approved by Planning Commission December 2015)

5. Sample Application Blank

(Prepared by Staff & Planning Commission CIP Committee)

6. Previous 2013 Capital Improvement Plan for Reference

(Prepared by Colonial Beach Planning Department 2012)

7. Colonial Beach 2009 Comprehensive Plan CIP Recommendations

A capital improvements program (CIP) is an important tool in putting the town plan into action. It specifically offers a way to merge the town plan with the town budgeting process. During the development of the CIP, town officials are compelled to think about the desired future development of the town, and to budget town money over time to provide necessary services and make necessary improvements. Both the costs of the individual projects, and proposed financing arrangements, are identified in a capital improvement budget so it encourages town officials to develop better cost estimates and identify potential state and federal funding sources early in the projects development.

The CIP outlines a five (5)-year schedule of public service expenditures, and provides a way to collectively analyze and prioritize needed capital improvements. It should include all the needed and desired capital improvement expenditures such as the purchase, development, repair, and / or replacement of roads, sewer and water systems, parks and open spaces, municipal buildings and equipment, and police and fire equipment. It also should include projects that are geared toward stimulating economic development. These types of projects are especially important in small towns like Colonial Beach, where property tax is the single largest source of local revenue, and economic development is stagnant or declining. The CIP helps towns carefully budget resources to maintain necessary services, and to undertake projects that will help to stimulate economic development.

When used as a budgeting tool, the CIP provides the means to anticipate fiscal problems, investigate alternative funding strategies, and postpone, as necessary, the execution of less urgent projects. The main value and objective of creating a capital improvement program is to ensure the incorporation of long-range plans and improvement needs into the limits of the Town's financial resources.

The Role of the Planning Commission

Under Virginia enabling legislation (§ 15.2-2239 of the Code of Virginia), the Planning Commission is charged with the preparation and annual review of the CIP based on the Comprehensive Plan. The Planning Commission can undertake this process either on its own initiative or at the direction of the governing body. Actual adoption and implementation of the CIP is the responsibility of the Town Manager and the Town Council. The Planning Commission's role should be to provide general advice and direction, since it is charged with anticipating the future development needs of the town.

In order to achieve this purpose, the Planning Commission should be generally familiar with the town's overall financial picture, including local revenues and expenditures, as well as finance trends and annual budgets adopted in recent years. The Commission can then meaningfully assist Town staff and Council in drafting a workable CIP over a five (5)-year period.

Development of the Capital Improvement Program (CIP)

While the town does not have a current CIP, the development of one is not a complicated process, nor should it be a complicated document. The program should be tailored to meet Colonial Beach's particular needs, and should be presented in a systematic and organized fashion.

Prior to undertaking the development of a CIP, a comprehensive understanding of the town's existing facilities, infrastructure, and equipment should be understood, much of which has been presented in Chapters 1 & 2 of this plan. Additionally, because the program includes financing issues, the town should seek advice from its financial advisor and / or bond counsel, as there are limits on the amount of debt a town can incur based on a certain percentage of its taxable property value.

For the identification of specific projects, the town should pull from identified strategies in support of

the communities goals and objectives, and rely on individual department heads to ascertain project needs within each department. More than likely, much of the needed information is already compiled in one form or another. Each project should identify local funds, as well as potential loans and grants available at other levels of government. A list of recommended CIP projects is included in the following section.

The CIP typically includes the following information:

- An individual listing of all the capital projects or equipment needed, including description and justification for the project, project manager, costs of various project activities, timetable for its completion, plan for financing, and current status.
- A prioritized list of projects for the town as a whole and for each department
- A capital improvement budget spanning the next five (5)-years, listing the total cost, time frame, and financing arrangement for each project.

Recommended Capital Improvement Program (CIP) Projects

Currently, Colonial Beach schedules most capital expenditures on a year-to-year basis. As an initial step towards long-range planning, a preliminary CIP is outlined on the following page. The proposed projects have been categorized to coincide with the six policy areas identified in Chapter 3—Goals and Objectives. The list is not intended to be all-inclusive and will require further revision and prioritizing during the development of the town's actual CIP.

In order to realistically fulfill the various needs and goals outlined in the Comprehensive Plan, a phased and coordinated implementation schedule will be required. The proposed projects have been designated one of four time frames listed below. General information related to funding opportunities and time frame for implementation has been included where applicable. Cost estimates and additional sources of funding will need to be further detailed during the development of the CIP.

- | | | |
|----|----------------------------|--|
| 1) | Short-term priority | 0-3 years |
| 2) | Mid-term priority | 3-5 years |
| 3) | Long-term priority | 5-10 years |
| 4) | Ongoing priority | O-G (requiring continuous expenditures over time). |

Capital Improvement Plan Criteria for Programs:

MUST BE:

A physical improvement, including furnishings, equipment, or machinery used in construction, repair, or maintenance;

Or

A study or survey involving a physical improvement;

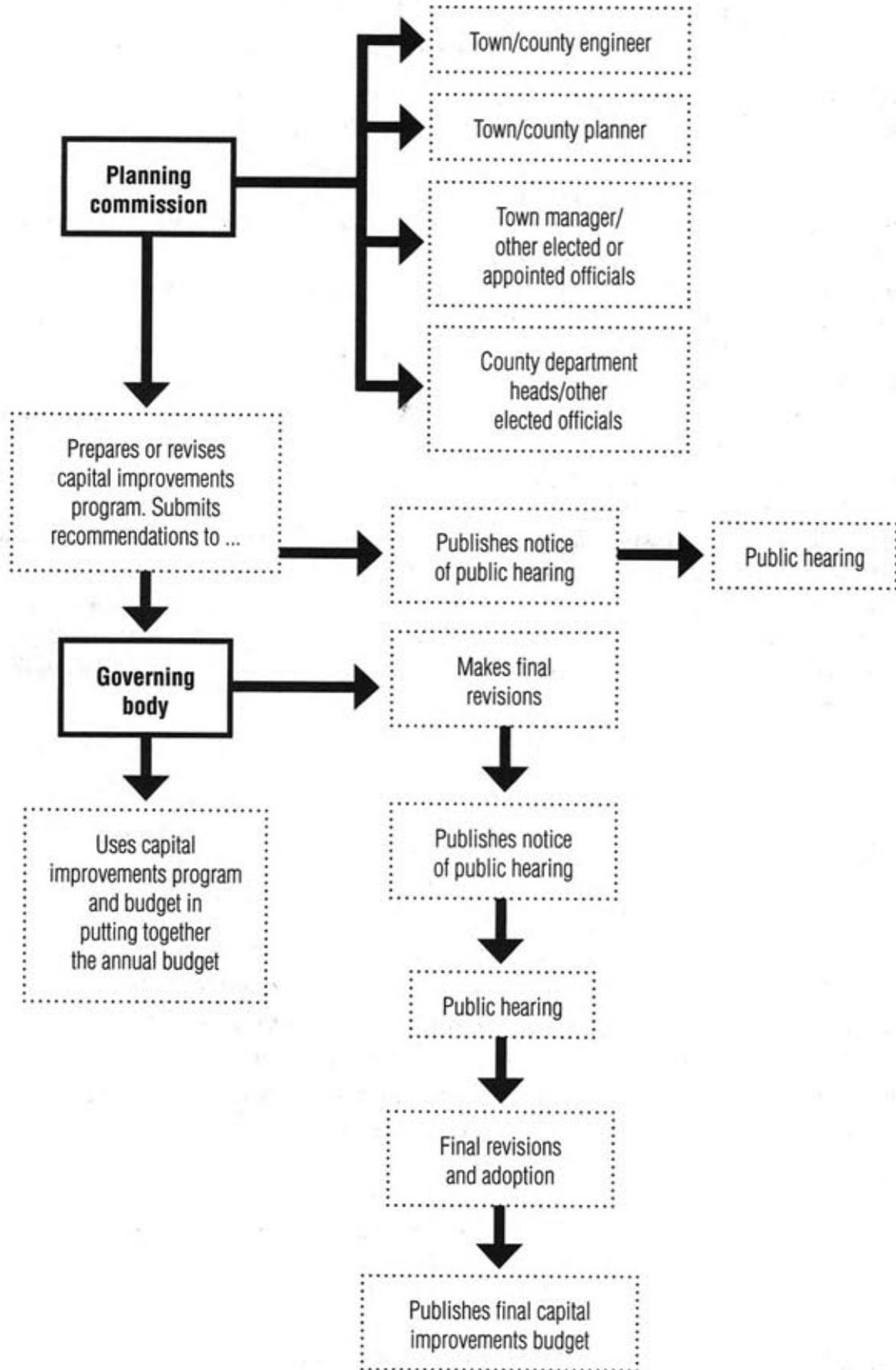
Or

Land or rights in land.

Considerations:

- Project Financing
- Accordance with Comprehensive Plan and Town Ordinances
- Priority (Immediate, High, Medium, or Long Term)
- Cost (Must value over \$50,000 to be considered)
- Benefits of the Project to Development
- Consideration of public facilities and capacity
- Conservation or protection of natural resources
- 5-10 year projection of future service demands

Figure 17-1
Creating a Capital Improvements Program



Capital Improvement Plan: Timeline of Events

Month	Task
August	Meeting between all departments to discuss schedules and potential cost sharing for upcoming CIP projects
September	CIP Applications due
	Town staff will prioritize applications based on departments' needs (as expressed in the applications)
	Town staff will then give the CIPs to the Planning Commission
October	Planning Commission will review applications
	Ideally, questions for directors should be prepared and delivered prior to meeting
	Public Planning Commission Meeting will be held where questions for the staff may be asked
	Public comments will be heard during October meeting
	Formal recommendations shall be made and given back to town staff
	Town staff will take applications and recommendations to the Town Council to review during a work session
November	Town Council will have a public hearing, explaining each CIP application to the citizens
	The Town Council will take note of all public comments
	Town Council will also have the ability to speak with the department heads
	Council may make suggestions for the applications prior to the December Meeting
	Department Heads may make changes based on Council requests and return applications to town staff
December	2nd public meeting will be held
	Public Comments from November meeting will be addressed
	Town Council will then make a ruling on proposed Capital Improvement Plans
May	Evaluate current standing of CIP Projects, prior to the submission of the new CIP applications
August	Process begins again for the following year

Capital Improvement Plan Departmental Application Form: Colonial Beach

Project Overview

Department: _____

Authorized Personnel Making Request: _____

CIP ID# (see last page): _____

Date: _____

Anticipated/Desired Start Date: _____

Project Description: Please provide a brief explanation of the project

Planning Context: Is the project part of an adopted program, policy, or plan?

No

Yes (please specify program or policy and date it was established): _____

How does this project directly or indirectly meet the objectives of program or policy listed above?

Planning Context: Is the community legally obligated to perform this service?

No

Yes

Please describe the community's legal obligation:

Project Timeline

- Estimated Start Date: _____
- Estimated Ending Date: _____

Please indicate any projects, still in progress from prior fiscal years, including studies, planning or other relevant operations:

Coordination: Please identify if this project is interrelated or dependent upon another CIP project and what that relationship is:

Project Priority: (low, medium, high)

Priority within the department: _____

Prior Approval: Has this approval been adopted in a prior year's budget? Has this project been approved by any board, commission, or governing body?

Yes: Please check all applicable boxes

Governing Body

Planning Commission

Prior Budget: Year _____

No

Financial Impact

Total Estimated Cost: \$ _____

Please state funding options for this project. Please indicate if uncertain.

Recommended funding options to be used (if known): Operating revenues, funding balance, bond issues, etc.)

Basis of above mentioned cost estimate: Please check one of the following:

Cost of comparable facility/equipment

Cost estimate from engineer/ architect

Rule of thumb indicator/ unit cost

Preliminary estimate

Other: _____

Item request (specific items):

Equipment over-view: _____

Requested-by Date: _____

Form of acquisition: Please check one of the following

Purchase

Rental/Lease

Number of units requested: _____

Estimated service life (years): _____

Cause for Replacement: (scheduled replacement, current equipment obsolete, safety concerns, etc.)

****ATTENTION****

****Please fill in the attached Return of Investment form and return it along with the application. ****

Have proper adjustments been made to the project's plans in order to comply with his/her expectations?

Yes

No

Are there alternative, less-harmful measures, which may be taken in order to reduce the environmental impact?

Yes

No

Please elaborate: _____

Capital Improvement Plan Identification Numbers

The CIP Numbers will have three parts, separated by hyphens:

1. Department Abbreviation
2. The year
3. The number project within that department. This should coincide between departmental and town records.

Example: PW-2015-3

Listing for Department Abbreviations are as Follows:

- Town Administration: TA
- Police Department: PD
- Public Works: PW
- Colonial Beach Schools: CBS
- Planning and Community Development: PCD
- Parks and Recreation: PR
- Fire Department: FD
- Rescue Squad: RS

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MEMO

TO: Colonial Beach Planning Commission

FROM: Gary D. Mitchell, AICP, CPMO
Director of Planning, Community Development & Property
Maintenance

DATE: April 24, 2012

RE: Capital Improvement Program (CIP) Review FY 2012-13

1. Legal Authority – The Code of Virginia 15.2-2239 requires an annual review and revision to the CIP. The Planning Commission is the lead agency for capital improvements planning. The CIP must be based upon the comprehensive plan and may not cover a period greater than 5 years. Once the CIP is complete and prior to its' adoption by the Town Council a public hearing is to be conducted. The Council at that time has the option of adopting it as is, adopting it in an amended form, or taking no action at all.
2. In preparing the CIP the Planning Commission consults with the Town Manager, Planning Director and other department heads as well as interested citizens and organizations.

“Capital projects or items shall be defined as buildings, construction, studies, equipment, materials, renovations, and maintenance or replacement items at a cost of \$50,000 per item or combination of items, or a project and at intervals of more than 5 years.”

3. Attachments that follow:
 - a. Programming guidance
 - b. Administration requests
 - c. Spreadsheets

Program Guidance

A. Colonial Beach Capital Improvement (CIP) Programming

As stated in the cover the Code of Virginia, 1950, as amended, designates the Planning Commission as the lead agency for preparing and submitting the CIP to the governing body (i.e. Town Council). This section also states the CIP must be based upon the comprehensive plan and may not extend beyond a 5 year term.

No proffer can be accepted by a locality unless it has adopted a capital improvement program. If the proffered conditions include the dedication of real property or payment of cash, the property shall not transfer and the payment of cash shall not be made until the facilities for which the property is dedicated or cash provided are included in the capital improvement program. Nothing prevents a locality from accepting proffered conditions, which are not normally included in a capital improvement program.

B. What is the Capital Improvements Plan or Program (CIP)

The CIP is a plan that assesses capital facility needs in a locality against its overall goals and objectives, using a multi-year planning horizon. The plan contains projects budgeted in the current fiscal year as well as projects in subsequent years for which funding may not have been obtained or authorized. The CIP should be based on a capital needs study that identifies long term needs on a system by system basis, and a strategic plan for the locality. The Strategic plan identifies timely capital investments based on fiscal realities and the vision embodied in the long term comprehensive plan. Since the CIP is not a legally binding document, it can and often does change in the "out" years. The CIP is often spoken of as a rolling document since older projects drop off and new ones are added each year.

C. What is a Capital Needs/Asset Study?

The ideal capital needs study/asset study is a long term assessment of the capital needs for all areas based upon the vision embodied in the long term comprehensive plan, tempered by fiscal realities into a strategic approach. It includes a comprehensive inventory of existing facilities, an assessment of their condition, a schedule for their repair/replacement, and identification of new facilities. When the program is funded by fees, such as water, sewer, or solid waste, it may also contain a budget and an analysis of alternative fee structures. Currently the Town has a capital asset study prepared each year as part of the audit process.

D. Annual Review of existing projects and new proposals.

The review of the CIP is conducted each year by the Town of Colonial Beach Planning Commission. In preparing the CIP the Department of Planning,

Community Development and Property Maintenance works with other Department Heads via the Town Manager's Office to assess existing as well as anticipated new projects from each of the Town's departments. The critical assessment includes some or all of the following points:

- Is the project legally required by state or federal mandate?
- Does the project improve Public Health, Safety and Welfare?
- What is the fiscal impact of the project?
- What is the economic impact on the Town?
- Does the program meet the comprehensive plan or other policies of the Town Council?
- Is there public support for the project?
- What is the extent of the project?
- Is the project essential to the success of other projects? Part of a larger program?
- Does the project complete or make usable a public improvement?
- The life expectancy and quality of the project?

E. Project Prioritization

It is then the burden of the Planning Commission to review the projects and suggest priorities based upon staff's presentation of projects and the CIP. The Planning Commission then may submit the CIP to the Town Council for consideration.

F. Adoption of the CIP

The Town Council shall hold a public hearing on the proposed CIP after review by the Planning Commission. The public hearing has historically been conducted prior to final budget adoption. However it may be conducted in conjunction with the hearing to adopt the annual budget.

Projects can be funded, but at a lesser amount than requested or approved contingent upon obtaining other funds and/or grants. Several projects may be grouped and a bond issue proposed or it may be determined that the projects is not likely to be funded in the near future.

Administrative Requests (in alpha order)

1. Fire – The replacement of the Oxygen bottles used by firemen when entering buildings. Estimated cost is \$50,000 each year for the next 2 years.
 - Acquire and install a traffic signal diverter to automatically change traffic signals as emergency equipment approach the intersection. Estimated cost \$100,000.
2. Police – To upgrade the emergency communication/radio system. Verizon no longer supports the system we use and it will have to be replaced by new equipment. The estimated cost is \$250,000. This will be phased in over the next 3 years.
 - Replacement of 2 of the aging patrol cars. Each car has a100,000 miles. Estimated cost is \$30,000.
3. Planning & Community Development – This category is the cost of 2 major studies needed. The first is a town wide drainage plan and implementation study, which is estimated to cost \$25,000. The second is the establishment of a GIS system with a quality base map. The estimated cost for Phase 1 of establishing a functioning GIS system is \$50,000.
 - Additionally, the acquisition and installation of a small server to function as the GIS server for the creation of the various mapping functions of the Town, the estimated cost is \$5,000.
4. Public Works – This category is broken down on the Detail Sheet 1. This includes the following projects; Infiltration/Inflow issues on 3rd Street, Upgrades and replacements of equipment at the wastewater treatment plant, Replace 20,000 feet of water mains in the Town, replacement of generators, pumps, and alarm equipment, upgrade Robin Grove Booster Station equipment, an above ground storage tank, water and well alarms and similar systems and equipment. The total estimated cost over the next 5 years for these facilities is \$7,486,282.
 - The acquisition and installation of a generator for the operation of the emergency operations center and/or use at the high school when that facility is used for emergency shelter during hurricanes and other emergency situations. The estimated cost is \$7,500.
 - Replacement of the trash truck with an estimated cost of \$225,000. Acquisition of a roll off truck with 2 containers. Estimated cost is \$125,000.
 - Acceptance of the roadways will impact the Town's CIP the most and immediately. As of July 1, 2012, the Town will be given the

maintenance of all local streets except State Route 205 (McKinney Blvd.) and 205 Y (Colonial Avenue). The maintenance of existing roads and the paving of other unpaved roads will now be the Town's responsibility. Staff at this date has not been informed by VDOT as to how much funding will be provided to the Town in order to take over these functions. Typically, the cost to mill and pave an existing street is approximately \$12.50 per square yard or a \$1.39 per square foot.

For example: Based upon VDOT's estimates, a 1 mile stretch of road 30-foot wide costs \$220,176 (\$41.70 per square foot) to mill and re-coat. This amount is very approximate and may well increase based on the specific conditions of the street as well as the cost of raw materials.

- Another aspect of the road costs is paving of unpaved streets. Again VDOT has provided a rough estimate to pave an unimproved street at \$250 per linear foot.

However, if the Town provides matching funds it is still eligible for revenue sharing and rural addition funds. Unlike the past, this process will be run through the Town and not the County. This will include additional resources for administration of the program.

- Beach Re-Nourishment – The impact of storms have taken a toll on our water front and without a dedicated funding source will continually be an impact on our capital outlays. It is estimated that this will be a recurring cost of approximately \$100,000 per year.
5. Rescue – To replace the life packs on the ambulances. The total cost will be \$150,000. Also the acquisition of a CPR machine, estimated cost is \$35,000. Finally, replacement of ambulance vehicles with an estimated cost of \$50,000 each. The goal is to replace one vehicle per year for each of the next 3 years.
 6. Town Administration – Technology infrastructure to link the Town's offices via a fiber optic connection. The estimated cost for phase 1 is \$10,000. Additionally, the Town needs to establish a program to upgrade software and hardware annually by department (each year upgrades would occur by department). The development of this operational plan has begun but is not finalized at this time.
 7. Treasurer – Security equipment such as a high capacity shredder to ensure proper disposal of sensitive and personal information. An estimated cost for such a piece of equipment is \$5,000. Additionally, security software systems to ensure sensitive data is appropriately encrypted and tamper proof.

Detail Sheet 1 - Public Works Capital Improvements Program for Water/Sewer

Projects	Description	Status	FY 11-12 Expense	FY 12-13 Expense	FY 13-14 Expense	FY 14-15 Expense	FY 15-16 Expense	FY 16-17 Expense	Sub - Totals
I & I - 3rd St.	3rd Street inflow and infiltration	In Process	\$1,800,000	\$2,000,000					\$3,800,000
WWTP	Repair/replace clarifier effluent troughs, weirs, and baffles		\$110,000						\$110,000
	2 Weir wash-down systems		\$50,000						\$50,000
	Replacement entry doors, HVAC system repair and upgrade, drop ceilings		\$40,000						\$40,000
									\$200,000
Town-wide	Replace 20,000 linear feet of water main in next five years at est. \$100 per foot				\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000
Horton Street	Generator replacement	Order Now	\$25,000						\$25,000
	Pump and Pump Assbl. Replacements		\$14,000	\$7,000					\$21,000
	Pump control & alarm (cellular or radio telemetry - SCADA)		\$12,000						\$12,000
Cedar & Wakefield	Generator replacement	In route	\$25,000						\$25,000
	Pump control & alarm (cellular or radio telemetry - SCADA)		\$12,000						\$12,000
	Pump Replacements		\$5,000	\$5,000					\$10,000
For All Stations	Purchase Portable station bypass pump	Order Now	\$45,000						\$45,000
									\$150,000
Water wells and Tanks	Robin Grove Booster Station Upgrade					\$300,000			\$300,000
	1 Above-ground Storage Tank					\$600,000			\$600,000
WWTP	Influent Screening System			\$200,000					\$200,000
	Septage Receiving Station			\$100,000					\$100,000
Control and Alarm Systems	Automated pump control & alarm (cellular or radio telemetry - SCADA) - 20	5 year		\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$120,000
	Controls Water Tower and Well (cellular or radio telemetry with SCADA)		\$16,282						\$16,282
									\$1,336,282
	TOTALS		\$2,154,282	\$2,336,000	\$524,000	\$1,424,000	\$524,000	\$524,000	\$7,486,282

Detail Sheet 1 - Public Works Capital Improvements Program for Water/Sewer

Projects	Description	Status	FY 11-12 Expense	FY 12-13 Expense	FY 13-14 Expense	FY 14-15 Expense	FY 15-16 Expense	FY 16-17 Expense	Sub - Totals
I & I - 3rd St.	3rd Street inflow and infiltration	In Process	\$1,800,000	\$2,000,000					\$3,800,000
WWTP	Repair/replace clarifier effluent troughs, weirs, and baffles		\$110,000						\$110,000
	2 Weir wash-down systems		\$50,000						\$50,000
	Replacement entry doors, HVAC system repair and upgrade, drop ceilings		\$40,000						\$40,000
									\$200,000
Town-wide	Replace 20,000 linear feet of water main in next five years at est. \$100 per foot			\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000
Horton Street	Generator replacement	Order Now	\$25,000						\$25,000
	Pump and Pump Assbl. Replacements		\$14,000	\$7,000					\$21,000
	Pump control & alarm (cellular or radio telemetry - SCADA)		\$12,000						\$12,000
Cedar & Wakefield	Generator replacement	In route	\$25,000						\$25,000
	Pump control & alarm (cellular or radio telemetry - SCADA)		\$12,000						\$12,000
	Pump Replacements		\$5,000	\$5,000					\$10,000
For All Stations	Purchase Portable station bypass pump	Order Now	\$45,000						\$45,000
									\$150,000
Water wells and Tanks	Robin Grove Booster Station Upgrade					\$300,000			\$300,000
	1 Above-ground Storage Tank					\$600,000			\$600,000
WWTP	Influent Screening System			\$200,000					\$200,000
	Septage Receiving Station			\$100,000					\$100,000
Control and Alarm Systems	Automated pump control & alarm (cellular or radio telemetry - SCADA) - 20	5 year		\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$120,000
	Controls Water Tower and Well (cellular or radio telemetry with SCADA)		\$16,282						\$16,282
									\$1,336,282
	TOTALS		\$2,154,282	\$2,336,000	\$524,000	\$1,424,000	\$524,000	\$524,000	\$7,486,282

Capital Improvements Program (CIP) Town of Colonial Beach, Virginia

Capital Project Detail	Time Frame	Project Cost	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Funding Source(S)						
								Loan	Grant	GF App.	Proffer			
Town Administration														
Town Manager's Office														
Town Government Building	5 to 10 yrs.	\$ 6,000,000.00	--	\$ 500,000.00	\$ 1,500,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	X	X	X	X	X	X
Technology Infrastructure	1 to 5 yrs.	\$ 50,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	X	X	X	X	X	X
¹ Redesign of Town Web Site	1 to 3 yrs.	\$14,000	\$ 5,000.00	\$ 7,000.00	\$ 2,000.00	--	--	--	X	X	X	X	X	X
Town Manager Subtotal		\$ 6,050,000.00	\$ 10,000.00	\$ 510,000.00	\$ 1,510,000.00	\$ 2,010,000.00	\$ 2,010,000.00	\$ 2,010,000.00						
Planning & Community Development (PCD)														
Phase I - GIS Base Map	1 to 3 yrs.	\$ 50,000.00	\$ 50,000.00	--	--	--	--	--	X	X	X	X	X	X
Vehicle	4 to 5 yrs.	\$ 25,000.00	--	--	--	--	\$ 12,500.00	\$ 12,500.00	X	X	X	X	X	X
Boardwalk/Beach Revitalization	5 to 10 yrs.	\$ 5,000,000.00	--	\$ 750,000.00	\$ 200,000.00	\$ 2,025,000.00	\$ 2,025,000.00	\$ 2,025,000.00	X	X	X	X	X	X
Gateway Enhancements	1 to 3 yrs.	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	--	--	--	--	X	X	X	X	X	X
Storm Water Management Plan	1 to 3 yrs.	\$ 30,000.00	\$ 20,000.00	\$ 10,000.00	--	--	--	--	X	X	X	X	X	X
PCD Subtotal		\$ 5,125,000.00	\$ 80,000.00	\$ 770,000.00	\$ 200,000.00	\$ 2,037,500.00	\$ 2,037,500.00	\$ 2,037,500.00						
Public Works****														
Fencing of Well Sites	1 to 2 yrs	\$ 85,000.00	\$ 40,000.00	\$ 45,000.00	--	--	--	--	X	X	X	X	X	X
Trash Truck	1 to 5 yrs.	\$ 225,000.00	--	\$ 112,500.00	\$ 112,500.00	--	--	--	X	X	X	X	X	X
Replace Water Lines	O-G	\$ 2,000,000.00	--	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	X	X	X	X	X	X
Replace Sewer Lines	O-G	\$ 3,800,000.00	\$ 1,800,000.00	\$ 2,000,000.00	--	--	--	--	X	X	X	X	X	X
Other Water/Sewer Related Equip.	O-G	\$ 2,081,282.00	\$ 1,681,282.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	X	X	X	X	X	X
Building Maintenance/Cleanup	O-G	\$ 187,500.00	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00	X	X	X	X	X	X
Road Maintenance/Construction*	O-G	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	X	X	X	X	X	X
² Paving Gravel Roads	1 to 3 yrs	\$ 150,000.00	\$ 75,000.00	\$ 75,000.00	--	--	--	--	X	X	X	X	X	X
³ Colonial Avenue Imp.	3 to 5 yrs.	\$750,000.00	--	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	--	--	X	X	X	X	X	X
⁴ Golf cart, bicycle & other paths	3 to 5 yrs.	\$200,000.00	--	\$ 75,000.00	\$ 125,000.00	--	--	--	X	X	X	X	X	X
Public Works Subtotal		\$ 10,078,782.00	\$ 4,233,782.00	\$ 3,795,000.00	\$ 1,725,000.00	\$ 1,487,500.00	\$ 1,237,500.00	\$ 1,237,500.00						
Parks & Recreation														
**Parks & Playgrounds	1 to 5 yrs.	\$ 75,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	X	X	X	X	X	X
Breakwaters	5 to 10 yrs.	\$ 800,000.00	--	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	X	X	X	X	X	X
Beach Replenishment	O-G	\$ 180,000.00	\$ 85,000.00	\$ 95,000.00	--	--	--	--	X	X	X	X	X	X
Recreational Programs	3 to 5 yrs.	\$ 150,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	X	X	X	X	X	X
Public boat ramp/pler imp.	4 to 5 yrs.	\$ 30,000.00	--	--	--	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	X	X	X	X	X	X
Community Center	3 to 5 yrs.	\$ 200,000.00	--	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	X	X	X	X	X	X
Parks & Recreation Subtotal		\$ 1,435,000.00	\$ 130,000.00	\$ 390,000.00	\$ 295,000.00	\$ 310,000.00	\$ 310,000.00	\$ 310,000.00						

Capital Improvements Program (CIP) Town of Colonial Beach, Virginia

Capital Project Detail	Time Frame	Project Cost	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Funding Source(s)				
								Loan	Grant	GF App. Proffer		
Chief Financial Officer												
Security Equipment	1 to 3 yrs.	\$ 15,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	X	X	X	X	X
Chief Financial Officer Subtotal		\$ 15,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	X	X	X	X	X
Police Department												
Vehicle Replacement	1 to 5 yrs.	\$ 60,000.00	\$ 60,000.00	--	--	--	--	X	X	X	X	X
Upgrade Communication System	1 to 3 yrs.	\$ 250,000.00	\$ 150,000.00	\$ 50,000.00	\$ 50,000.00	--	--	X	X	X	X	X
Other Equipment**	O-G	\$ 100,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	X	X	X	X	X
Police Subtotal		\$ 410,000.00	\$ 230,000.00	\$ 70,000.00	\$ 70,000.00	\$ 20,000.00	\$ 20,000.00					
Fire Department												
Oxygen Bottles	1 to 2 yrs	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	--	--	--	X	X	X	X	X
Traffic Signal Diverter	3 yrs.	\$ 75,000.00	--	\$ 50,000.00	\$ 25,000.00	--	--	X	X	X	X	X
Fire Subtotal		\$ 175,000.00	\$ 50,000.00	\$ 100,000.00	\$ 25,000.00	--	--					
Rescue Squad												
Life Packs	1 to 3 yrs	\$ 150,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	--	--					
Lucas (CPR Machine)	1 to 3 yrs	\$ 34,000.00	\$ 34,000.00	--	--	--	--					
Ambulance	5 yrs	\$ 60,000.00	\$ 30,000.00	\$ 30,000.00	--	--	--					
Rescue Squad Total		\$ 244,000.00	\$ 114,000.00	\$ 80,000.00	\$ 50,000.00	\$ -	\$ -					
Town Subtotal		\$ 23,532,782.00										
Schools												
New School Complex/Campus	5 yrs.	\$ 35,000,000.00	--	--	--	--	--	X	X	X	X	X
Repairs/Renovations	O-G	\$ 250,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	X	X	X	X	X
Equipment/Furnishings	O-G	\$ 200,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	X	X	X	X	X
Computer/IT	O-G	\$ 150,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	X	X	X	X	X
Transportation	O-G	\$ 100,000.00	\$ 25,000.00	\$ 50,000.00	\$ 25,000.00	--	--	X	X	X	X	X
School Total		\$ 35,700,000.00	\$ 145,000.00	\$ 170,000.00	\$ 145,000.00	\$ 120,000.00	\$ 35,120,000.00					
Total CIP		\$ 59,232,782.00										
Notes:												
* Estimated annual reimbursements from VDOT												
*** Includes equipment for officers and traffic signal diverter												
1.2.3.4 Amounts in this category are not included as part of the preceding category total												
**** See Public Works Detail Sheet												
** Playground equipment Installed at Beach for Tourism Marketing												

Recommended Capital Improvement Program (CIP) Projects

Proposed CIP Project	Time Frame	*Potential Funding Sources
Economic Vitality		
		* See following section for additional information related to potential funding sources
Development of a Concept Plan for the Historic Resort Commercial Area	0-3 years	Virginia Housing Development Authority Revitalization Planning Grant or Community Development Block Grant Planning Grant
Tourism Web Site Development	0-3 years	
Colonial Avenue Plan	0-3 years	Community Development Block Grant Planning Grant
Boardwalk / Beach Improvements (foot washes / restrooms)	3-5 years	Transportation Enhancement Grant—VDOT
Colonial Avenue Improvements	3-5 years	Transportation Enhancement Grant—VDOT or Community Development Block Grant
Quality Natural and Physical Environment		
Gateway Enhancements along Rt. 205	0-3 years	Transportation Enhancement Grant—VDOT
Paving of Gravel Roads in Riverside Meadows	3-5 years	Special Assessments
Removal of cement pier and pilings in water	3-5 years	
Rt. 205 / Colonial Ave Intersection Improvements	5-10 years	Transportation Enhancement Grant—VDOT
Shoreline Stabilization—Monroe Bay Avenue and Beach Avenue	O-G	Chesapeake Bay Small Watershed Grants
Storm Water Management	O-G	Chesapeake Bay Small Watershed Grants
Stable Neighborhoods		
Design Guidelines and / or Zoning Text Amendments for The Point	0-3 years	
Safe and Efficient Transportation		
Golf Cart Path across Rt. 205	0-3 years	
Bicycle and Pedestrian Trails	O-G	Transportation Enhancement Grants & Recreational Trails Fund
Cultural and Recreational Opportunities		
Public Boat Ramp / Pier Improvements on River and Bay side	3-5 years	Department of Game and Inland Fisheries & Virginia Marine Resources Commission
Development of the Euclid Ave Multi-Use Path	3-5 years	Transportation Enhancement Grant
Development of a Community Center	5-10 years	User Fees
Fishing Pier Improvements	5-10 years	Virginia Saltwater Recreational Fishing Development Fund
General Park Improvements	O-G	
Beach Stabilization and Replenishment	O-G	Army Corps of Engineers
Quality Organization and Safe Community		
New Municipal Center (Phase 1—New Police Facility)	0-3 years	Lease Purchase
Water System Improvements—various	O-G	
Sewer System Improvements—various	O-G	