

**SUMMARY OF CAPITAL IMPROVEMENTS 2016**

2/4/2016  
Item 5.a

**DEPARTMENT: POLICE**

<u>NEED</u>	<u>REASON</u>	<u>EST.COST</u>	<u>MAINTENANCE</u>	<u>TIMEFRAME</u>	<u>PRIORITY</u>	<u>COMMENTS/FUND</u>
<b>CONSTRUCT A NEW POLICE STATION</b>	Present structure rented, not very secure, more space needed.	\$2,000,000 - \$3,000,000	Save on rent; yearly review new structure	STUDY WITHIN NEXT 2 YEARS  COMPLETED IN NEXT 5 YEARS	<b>HIGH CP*</b>	Town Budget, Aid, Suggested expansion above current town hall offices

**DEPARTMENT: FIRE**

<u>NEED</u>	<u>REASON</u>	<u>EST.COST</u>	<u>MAINTENANCE</u>	<u>TIMELINE</u>	<u>PRIORITY</u>	<u>COMMENTS/FUNDING</u>
<b>NEW ROOF</b>	Continual leaks every year, patching at great expense, mold inspection & remediation also required	\$100,000  \$5000 – 10,000 for mold remediation	25 year Warranty As needed annually	2016	<b>IMMEDIATE</b>	Annual Budget <b>PAST DUE</b> Health & Safety Issue
<b>ENGINE PUMP STATION</b>	10 years over life span	\$650,000	10,000 PER YEAR + GAS COST	0-2 YEARS	<b>HIGH</b>	Needed to pump water at all fires. Bond issue
<b>RENOVATION OF AREAS OF FIRE HOUSE</b>	Very little work done within Fire House over the years.	\$60,000 (20k annually over 3 years)	Reassess every 5-10 years	0-3 YEARS	<b>MID-TERM</b>	Town Budget

\*CP = Directly cited in Comprehensive Plan

**SUMMARY OF CAPITAL IMPROVEMENTS 2016**

**DEPARTMENT: PLANNING AND COMMUNITY DEVELOPMENT**

<b><u>NEED</u></b>	<b><u>REASON</u></b>	<b><u>EST.COST</u></b>	<b><u>MAINTENANCE</u></b>	<b><u>TIMELINE</u></b>	<b><u>PRIORIY</u></b>	<b><u>COMMENTS/FUNDING</u></b>
<b>COLONIAL AVENUE IMPROVEMENTS- <i>Business District</i></b>	Includes Business Revitalization Plan recommendations not covered by grant (e.g. sidewalks, curb and gutter, plantings, etc.)-	\$615,500	General Public Work Maintenance, minimal	3-5 YEARS	<b>MID-TERM CP* &amp; Business Revitalization Plan</b>	CDBG, VDOT Grant, General Fund, Proffers
<b>COLONIAL AVENUE IMPROVEMENTS- Rt. 205, <i>Main Corridor and Gateway</i></b>	Includes lighting, sidewalks, curb and gutter and planting improvements	\$4,000,000 (estimate from doubling Washington Avenue estimate in Revitalization Plan)	General Public Work Maintenance, minimal	3-5 YEARS	<b>MID-TERM CP* &amp; Business Revitalization Plan</b>	CDBG, VDOT Grant, General Fund, Proffers
<b>HAWTHORNE STREET IMPROVEMENTS</b>	Includes Business Revitalization Plan recommendations not covered by grant (e.g. sidewalks, curb and gutter, plantings, etc.)-	\$140,600	General Public Work Maintenance, minimal	0-3 YEARS TO ALIGN WITH GRANT IMPOVEMENTS	<b>HIGH CP* &amp; Business Revitalization Plan</b>	CDBG, VDOT Grant, General Fund, Proffers
<b>WASHINGTON AVE. IMPROVEMENTS</b>	Includes Business Revitalization Plan recommendations not covered by grant (e.g. sidewalks, curb and gutter, plantings, etc.)	\$1,758,900	General Public Work Maintenance, minimal	0-3 YEARS TO ALIGN WITH GRANT IMPOVEMENTS	<b>HIGH CP* &amp; Business Revitalization Plan</b>	CDBG, VDOT Grant General Fund, Proffers
<b>COLONIAL AVE. NEW PIER CONSTRUCTION</b>	Increase Tourism & Fishing Public Services	\$2,932,000	Assessed every 3-5 years for maintenance	5-10 YEARS	<b>LONG-TERM CP* &amp; Business Revitalization Plan</b>	Grant through VMRC, & DGIF
<b>STORMWATER MANAGEMENT PLAN</b>	Stormwater issues throughout town	\$50,000+	Update/Review	2-5 YEARS	<b>MID-TERM CP*</b>	Ches. Bay Grant, General Fund
<b>WELL HEAD PROTECTION PROGRAM</b>	Water Quality Protection, Safety & Welfare	\$85,000+	Minimal	0-3 YEARS	<b>MID-TERM CP*</b>	Grant, Budget, w/ Public Works

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**SUMMARY OF CAPITAL IMPROVEMENTS 2016**

**DEPARTMENT: PLANNING & COMMUNITY DEVELOPMENT CONT.**

<u>NEED</u>	<u>REASON</u>	<u>EST. COST</u>	<u>MAINTENANCE</u>	<u>TIMEFRAME</u>	<u>PRIORITY</u>	<u>COMMENTS/FUNDING</u>
<b>COMMUNITY CENTER W/ PARKS &amp; REC DEPT., PUBLIC PROGRAMS, PARKS &amp; PLAYGROUNDS</b>	Public Necessity, Requested by Citizens, Meet Green Space Requirements, Community Welfare	\$500,000-\$2,000,000	Staff Salary, Parks & Building Maintenance	DETERMINE A SITE IN 0-2 YEARS COMPLETE IN NEXT 10 YEARS	<b>MID-TERM CP*</b>	Bond, Grants, CIP

**DEPARTMENT: ADMINISTRATION**

<u>NEED</u>	<u>REASON</u>	<u>EST. COST</u>	<u>MAINTENANCE</u>	<u>TIMEFRAME</u>	<u>PRIORITY</u>	<u>COMMENTS/FUNDING</u>
<b>REMODEL TOWN CENTER MEETING ROOM</b>	Safety, Outdated Technology	\$53,500	Minimal	1-2 years	<b>MID-TERM</b>	General Fund
<b>REPLACE TECHNOLOGY EQUIPMENT</b>	Public Outreach, Data Storage, Efficiency, Update Website & TV Channel Capabilities	\$50,000	Up to \$10K Annually	Ongoing Needed	<b>MID-TERM CP*</b>	Grant, General Fund

**DEPARTMENT: CHIEF FINANCIAL OFFICER**

<u>NEED</u>	<u>REASON</u>	<u>EST. COST</u>	<u>MAINTENANCE</u>	<u>TIMEFRAME</u>	<u>PRIORITY</u>	<u>COMMENTS/FUNDING</u>
<b>TOWN GOVERNMENT BUILDING</b>	Security, Vault Space, Storage, SQFT	\$6,000,000	Less than current building	5-10 YEARS	<b>LONG-TERM CP*</b>	BOND, CIP, GENERAL FUND

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**SUMMARY OF CAPITAL IMPROVEMENTS 2016**

**DEPARTMENT: PUBLIC SCHOOL**

<b><u>NEED</u></b>	<b><u>REASON</u></b>	<b><u>EST.COST</u></b>	<b><u>MAINTENANCE</u></b>	<b><u>TIMELINE</u></b>	<b><u>PRIORIY</u></b>	<b><u>COMMENTS/FUNDING</u></b>
<b>6 NEW BUSES</b>	Comply with state requirements	\$105,000 annually for next 6 years	Lower than current	1 ANNUALLY FOR 6 YEARS	<b>HIGH</b>	Budget
<b>OUTDOOR RECREATION EQUIPMENT</b>	Expand recreation use, include new playground, outdoor basketball courts, swings, & Sports Field lighting, fencing, netting, ect.	\$250,000+	Minimal Maintenance	0-3 YEARS ALIGN WITH NEW ELEMENTARY SCHOOL	<b>HIGH</b>	Bone & Land Sale
<b>REAR DRIVEWAY, ROAD, WALKWAYS, &amp; PAVEMENT IMPROVEMENTS</b>	Existing areas deteriorating or absent, Safety of walking students & bus transport	\$100,000	Undetermined	0-3 YEARS ALIGN WITH NEW ELEMENTARY SCHOOL	<b>HIGH</b>	Bond & Land Sale
<b>1<sup>ST</sup> STREET CROSSWALKS, SIGNAGE, &amp; SIDEWALK</b>	No existing safety system for pedestrians	\$75,000	Low	2-5 YEARS	<b>MID-TERM</b>	Budget/ grant
<b>H.S. GYM &amp; CAFETERIA REMODEL</b>	Updating, expansion of night & arts programs	\$100,000	Low	2-5 YEARS	<b>MID-TERM</b>	Budget
<b>H.S. GENERATOR</b>	Back up Safety Location for Citizens	\$60,000	Low	2-5 YEARS	<b>MID-TERM</b>	Grant/ corp funding
<b>NEW ELEMENTARY SCHOOL</b>	Replacement Imminent, Study, Design & Construction	\$9,600,000	Regular Annual Building Maintenance	1-2 YEARS	<b>HIGH</b>	Bond, Land Sale

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**SUMMARY OF CAPITAL IMPROVEMENTS 2016**

**DEPARTMENT: PUBLIC WORKS**

<u>NEED</u>	<u>REASON</u>	<u>EST.COST</u>	<u>MAINTENANCE</u>	<u>TIMELINE</u>	<u>PRIORIY</u>	<u>COMMENTS/FUNDING</u>
<b>NEW BOARDWALK PUBLIC RESTROOMS</b>	Safety & Public Wellness and Business Revitalization	\$300,000	Need 1.5 employees for building maintenance and custodial	2016	<b>IMMEDIATE CP*</b>	General Fund or CIP
<b>WATER SYSTEM &amp; LINE REPLACEMENT, COMPLETE SYSTEM LOOPS on Irving, Lossing &amp; Bancroft</b>	Safety & Public Wellness and Fire Dept. required	\$1,325,000	On-going	0-3 YEARS	<b>HIGH CP*</b>	New Bond Issue – Note: 2017 - 2004 Go Bond matures - \$1,815,000
<b>TAYLOR ST. PERMEABLE PAVER PARKING LOT &amp; EXTENSION</b>	Business Revitalization	\$500,000 (\$7.463/sqft)	Annual Cleaning Required	0-3 YEARS ALIGN WITH RESTROOM PROJECT	<b>HIGH</b>	Green Project DEQ
<b>WALKING/BIKE LANE &amp; GOLF CART PATH IMPROVEMENTS</b>	Safety and EC Development, Irving Ave Boundary to Castlewood Park, Euclid Ave. & Rt. 205 Crossway	\$150,000	Annual \$20-30k Improvements (Developed in Sections)	3-5 YEAR	<b>MID-TERM CP*</b>	– in Comp Plan – funding source likely not VDOT Identify funding source
<b>PUBLIC BOAT RAMP REPAIR &amp; REMODEL</b>	Safety and Economic Dev	\$200,000	Annual Maintenance	2016	<b>IMMEDIATE CP*</b>	CIP, Offset with Parking Fees
<b>PAVING OF RIVERSIDE MEADOWS</b>	Public Concern, Recommend CIP Project from Comp Plan in 2009	\$375,000 (2.5 miles @ \$150k p/mile)	Regular Road Repair, Reduced from current pothole repair	PURSUE ALTERNATIVE FUNDING 0-2 YEARS 3-5 YEARS COMPLETED	<b>LONG-TERM CP*</b>	Special Assessments

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**ON-GOING CAPITAL IMPROVEMENTS CAPITAL IMPROVEMENTS 2016**

**DEPARTMENT: PUBLIC WORKS CONT.**

WATER LINE REPLACEMENT	\$500,000 Annually	ON-GOING
SEWER LINE REPLACEMENT & EQUIPMENT	\$3,800,000 Project Cost \$100,000 Maintenance Annually	ON-GOING
BUILDING MAINTENANCE	\$40,000 Annually	ON-GOING
ROAD MAINTENANCE	\$600,000 Annually	ON-GOING
WATER METER INSTALLATION		ON-GOING
TOWN PIER MAINTENANCE	\$15,000-\$30,000 Annually	ON-GOING
SHORELINE STABILIZATION	\$800,000 Project	ON-GOING
BEACH STABILIZATION & REPLENISHMENT	\$85,000 Annually	ON-GOING

*These are Capital Improvements and part of the Comprehensive Plan to provide basic public services to the community but should be considered On-Going and do not have any termination to cost or lifetime. **They should ALL be included consistently every year.***

**SUMMARY OF CAPITAL IMPROVEMENTS 2016**

POLICE DEPARTMENT	\$3,000,000
FIRE DEPARTMENT	\$820,000
PLANNING & COMMUNITY DEVELOPMENT	\$9,582,000
COMMUNITY CENTER/PARKS & REC	\$2,000,000
TOWN ADMINISTRATION	\$103,500
TOWN GOVT. BUILDING	\$6,000,000
PUBLIC SCHOOL	\$1,215,000
NEW SCHOOL FACILITY	\$9,600,000
PUBLIC WORKS (excludes on-going)	\$2,850,000

TOTAL FORSEEN CAPITAL IMPROVEMENTS FOR NEXT 5-10 YEARS: **\$35,170,500**

## ADDENDUM NOTES

### **Requested items considered that did not meet CIP Criteria:**

- Studies of Public Sewer/Water Pressure at Fire Hydrant Locations – Requested by Fire Dept., Removed, Regarded as regular maintenance
- Arts, Music, & Theater Program – Requested by School, Removed, Recreational programs are listed as a Comp Plan Action Item but are not a Capital Improvement
- Extended Day Program for School & Head Start – Requested by School, Removed, not considered a Capital Improvement
- Continuing Education Costs for Police Force – Requested by Police Dept., Removed, not considered a Capital Improvement
- Buy new Police Cruisers – Requested by Police Dept., Removed, not considered a Capital Improvement
- Property (3-5 Acres) for Multi-purpose Rescue Squad Building – Requested by Rescue Squad, would like to move in next 5 years, Lease change, building not funded
- Economic Development Staff Hire – From Comp Plan, Removed, listed in Comp Plan as an Action Item but not considered a Capital Improvement
- Phase 2 GIS Map – From previous CIP, Removed, under \$50,000



## **TOWN OF COLONIAL BEACH Planning Commission By-Laws 2016**

### **I. State Statutes**

The Planning Commission, authorized by Virginia Code §15.2-2210 shall execute its responsibility in a manner consistent with the provisions contained in state law.

### **II. Objective**

The objectives of the Planning Commission are to advise the Town Council and to carry out all duties and functions described by the Code of Virginia, as amended. This commission strives to improve public health, safety, convenience and welfare of its citizens and to plan for future development of the community.

#### **Additional Responsibilities**

1. As governed by the Code of Virginia, the Commission shall direct the preparation of the Town Comprehensive Plan for presentation to the Town Council and periodically review/update this Plan as required by the Code of Virginia.
2. The Commission shall also participate in the Capital Improvement Program and recommend Zoning Ordinances to the Town Council to assure that they are in accordance with the Comprehensive Plan as required by the Code of Virginia.
3. The Commission shall receive direction from the Town Council regarding any special programs that they desire to be managed or evaluated by the Commission within the Code of Virginia.

### **III. Members, Terms**

- A. In accordance with Virginia Code § 15.2-2212 the Colonial Beach Planning Commission shall consist of seven (7) voting members, all of whom shall be appointed by the Colonial Beach Town Council. All Planning Commission Members shall be residents of the Town of Colonial Beach, qualified by knowledge and experience to make decisions on questions of community growth and development and at least one-half of the members of the Planning Commission shall be owners of real property.

**B. Terms and Vacancies:**

1. All members shall be appointed terms of four (4) years.
2. Any vacancy in membership shall be filled by recommendation of the commission and formal appointment by the Town Council. Any appointed member may be removed by the Town Council for malfeasance in office.

**IV. Meetings**

- A. The Planning Commission shall meet in regular session on the first Thursday of each month at 5:30 p.m. at Town Center located at 22 Washington Avenue. With due and proper public notice (Virginia Code section 15.2-2214 ) the Commission may upon occasion meet elsewhere, within the boundaries of Colonial Beach.
- B. Special Meetings may be called by the Chairperson or by any two members in accordance with Virginia Code section 15.2-2214. The clerk shall mail to all members, at least five (5) days in advance of a special meeting, a written notice, fixing the time and place of the meeting and the purpose thereof. Written notice of a special meeting is *not* required if the time of the special meeting has been fixed at the regular meeting. Formal rules of procedure may be suspended for work sessions.
- C. Work sessions shall be held at the adjournment of regular meetings or at the time and place set by the Commission.
- D. A majority of the total members of the planning commission shall constitute a quorum.
- E. The Commission shall keep a written record of its transactions. This record shall be available for public inspection at the Town Hall, the Department of Planning & Community Development, and the Central Rappahannock Regional Library branch in Colonial Beach. Also, copies of the minutes shall be available on the Town's website.

**V. Officers**

- A. The Commission shall consist of a Chairperson and Vice-Chairperson whose terms of office shall be for one year. These positions are elected by the Commission at its annual organizational meeting in January of each year. Any vacancy occurring in an office shall be filled for the unexpired term by the Commission at the regular monthly meeting following the occurrence of such vacancy.
- B. The Planning and Zoning Administrator or designee for the Town of Colonial Beach shall serve as the Clerk of the Planning Commission.

**VI. Duties of Officers**

- A. The Chairperson shall:

1. Preside at all meetings.
2. Appoint committees.
3. Rule on all procedural questions, but subject to a reversal by a majority vote of the members present.
4. Be informed immediately of any official communication.
5. Report official communications referencing positive and negative opinions.
6. Certify official documents involving the authority of the Commission.
7. Be the general spokesperson for the Commission.
8. Attend Town Council meetings or designate a liaison in lieu.

B. The Vice-Chairperson shall:

1. Act in the absence or inability of the Chairperson to act.
2. Perform such other duties as may be assigned by the Commission.

C. The Clerk shall:

1. Record attendance and minutes of all Commission meetings.
2. Notify all members of meetings.
3. Maintain a file of all official Commission records and reports.
4. Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings.
5. Attend to the execution of the duties and functions of the Commission.
6. Provide Town Council reports and recommendations of the Commission

## VII. Committees

- A. The Commission may establish committees necessary to accomplish its purpose.
- B. Members of the committees shall be appointed by the Chairperson. The Chairperson may request recommendations for the Commission or committee members on committee appointments.
- C. Members of the committees may be Commission members, employees of the Town or citizen volunteers.
- D. The Chairperson and Planning Director shall be ex-officio members of every committee.
- E. All committee reports written or oral shall be official record of the Commission.
- F. The following committees and their Chair shall be appointed by the Commission Chair within thirty days after the Chair takes office:
  1. **Public Outreach Committee.** This Committee shall be composed of at least 2 members (at least 1 member shall be a Commission member) and have the following responsibilities:
    - A. Support public awareness to the matters of Public Planning and the Commission.

- B. Provide insight and recommendations to the Commission in the field of public relations, marketing, and communication to better serve our community.
  - C. Assist the Commission in maintaining regular contact with Public Officials.
  - D. Represent to the Commission public concerns.
2. **Policy Committee.** This Committee shall be composed of at least 4 members (at least 2 members shall be Commission members) and shall have the following responsibilities.
- A. Address the long-range goals of the Commission and explore strategies for achieving them; and
  - B. Address ways to maintain and improve working relationships between the Commission, other County organizations, as well as with surrounding jurisdictions and organizations involved in planning initiatives.
  - C. Conduct the Commission's initial review of the Capital Improvement Plan.
  - D. Recommend and prepare new and revised policies for the Commission.
  - E. Conduct the Commission's initial review of the ordinance amendments, as directed by the Chair of the Commission.

## VIII. Transaction of Business

The Commission shall follow the Robert's Rules of Order, Newly Revised 10<sup>th</sup> Edition, October 2000, and more specifically, the provisions which pertain to the "conduct of business boards" at page 469 et seq., in particular, the "Procedure in Small Boards." However, failure to strictly comply with Roberts Rules of Order shall not invalidate any actions of the Commission. The Town's Attorney shall preside as parliamentarian.

### A. Agenda:

1. The activities at any regular meeting of the Commission shall be in accordance with a formal agenda. Such agenda shall be distributed to the Commission and made available to the public via hard copy at Town Hall and electronically at the Town's website not less than 3 days prior to the each regular meeting.
2. Order of Business for Regular Meetings: At regular meetings of the Commission, business shall be conducted in the following manner:
  - a. Call to order.
  - b. Approval of minutes of the last meeting
  - c. Public Comment on Non-Hearing Related Planning Commission Matters
  - d. Committee Reports (if applicable)
  - e. Old Business
  - f. New Business
  - g. Adjournment

3. The order of business at special meetings shall be in accordance with the agenda prepared by the clerk for such meeting.
4. Agendas may be amended and/or items added or deleted from the agenda, by a majority concurrence of the members.

B. Hearings:

1. The Commission shall hold public hearings on all items for which hearings are required by the Code of Virginia or by the Code of the Town of Colonial Beach. Such public hearings shall be advertised in accordance with State Code Section 15.2-2204.
2. The Chairperson may establish special rules for any public hearing at the beginning of said hearing. These rules may include limitations on the time of the Clerk, petitioner, opposition, and public comment.
3. In addition to those required by law, the Commission may hold public hearings on any matter which it deems to be in the public interest. In such cases, the public hearings shall follow all procedures described for public hearing in these bylaws.

C. Procedure:

1. Each speaker wishing to address the Commission shall clearly state his/her name and address and shall abide by the time limitations set before public hearing.
2. Written comments in addition to or in lieu of public appearance may be received by the Commission, such shall become part of the record.
3. Business items on the agenda shall be considered by a reading of the application, commentary by the Clerk and/or other Town staff, followed by presentations by the petitioner and those in favor, and then representatives of the opposition may speak without repetition. Representation of the petitioner will be allowed to rebut then the public hearing will be closed by the Chairperson. See *Protocol Specifics* for further details.
4. Commission Members shall limit their comments during public comment to ensure public participation without Commission interference. Questions for the petitioner or opposition by Commissioners for clarification or additional information will follow after public comment at the discretion of the Chair.
5. At the conclusion of the hearing the Commission shall proceed with motion and action on that item.
6. The Commission shall have the authority to postpone an agenda item for a specific period of time, stating reason.

D. Voting:

1. A majority of the total members of the planning commission shall constitute a quorum.
2. Questions submitted to the Commission shall be decided by vote with the action recorded in the minutes.
3. Members abstaining from voting on a question shall state the reason therefore, and such statement shall be made a part of the record of the meeting.

**IX. Protocol Specifics**

A. Protocol for Citizen Comments

- A. The Purpose of the citizen comment period is to allow any citizen of the Town to make statements to the Colonial Beach Planning Commission related to any matter under the auspices of the Planning Commission, which are not scheduled for discussion on the agenda.
- B. The Planning Commission will listen and consider the position and opinion of the citizens of Colonial Beach however the Commission shall not respond or ask staff to respond to issues identified by the public that may require additional research or investigation.

B. Public Hearing Protocol

1. The purpose of a public hearing is for the Colonial Beach Planning Commission to listen carefully to the position and opinion from the citizens of Colonial Beach.
2. All public hearings are advertised weeks prior to the scheduled hearings and the notices indicate where citizens can obtain information pertinent to matters scheduled for public hearing.
3. Public hearings are not question and answer sessions or debates and all statements should be addressed to the chair.
4. Public hearings are intended to give citizens an opportunity to influence the public decision process based on prior research and discussions with appropriate public officials.
5. When members of the public offer comment, they need to clearly state their name and address prior to making their comments.
6. Applicants, or representatives of the applicant, will be allowed fifteen (15) minutes to introduce information regarding the matter advertised for public hearing. All comments are to be pertinent to the issue being considered.
7. Where an application is complex and contains multifaceted issues and approval by the chairperson the applicant may be granted additional time.

8. Persons speaking at public hearings are respectfully requested to keep comments brief, not to exceed three (3) minutes, and to address only those issues pertinent to the matters advertised for public hearing.
9. After the public hearing has been closed, the applicant or representatives of the applicant will be allowed fifteen (15) minutes to address any issues identified by the public where the Planning Commission needs clarification.
10. Written copies of statements made at public hearings are requested but not required.

#### C. Work Session Protocol

1. The Commission may hold work sessions at which the procedural rules of these bylaws shall not apply.
2. Notice of work sessions shall be sent to the Commissioners at least five days prior to the session.
3. The Chairperson shall lead the session and require orderly behavior and discussion.
4. No actions shall be taken or motions made at a work session.
5. Work sessions shall be open to the public. Public comment is not required at a work session.
6. The Clerk shall keep record of all work sessions and items discussed.
7. Work sessions may be joint sessions including participation by other Town employees, departments, and Town Council members.

### **VIII. Special Rules**

#### A. Attendance:

Commission members are encouraged to attend all meetings (regular and special), including work sessions, and to notify the Secretary or the Chairperson if they will be unable to attend a meeting. Commission members who have missed three (3) consecutive regular meetings without contacting the Chairperson or Secretary will be notified by letter of their absences. A copy will be sent to Town Council. If more than three consecutive meetings are missed without contacting the Chairperson or Secretary, this will result in recommendation to Town Council by the Planning Commission to remove the planning commissioner.

#### B. Objectivity:

Commission members shall make every attempt to remain neutral and uncommitted on issues before coming to the Commission until said issues have been presented to the Commission and the proponents and opponents concerning the same have been heard. Additionally, Commission members shall not represent any applicant before the Commission.

C. Conflict of Interest:

As “officers” of the Town of Colonial Beach, Commission members shall be directed by the Conflict of Interests Act.

D. Speaking:

All Commission members as well as staff members or the public in attendance, shall not be allowed to speak on any matter before the Commission without first gaining recognition of the Chairperson.

E. Training:

The Commission’s goal is to have all of its members to attend and complete training sessions sponsored by the **Citizens Planning Education Association of Virginia (CPEAV)/Plan Virginia** in order to more effectively carry out their responsibilities to meet the objectives of the Commission. Additionally, each month pending available time the Planning Director will have the Planning Manager present a topic for a mini-training session at the conclusion of other Commission business.

**IX. Modification of By-Laws:**

Modification of these By-Laws shall be approved by the Commission in regular session. Proposals for modification shall be submitted to the Commission at a regular meeting and shall be acted upon at the next regular meeting. An affirmative vote of two-thirds of the entire Commission shall be required to modify the By-Laws.

These by-laws have been adopted by the Planning Commission, all members thereof present on this seventh (7<sup>th</sup>) day of May 2015.

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Chair

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Clerk of the Commission



## PLANNING COMMISSION ANNUAL REPORT 2015

### Planning Commission

Robin Schick, Chairwoman  
Maureen McCabe, Vice Chairwoman  
Bob Busick  
Diana Clopton  
Pam Tolson  
Steve Cirbee (resigned February 2015)  
John Reinhart (resigned August 2015)

### Town Staff

Val Foulds, Town Manager  
Brendan McHugh, Planning/Zoning Administrator  
Tori Haynes, Planning Assistant

### Town Attorney

Andrea Erard

### Town Council

Mike Ham, Mayor  
Eddie Blunt, Vice Mayor  
Wayne DiRosario  
Tommy Edwards  
Wanda Goforth  
Mike Looney  
Burkett Lyburn

Date	Attendance	Committee Reports	Items/Topics Reviewed
Regular Mtg.  Jan. 15, 2015 5:30 p.m.  Town Center	<u>Commissioners</u> Bob Busick Steve Cirbee Maureen McCabe John Reinhart  <u>Staff</u> Val Foulds Brendan McHugh  <u>Absent</u> Robin Schick	<u>Public Outreach Committee</u> No report.  <u>Policy Committee</u> Ms. McCabe and Mr. Cirbee expressed their concern about the CIP process. They suggested that the CIP focus on long-term goals for the Town.	<u>Officer Elections</u> Mr. Cirbee nominated Ms. Schick and Ms. McCabe to remain Chairperson and Vice Chairperson, respectively. Mr. Busick seconded the motion. <i>The motion passed unanimously.</i>  <u>Proposed Amendments to Article 10 – Agricultural District (A-1)</u> No property within Town limits is currently zoned A-1. The proposed article would be for rezonings or annexations.  <u>Breweries and Wind Mills/Turbines</u> The Zoning Ordinance does not currently allow breweries or wind mills/turbines within Town limits. Mr. McHugh addressed the possibility of adding breweries and wind mills/turbines to the Zoning Ordinance.  <u>Abandoned Work</u> Neither the Town Code nor the Zoning Ordinance can currently enforce the completion of abandoned work. Mr. McHugh and Ms. McCabe noted that there were several projects throughout the Town that had been abandoned for years.  <u>Resignation of Kent Rodeheaver</u> Mr. McHugh formally announced the resignation of Mr. Rodeheaver.

Date	Attendance	Committee Reports	Items/Topics Reviewed
<p>Regular Mtg. Feb. 5, 2015 5:30 p.m.  Town Center</p>	<p><u>Commissioners</u> Steve Cirbee Maureen McCabe Robin Schick</p> <p><u>Staff</u> Brendan McHugh</p> <p><u>Also Present</u> Andrea Erard</p> <p><u>Absent</u> John Reinhart Bob Busick</p>	<p><u>Public Outreach Committee</u> No report.</p> <p><u>Policy Committee</u> Mr. Cirbee said the Town should cease all projects and leases until the CIP has been completed. Ms. McCabe suggested that the Planning Commission create a process for the CIP.</p>	<p><u>Planning Commission Applicant Interviews</u> Applicant interviews were postponed due to absenteeism.</p> <p><u>Town Attorney Presentation on Bylaws and Robert's Rules of Order</u> Ms. Erard gave a presentation on updating the Planning Commission's bylaws. She cited James City County and Lynchburg Planning Commission bylaws as models for Colonial Beach. She also discussed Robert's Rules of Order.</p>
<p>Special Mtg. Feb. 19, 2015 5:30 p.m.  Town Center</p>	<p><u>Commissioners</u> Bob Busick Steve Cirbee John Reinhart Robin Schick</p> <p><u>Staff</u> Brendan McHugh</p> <p><u>Also Present</u> Linda Brubaker Diana Clopton Pam Tolson</p> <p><u>Absent</u> Maureen McCabe</p>	<p><u>Public Outreach Committee</u> No report.</p> <p><u>Policy Committee</u> No report.</p>	<p><u>Planning Commission Applicant Interviews</u> Linda Brubaker, Diana Clopton, and Pam Tolson were interviewed for two available seats on the Planning Commission.</p> <p><u>Proposed 2015 Bylaws</u> Ms. Schick introduced the updated bylaws, which incorporated elements of James City County and Lynchburg Planning Commission's bylaws into the existing bylaws.</p>
<p>Special Mtg. Mar. 17, 2015 4:30 p.m.  Town Center</p>	<p><u>Commissioners</u> Bob Busick Maureen McCabe John Reinhart Robin Schick</p> <p><u>Staff</u> Brendan McHugh</p>	<p><u>Public Outreach Committee</u> No report.</p> <p><u>Policy Committee</u> No report.</p>	<p><u>Resignation of Steve Cirbee</u> Ms. Schick formally announced the resignation of Mr. Cirbee.</p> <p><u>Recommendation of New Members</u> Planning Commission voted on the recommendation of new members to be appointed by Town Council: Linda Brubaker      <i>Vote: 1-3, not in favor of recommendation</i> Diana Clopton      <i>Vote: 4-0, in favor of recommendation</i> Pam Tolson      <i>Vote: 4-0, in favor of recommendation</i></p>

Date	Attendance	Committee Reports	Items/Topics Reviewed
<p>(continued)</p> <p>Special Mtg.</p> <p>Mar. 17, 2015 4:30 p.m.</p> <p>Town Center</p>	<p>(continued)</p>	<p>(continued)</p>	<p>(continued)</p> <p><u>Proposed Brewery Amendments</u> Four different types of breweries were identified: Nanobreweries (less than 500 barrels annually), Microbreweries (501-10,000 barrels annually), Large Scale Breweries (more than 10,001 barrels annually), and Brew Pubs (serves food in addition to brewing beer onsite). The intensity of each zoning district was taken into account when determining which types of breweries would be permitted, and where.</p> <p><u>2015 Bylaws</u> Ms. Schick presented the revised 2015 Bylaws.</p>
<p>Regular Mtg.</p> <p>Apr. 2, 2015 5:30 p.m.</p> <p>Town Center</p>	<p><u>Commissioners</u> Bob Busick Robin Schick</p> <p><u>Staff</u> Brendan McHugh</p> <p><u>Absent</u> Maureen McCabe John Reinhart</p>	<p><u>Public Outreach Committee</u> No report.</p> <p><u>Policy Committee</u> No report.</p>	<p>There was no quorum. All agenda items were tabled until the May meeting.</p>
<p>Regular Mtg.</p> <p>May 7, 2015 5:30 p.m.</p> <p>Town Center</p>	<p><u>Commissioners</u> Bob Busick Diana Clopton Maureen McCabe John Reinhart** Robin Schick Pam Tolson</p> <p><u>Staff</u> Brendan McHugh</p> <p><u>Also Present</u> Emery Nauden</p> <p>**arrived late</p>	<p><u>Public Outreach Committee</u> Ms. Schick appointed Ms. Tolson to the Public Outreach Committee. Ms. Tolson accepted.</p> <p><u>Policy Committee</u> Ms. Schick appointed Ms. Clopton to the Policy Committee. Ms. Clopton accepted.</p>	<p><u>Introduction of Community Planning Liaison Officer Emery Nauden</u> Mr. Emery Nauden introduced himself as the Community Planning Liaison Officer for South Potomac, representing both Dahlgren and Indian Head Naval facilities. As liaison, he has a working relationship with Planning Commissions in a non-voting position. He is assigned to several localities in the region.</p> <p><u>Public Hearing on ZOA-01-2015 (Ord. 661): Proposed Amendments to Article 10 – Agricultural District (A-1)</u> Mr. McHugh presented the final proposed amendments to Article 10. <i>The motion to recommend Article 10 for approval by Town Council was moved by Ms. McCabe. Mr. Busick seconded. The motion passed unanimously. Mr. Reinhart was not present for the vote.</i></p> <p><u>Public Hearing on ZOA-02-2015 (Ord. 662): Proposed Brewery Amendments</u> Mr. McHugh presented the final proposed brewery amendments. <i>The motion to recommend the Brewery Amendments for approval by Town Council was</i></p>

Date	Attendance	Committee Reports	Items/Topics Reviewed
<p>(continued)</p> <p>Regular Mtg.</p> <p>May 7, 2015 5:30 p.m.</p> <p>Town Center</p>	<p>(continued)</p>	<p>(continued)</p>	<p>(continued)</p> <p><i>moved by Ms. Tolson. Mr. Reinhart seconded. The motion passed unanimously.</i></p> <p><u>Adoption of 2015 Bylaws</u> Ms. Schick presented the 2015 Bylaws for adoption. <i>The 2015 Bylaws were adopted unanimously.</i></p> <p><u>Proposed Amendments to Article 9 – Commercial Residential (CR) and Article 18 – Supplementary Regulations</u> Articles 9 and 18 were amended and passed by the Planning Commission in previous years, but never got passed by Town Council due to agenda delays and a change of Council members. It had been such a long delay that Town Staff asked the Planning Commission to re-review the Articles and re-recommend them to Council.</p> <p><u>Vacant Town-Owned Properties</u> Several Town-owned properties were identified for potential sale by Town Council. Planning Commission then prioritized each property into four groups for further study: (1) Old elementary school property; (2) Old Town Hall, Old Police Station, and Klotz Building; (3) Municipal parking lot area; and (4) Water tower and Town Hill.</p> <p><u>Artisan Trail</u> Participants of the Northern Neck Artisan Trail asked for an amendment to the Home Occupation ordinance to allow for customer visitation and sale of craft goods directly from the home.</p>
<p>Regular Mtg.</p> <p>June 4, 2015 5:30 p.m.</p> <p>Town Center</p>	<p><u>Commissioners</u> Bob Busick Diana Clopton Maureen McCabe Robin Schick Pam Tolson</p> <p><u>Staff</u> Brendan McHugh Tori Haynes</p> <p><u>Absent</u> John Reinhart</p>	<p><u>Public Outreach Committee</u> Ms. Tolson prioritized explaining the CIP process to the community.</p> <p><u>Policy Committee</u> Ms. McCabe introduced the CIP timeline.</p>	<p><u>Proposed Amendments to Article 26 – Home Occupations</u> The proposed amendments to Article 26 would loosen restrictions on customer contact, sale of merchandise, and signs for individuals with a Home Occupation permit. This amendment would apply to all Home Occupations, but especially addresses the concerns of local Artisan Trail participants.</p> <p><u>Comprehensive Plan Review</u> Discussion on the Comprehensive Plan will begin with <i>Chapter 5, Implementation</i> and continue until all CIP and Action Items are reviewed.</p>

Date	Attendance	Committee Reports	Items/Topics Reviewed
<p>Work Session June 18, 2015 4:00 p.m.  Town Center</p>	<p><u>Commissioners</u> Maureen McCabe John Reinhart Robin Schick Pam Tolson  <u>Staff</u> Brendan McHugh Tori Haynes  <u>Absent</u> Bob Busick Diana Clopton</p>	<p><u>Public Outreach Committee</u> No report.  <u>Policy Committee</u> No report.</p>	<p><u>Comprehensive Plan Review</u> The following items were discussed on page 12 of Chapter 5: “Development of a Concept Plan for the Historic Resort Commercial Area” through “Public Boat Ramp/Pier Improvements on River and Bay side.”</p>
<p>Regular Mtg. July 2, 2015 5:30 p.m.  Town Center</p>	<p><u>Commissioners</u> Bob Busick Diana Clopton Maureen McCabe Robin Schick Pam Tolson  <u>Staff</u> Brendan McHugh Tori Haynes  <u>Absent</u> John Reinhart</p>	<p><u>Public Outreach Committee</u> Ms. Tolson looked into methods for distributing informational materials to the community.  <u>Policy Committee</u> Presented first review of preliminary CIP spreadsheet, with adjustments to be made after department application submittals are received.</p>	<p><u>Public Hearing on ZOA-03-2015 (Ord. 649): Article 18 – Supplementary Regulations</u> The proposed amendments to Article 18–Miscellaneous would repeal existing Articles 13, 24, and 26. The contents of those articles were streamlined and consolidated into the new Article 18–Supplementary Regulations. <i>The motion to recommend Article 18 for approval by Town Council was moved by Ms. McCabe. Ms. Tolson seconded. The motion passed unanimously.</i>  <u>Vacant Town-Owned Property Study: Old Elementary School</u> The old elementary school property is to be sold to help finance the new school. The staff report outlined various rezoning options to attract the best possible offer.  <u>Comprehensive Plan Review</u> The following items were discussed on page 12 of Chapter 5: “Development of the Euclid Ave. Multi-Use Path” through “Beach Stabilization and Replenishment.”</p>
<p>Work Session Aug. 20, 2015 5:30 p.m.  Town Center</p>	<p><u>Commissioners</u> Bob Busick Diana Clopton Maureen McCabe Robin Schick Pam Tolson</p>	<p><u>Public Outreach Committee</u> Ms. Schick appointed Mr. Busick to the Public Outreach Committee. Mr. Busick accepted.</p>	<p><u>Resignation of John Reinhart</u> Ms. Schick formally announced the resignation of Mr. Reinhart.  <u>Proposed Amendments to Article 9 – Commercial Residential (CR)</u> Mr. McHugh presented the proposed amendments to Article 9.</p>

Date	Attendance	Committee Reports	Items/Topics Reviewed
<p><i>(continued)</i></p> <p>Work Session</p> <p>Aug. 20, 2015 5:30 p.m.</p> <p>Town Center</p>	<p><i>(continued)</i></p> <p><u>Staff</u> Brendan McHugh Tori Haynes</p>	<p><i>(continued)</i></p> <p><u>Policy Committee</u> The upcoming CIP application submittals were discussed.</p>	<p><i>(continued)</i></p> <p><u>Division of Article 18 – Supplementary Regulations, as requested by Town Council</u> Town Council requested that Article 18 be re-divided into the original article numbers at the 8/13/15 meeting.</p> <p><u>Proposed Amendments to Article 26 – Home Occupations</u> The Home Occupation ordinance was removed from Article 18 and re-assigned to Article 26.</p> <p><u>Recommendation of the Future Use of the Old Elementary School Property</u> Planning Commission voted for the recommendation of the future use of the old elementary school property. <i>The motion to recommend rezoning the school property to Commercial Residential was moved by Ms. McCabe. Ms. Clopton seconded. The motion passed unanimously.</i></p>
<p>Regular Mtg.</p> <p>Sept. 17, 2015 5:30 p.m.</p> <p>Town Center</p>	<p><u>Commissioners</u> Diana Clopton Maureen McCabe Robin Schick Pam Tolson</p> <p><u>Staff</u> Brendan McHugh Tori Haynes</p> <p><u>Absent</u> Bob Busick</p>	<p><u>Public Outreach Committee</u> No report.</p> <p><u>Policy Committee</u> Ms. McCabe introduced an adjusted CIP timeline.</p>	<p><u>Public Hearing on ZOA-04-2015 (Ord. 641): Proposed Amendments to Article 9 – Commercial Residential (CR)</u> Mr. McHugh presented the final proposed amendments to Article 9. <i>The motion to recommend the approval of Article 9 by Town Council was moved by Ms. McCabe. Ms. Clopton seconded. The motion passed unanimously.</i></p> <p><u>Public Hearing on ZOA-05-2015 (Ord. 664): Proposed Amendments to Article 26 – Home Occupations</u> Mr. McHugh presented the final proposed amendments to Article 26. <i>The motion to recommended approval of Article 26 by Town Council was moved by Ms. McCabe. Ms. Tolson seconded. The motion passed unanimously.</i></p> <p><u>Proposed Amendments to Article 24 – Landscaping</u> The Landscaping ordinance was removed from Article 18 and reassigned to Article 24.</p>
<p>Regular Mtg.</p> <p>Oct. 15, 2015 5:30 p.m.</p> <p>Town Center</p>	<p><u>Commissioners</u> Bob Busick Diana Clopton Robin Schick Pam Tolson</p>	<p><u>Public Outreach Committee</u> Ms. Schick encouraged the use of free social media and survey tools to better engage the community.</p>	<p><u>Public Hearing on ZOA-07-2015 (Ord. 668): Proposed Amendments to Article 18 – Miscellaneous</u> Mr. McHugh presented the final proposed amendments to Article 18, as revised by Town Council. <i>The motion to recommend the approval of Article 18 by Town Council was moved by Ms. Tolson. Mr. Busick seconded. The motion passed unanimously.</i></p>

Date	Attendance	Committee Reports	Items/Topics Reviewed
<p><i>(continued)</i></p> <p>Regular Mtg. Oct. 15, 2015 5:30 p.m. Town Center</p>	<p><i>(continued)</i></p> <p><u>Staff</u> Brendan McHugh Tori Haynes</p> <p><u>Absent</u> Maureen McCabe</p>	<p><i>(continued)</i></p> <p><u>Policy Committee</u> Mr. McHugh answered questions about the revised CIP schedule.</p>	<p><i>(continued)</i></p> <p><u>Vacant Town-Owned Properties – N. Irving Avenue (Old Town Hall, Old Police Station, and Klotz Building)</u> Staff presented three general options: (1) Sale and renovation, (2) Sale and Demo/Redevelopment, and (3) No sale at this time.</p>
<p>Regular Mtg. Nov. 12, 2015 4:30 p.m. Town Center</p>	<p><u>Commissioners</u> Diana Clopton Maureen McCabe Robin Schick Pam Tolson</p> <p><u>Staff</u> Brendan McHugh Tori Haynes</p> <p><u>Absent</u> Bob Busick</p>	<p><u>Public Outreach Committee</u> Ms. Tolson attended an Artisan Trail meeting and answered questions about the Planning Commission’s position on Article 26. Ms. Schick suggested creating a Planning Commission Facebook page.</p> <p><u>Policy Committee</u> Ms. McCabe re-introduced the original CIP timeline.</p>	<p><u>Adoption of Original CIP Timeline</u> <i>The motion to adopt the original CIP timeline was moved by Ms. McCabe. There was no second. The motion passed unanimously.</i></p> <p><u>Vacant Town-Owned Properties – N. Irving Avenue (Old Town Hall, Old Police Station, and Klotz Building)</u> Ms. Schick recommended getting a commercial realtor’s opinion on the value and marketability of the N. Irving Avenue properties.</p> <p><u>Comprehensive Plan Review</u> The following items were discussed on page 12 of Chapter 5: “New Municipal Center” through “Sewer System Improvements.”</p>
<p>Work Session Nov. 19, 2015 11:00 a.m. Town Center</p>	<p><u>Commissioners</u> Diana Clopton Maureen McCabe Robin Schick Pam Tolson</p> <p><u>Staff</u> Brendan McHugh Tori Haynes</p> <p><u>Also Present</u> Mike Worrell</p> <p><u>Absent</u> Bob Busick</p>	<p><u>Public Outreach Committee</u> No report.</p> <p><u>Policy Committee</u> No report.</p>	<p><u>Capital Improvement Plan Review</u> CIP applications submitted by department heads were reviewed. Mike Worrell of the Colonial Beach Volunteer Fire Department was present to answer questions about their application.</p>

Date	Attendance	Committee Reports	Items/Topics Reviewed
Regular Mtg. Dec. 3, 2015 5:30 p.m. Town Center	<u>Commissioners</u> Diana Clopton Maureen McCabe Robin Schick Pam Tolson  <u>Staff</u> Brendan McHugh Tori Haynes Val Foulds	<u>Public Outreach Committee</u> No report.  <u>Policy Committee</u> No report.	<u>Vacant Town-Owned Properties – N. Irving Avenue (Old Town Hall, Old Police Station, and Klotz Building)</u> Planning Commission further reviewed the N. Irving Avenue properties and ranked them by architectural importance: (1) Old Town Hall, (2) Klotz Building, and (3) Old Police Station.  <u>Capital Improvement Plan Review</u> The remaining CIP applications were reviewed.  <u>Comprehensive Plan Review</u> The remaining Action Items from pages 20-22 of Chapter 5 were reviewed.

## TOWN COUNCIL ACTION

Town Council Meeting Date	Description	Case Number	Ordinance Number	Town Council Action
11/12/2015	Brewery Amendment	ZOA-02-2015	662	Approved as presented.
11/12/2015	Article 18 – Supplementary Regulations (Consolidation of Articles 13, 18, 24, 26)	ZOA-03-2015	649	Requested that Article 18 be re-divided into the original articles numbers.
11/12/2015	Article 9 – Commercial Residential	ZOA-04-2015	641	Approved as presented.
11/12/2015	Article 26 – Home Occupations	ZOA-05-2015	664	Approved as presented.
12/10/15	Article 18 – Miscellaneous	ZOA-07-2015	668	Approved with change to Section 18-1.B regarding temporary structure and portable on demand storage (PODS).

## **Colonial Beach Foundation**

TO: Robin Schick  
Chair – Planning Commission

From: Peter Fahrney  
President – Colonial Beach Foundation

Subject: Community Center requirements for the Capital Improvement Plan

Date: February 4, 2016

The Colonial Beach Foundation feels that for the development of a Community Center for use of all citizens of our town, it is important for the Town Government to be actively involved in its development.

The building constructed in 1958 is definitely showing its age.

Needed immediately:

- Heat Pump
- New Roof
- New accessibility to meet ADA standards

Desirable

- Heat/cooling in the new meeting room
- Bring the kitchen space to VAHD standards and improve to be useable as a caterer's kitchen
- Repair and improve the outside stage area
- Improve the outside grounds to be more useable as picnic and recreational area
- Repair the ball field

Discussion: The operation of the Community Center is not sustainable in its current condition.  
Income for normal operations comes from donations, private rentals and grants. Grants are in application. Some grants ask where the support is derived. Some require a governmental authority to sponsor the grant application.

Opinion: The Town government should make a commitment to support a Community Center.

Recommendation: Commitment should come in the form of planning for repair, renovation and improvement or the outright construction of a new Community Center. If commitment does not come from outright financial support, then planning within the Capital Improvement Plan consistent with the Comprehensive Plan of 2009.