



Before the  
**Colonial Beach Town Council**

Held at  
Colonial Beach Elementary School Auditorium  
102 First Street, Colonial Beach, VA 22443

**Thursday, November 15, 2018 at 6:00 p.m.**  
**Town Council Regular Meeting**  
**AGENDA**

1. **Call To Order**
2. **Moment of Silence/Pledge of Allegiance**
3. **Roll Call of Members**
4. **Approval of the Agenda**
5. **Approval of Minutes for August 15, 2018 Work Session**
6. **Council Announcements**
7. **Presentations**
  - Colonial Beach Schools ● Westmoreland County Supervisor ● Planning Commission
  - Downtown Colonial Beach ● Chamber of Commerce ● Colonial Beach Foundation
8. **Monthly Department Reports *(Tab A)***
9. **Old Business**

**10. New Business**

**Public Hearing**

- **Ord No. 694, Amends the Zoning Ordinance of Colonial Beach, Adding the Ability to Receive an Exception from the Development Standards Required to Install Curb, Gutter, and Sidewalk *(Tab B)***

- (i) Public Input**
- (ii) Council Action**

- **Res #46-18, Appoints James E. Cornwell, Jr. as Town Attorney for the Town of Colonial Beach *(Tab C)***
- **Res #47-18, Amends 2018 ByLaws and Rules of Procedures, Section 2-3, Parliamentarian *(Tab D)***
- **Res #48-18, Establishment of Personal Property Tax Relief Rates for Tax Year 2018 *(Tab E)***

**11. Citizen Input**

**12. Closed Meeting**

**13. Adjournment/Recess**

# Tab A



# Town Manager & Special Reports



- **Currently revising Event Packet for 2019**
  - Holistic
  - Additional Requirements
  - Will receive NGO comments in early December
  - Anticipated implementation for 2019 Events beginning in January
- **Boardwalk Project:** Currently moving forward with engineering revisions (on-track)
- **Torrey Smith Project:** Construction has begun. Ground breaking ceremony @ 10:00AM Saturday 17, NOV 2018
- **Dahlgren COMREL meeting:** Airstrip renovation altered/cancelled. IT Education grant discussion from Mary Washington
- **After Action review** of Bike fest and VSP (Virginia State Police) future support operations

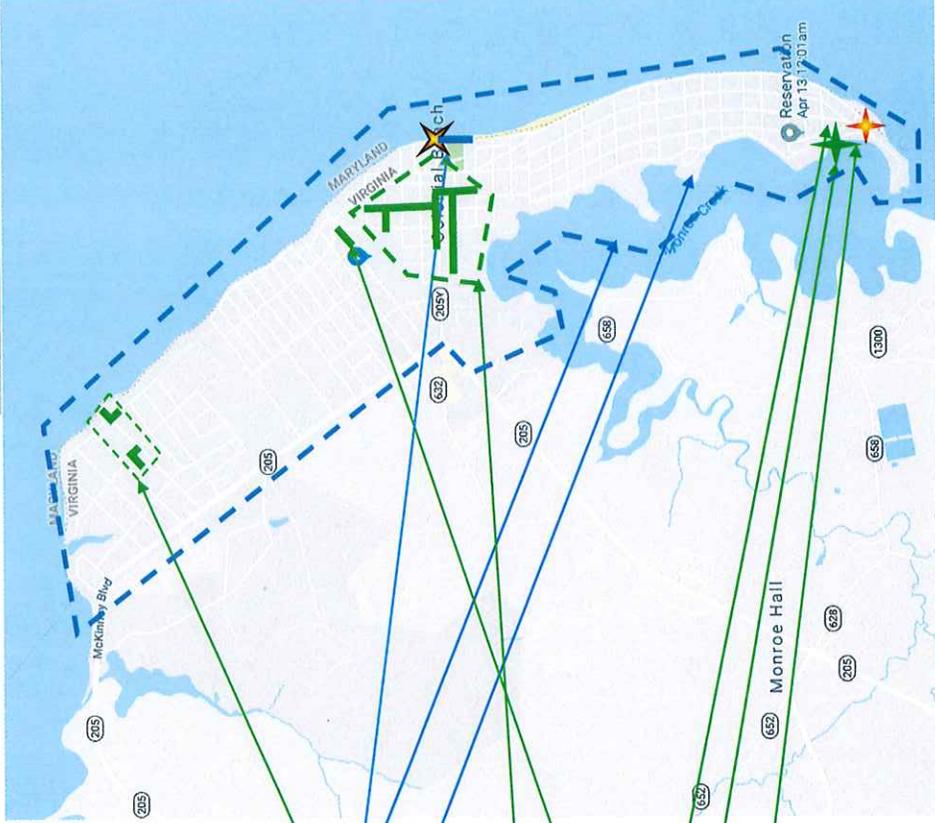


# Department Reports Public Works Projects in Progress



## Pipeline:

- **Working Projects:**
  - Water Meter System Installation -----
  - Robin Grove Water Facility Upgrade
  - Pedestrian Plaza- waiting re-design
- **Completed Projects**
  - Santa Maria Storm Drainage in ROW -----
  - Water Line Replacements -----
  - Public Boat Launch -----
  - Castlewood Playground Perimeter Fencing
  - Castlewood Parking upgrade Phase 1
  - 1<sup>st</sup> Street Stormwater Piping -----





# Department Reports Public Works (Town Roads)



## Intro:

- **Pending Locations**
  - **Given St**
  - **Fifth St**
- **Completed**
  - **Stratford**
  - **Azalea Rd**
  - **Forest**
  - **Wakefield**
  - **Stratford Circle**
  - **Dogwood Ave**
  - **N. Dwight Ave.**
  - **Santa Maria**
- **Upcoming TBD**







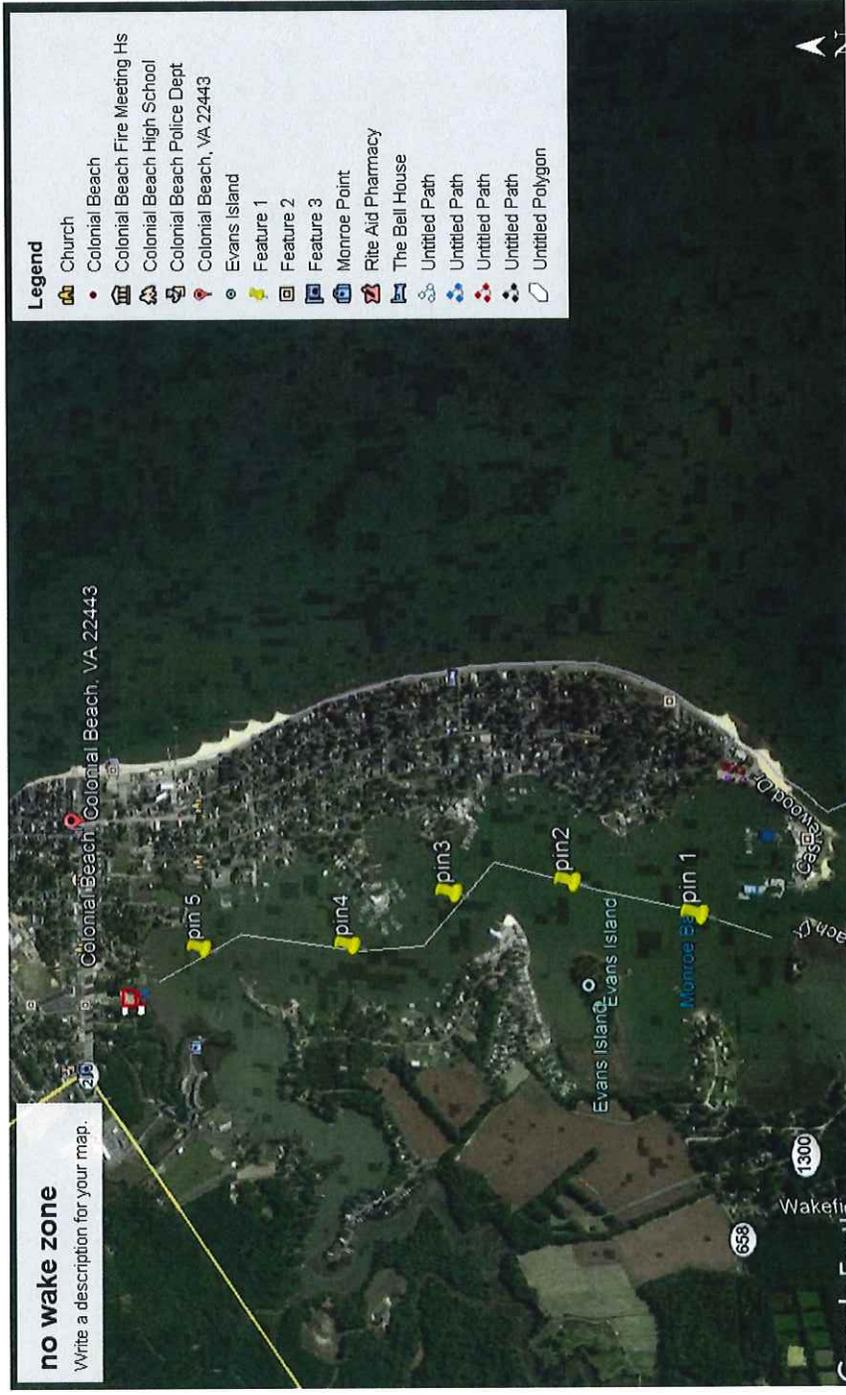
## PW Department Reports

# Proposed No Wake Zone Signage for Application



Contacted Game & Inland Fisheries for permission to utilize channel markers – no issues but would have to get permission from the “Coast Guard”. Coast Guard referred us to the Baltimore office, who in turn referred us to Virginia Department of Natural Resources, which is the Virginia Department of Game and Inland Fisheries.

We anticipate receiving permission and utilizing signage on 3 channel markers and new buoys at 3 locations without channel markers.





# Department Reports Public Works Water System CIP



Cost Category	Amount Budgeted	Previous Disbursements	Expenditures This Period	Total Expenditures to Date	Net Balance Remaining
Admin/Legal Expense (Survey & Ads)	\$10,000.00	\$3,986.60		\$3,986.60	\$6,013.40
Engineering Basic	\$200,490.00	\$192,982.00		\$192,982.00	\$7,508.00
Project Inspection Fees	\$96,000.00	\$76,785.08		\$76,785.08	\$19,214.92
Robin Grove Facility Construction	\$1,496,855.00	\$1,116,402.65	\$160,297.06	\$1,276,699.71	\$220,155.29
Robin Grove Security Upgrades (Generator)	\$110,000.00	\$0.00		\$0.00	\$110,000.00
Distribution System Construction	\$1,274,142.00	\$1,219,905.63		\$1,219,905.63	\$54,236.37
Equipment Purchase/Installation (Meters)	\$584,710.00	\$581,290.75		\$581,290.75	\$3,419.25
Equipment Purchase/Installation (Meters Boxes & Lids)	\$457,757.00	\$162,980.79	\$6,038.20	\$169,018.99	\$288,738.01
Contingency 5%	\$144,050.00	\$0.00		\$0.00	\$144,050.00
<b>TOTALS: 4 503 051000 001</b>	<b>\$4,374,004.00</b>	<b>\$3,354,333.50</b>	<b>\$166,335.26</b>	<b>\$3,520,668.76</b>	<b>\$853,335.24</b>
				Total Loan Amount	\$ 4,374,004.00
				Previous Disbursements	\$ 3,354,333.50
				This Request	\$ 166,335.26
				Loan Proceeds Remaining	\$ 853,335.24



# Finance



## **Audit:**

- Audit process was fluid with minimal interruption
- All information was submitted to Auditor on 9 NOV 2018
- Waiting on draft from Robinson Farmer & Cox (expected by 20 NOV 2018)
- Required to be submitted by 30 November 2018

## **Edmunds software integration:**

- On-going (current "data download" completed on 9 NOV 2018)
- Additional follow-on actions next week.
- Expect on-site training for Phase I modules (finance, payroll, HR, requisitions, accts receivable, business licenses) on or about 15 January 2019.

## **Procurement Cards:**

- Ready to sign agreement

## **Personal property & Real Estate Tax:**

- Billed, payments are being received.
- Utilized Code Red to disseminate information regarding two separate Real Estate bills (due to .10 tax increase)

## **Avenue Analytics:**

- Currently accumulating data (specifically business license focused).
- No current issues, on-going interactions, currently in the "discovery phase" of implementation (understanding who should be paying for what)



# Planning & Community Development



- **Code Compliance - Monthly Report – October 2018**
- Town Code Violations: 28 New – 13 Abated – 15 Pending – 6 Existing
- Building Code Violations: 1 New – 0 Abated – 1 Pending – 1 Existing
- Zoning Violations: 3 New – 1 Abated – 2 Pending – 8 Existing
- Property Maintenance: 1 New – 0 Abated – 1 Pending – 4 Existing
- Previous Town Code Violations:
- Grass/vegetation – 31 Abated – 26 Pending · 5
- Trash/rubbish – 1 Abated – 1 Pending · 0
- Inoperable vehicles · 6 Abated – 4 Pending · 2
- New Town Code Violations:
- Grass/vegetation – 28 Abated – 12 Pending · 5
- Trash/rubbish – 2 Abated – 0 Pending · 2
- Inoperable vehicles – 8 Abated – 0 Pending – 8
- Dilapidated Pier · 0 Abated – 0 Pending · 1
- New Building Code Violations: 1 Abated – 0 Pending · 1
- Previous Building Code Violations: 1 Abated – 0 Pending · 1
- New Zoning Violations: 3 Abated – 1 Pending · 2
- Previous Zoning Violations: 9 Abated – 1 Pending · 8
- Previous Property Maintenance Violations: 3 Abated – 0 Pending · 3
- New Property Maintenance Violations: 3 Abated – 1 Pending · 2

- **Permits - Monthly Report –October 2018**
- Permits Issued: 28
- Total Revenue: \$2,828.95
- Total Inspections: 70
- New Single Family Dwelling Permits: 0
- Bulkhead: 1
- Demo Permits: 1
- Entrance: 2
- Woodlot Permits: 5
- Additions: 4
- Renovation Permits: 1
- Special Events Permits: 2
- Electrical Permits: 2
- Plumbing Permits: 1
- Mechanical Permits: 1
- Lot Consolidation Permits: 2
- Shed Permits: 4
- Deck: 1 Sign Permit: 1



# Department Reports

## Police Department



- **Significant Activities:**
  - 2018 Colonial Bike Fest
  - School Resource Officer(SRO) Started 10/29/18 at the Colonial Beach High School
- **On-going Investigations:**
  - Assault and Battery; 300 Block Sixth St.
  - Larceny; 400 Block Meadow Ave.
  - Domestic; 300 Block Riverwood Dr.
  - Breaking and Entering; 200 Block Eighth St.
  - Larceny; 400 Block Colonial Ave.
  - Threats to a Person; 400 Block Colonial Ave.
  - Larceny; 200 Block Locust Ave.



Reservation  
Apr 13 12:01am



# Department Reports Police Blotter



- 10/2/18 CBPD Officers responded to the Food Lion in reference to **Disorderly Conduct**.
- 10/4/18 CBPD Officers responded to 2800 Block of Dwight Ave. for a reported **Domestic**.
- 10/4/18 CBPD Officers responded to the 200 Block of Livingstone St. reference to a reported **Domestic**.
- 10/5/18 CBPD Officers responded to the 200 Block of Livingstone St. for a reported **Domestic**.
- 10/6/18 CBPD Officers responded to Dockside Restaurant in reference to a **Fight**.
- 10/7/18 CBPD Officers responded to 200 Block of Bancroft Ave. in reference to a **Domestic**.
- 10/7/18 CBPD Officers responded to 300 Block of Ninth St. for reported Shots Fired.
- 10/9/18 CBPD Officers responded to the 400 Block of Monroe St. for a reported **Disorderly Conduct**.
- 10/11/18 CBPD Officers responded to the Family Dollar for a reported **Shoplifting**.
- 10/12/18 CBPD Officers responded to the Wakefield Motel in reference to **Disorderly Conduct**.
- 10/12/18 CBPD Officers responded to Beach Terrace in reference to a reported **Intoxicated Subject**.
- 10/12/18 CBPD Officers responded to High Tides in reference to **Loud Music Complaint**.
- 10/13/18 CBPD Officers responded to Garfield Ave. for a reported **Intoxicated Subject**.
- 10/14/18 CBPD Officers responded to the 700 Block of Garfield Ave. in reference to a reported **DOA**.
- 10/14/18 CBPD responded to High Tide's for a reported **Disorderly Subject**.
- 10/15/18 CBPD responded to 300 Block of Sixth St for a reported **Assault and Battery**.
- 10/16/18 CBPD responded to the 100 Block of Eleventh St. for a reported **Domestic**.

10/19/18 CBPD responded to the 400 Block of Meadow Ave. for report of a Larceny.

10/25/18 CBPD responded to the 300 Block of Riverwood Dr. for an reported Domestic.

10/27/18 CBPD responded to the 200 Block of Eighth St. for a reported Breaking and Entering.

10/28/18 CBPD responded to the 400 Block of Colonial Ave. for a reported Larceny.

10/29/18 CBPD responded to the 200 Block of Third St. for a reported Fight in Progress.

10/30/18 CBPD responded to the 400 Block of Colonial Ave. for a reported Threats to a Person.

10/30/18 CBPD responded to the 200 Block of Bancroft Ave. for a reported Disorderly Conduct.

10/30/18 CBPD responded to the 100 Block of Sixth St. for a reported Intoxicated Subject.

10/30/18 CBPD responded to the 900 Block of Colonial Ave. for a reported Domestic.

10/31/18 CBPD responded to the 300 Block of Twelfth St. for a reported Fight.

10/31/18 CBPD responded to the 200 Block of Locust Ave. for a reported Larceny.

# Tab B

**PLANNING & COMMUNITY DEVELOPMENT STAFF REPORT**

<b>PROJECT NAME:</b> Revision of Curb, Gutter, Sidewalk Requirements	<b>Planning Commission Meeting Date:</b> 10-25-18 <b>Town Council Meeting Date:</b> 11-15-18	
<b>Case Number:</b> ZOA-01-2018	<b>Applicant:</b> Town	
<b>Project Status:</b>  <input type="checkbox"/> Preliminary Sketch Application <input type="checkbox"/> Rezoning  <input type="checkbox"/> Preliminary Plat Use <input type="checkbox"/> Conditional  <input type="checkbox"/> Preliminary Final Plat Plans <input type="checkbox"/> Concept  <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> Zoning Amendment  <input type="checkbox"/> Vacation <input type="checkbox"/> Comp Plan Amendment	<b>Owner:</b> NA	
	<b>Location:</b> NA	
	<b>Voting District:</b> NA	
	<b>Parcel Number:</b> NA	
	<b>Total Site Area:</b> NA	
	<b>Site Area Developed:</b> NA	
<b>Existing Structures:</b> NA	<b>CBPA:</b> NA	
<b>Flood Hazard:</b> NA	<b>Additional Site Data:</b> NA	
<b>Current Zoning:</b> NA		
<b>Action Request:</b> Approval as presented		
	<b>Staff:</b> A. Finchum	<b>Date:</b> 11-2-2018

**Prior Actions / Case History**

<b>Rezoning:</b> NA
<b>Conditional Use Permit:</b> NA
<b>Variances:</b> NA
<b>Subdivisions:</b> NA
<b>Other Data:</b> NA

**BACKGROUND:**

Developers expressed a concern with the Town ordinances requiring construction of curb, gutter, and sidewalk on all undeveloped lots and new subdivisions where existing infrastructure may not support these additions.

On August 15, 2018, Town Council motioned to move the issue to Planning Commission for a public hearing and recommendation.

On October 25, 2018, the Planning Commission held a public hearing on this matter. There were no comments from the public. The Planning Commission offered changes to the original text and voted 6-0-1 to recommend approval as amended to Town Council. Subsequent to the public hearing, the Town Attorney reviewed and approved the changes suggested by the Planning Commission.

The Planning Commission recommended the following amendment to the development and design standards requiring curb, gutter and sidewalk to be installed by the developer on undeveloped lots and new subdivisions in the following sections:

Zoning Ordinance -

Section 4-6 (A) (6) Development Standards in the R-1 Residential Limited District

Section 6-6(A) (6) Development Standards for the R-2 General Residential District

Section 9-5(A)(8) Development Standards in the Commercial Residential District

Subdivision Ordinance -

Section 5 Design Standards

**DISCUSSION:**

Currently, the Town zoning and subdivision ordinances do not allow any flexibility when applying the requirement for existing undeveloped lots and new subdivisions to install curb, gutter, AND sidewalk. The amendment includes language that allows the Director of Public Works in consultation with the Planning Director to determine whether curb, gutter, and/or sidewalk is necessary on a case by case basis.

**STAFF RECOMMENDATION:**

Staff believes that supporting these amendments promotes public health and safety and creates a more navigable ordinance. Staff recommends approval of the ordinance as proposed by the Planning Commission.

**TO: Colonial Beach Town Council**

**FR: Colonial Beach Planning Commission**

**RE: Amendment for Requirements of Curb, Gutter and Sidewalks**

**DT: November 9, 2018**

**Statement of the Issue:** At the October 25, 2018 Planning Commission meeting, a Public Hearing on a proposed amendment to the Town zoning and subdivision ordinances was held. Developers have expressed a concern with the Town ordinances requiring construction of curb, gutter and sidewalk on all undeveloped lots and new subdivisions where existing infrastructure may not support these additions. Currently the town zoning and subdivision ordinances do not allow any flexibility when applying these requirements for existing undeveloped lots and new subdivisions. The Planning Commission and Staff agree that there are situations when requiring strict adherence to these ordinances may be detrimental to the newly developed lot(s).

Staff reviewed and amended the development and design standards requiring curb, gutter and sidewalk to be installed by the developer on undeveloped lots and new subdivisions in the following sections:

*Zoning Ordinance*

- Section 4-5 (A) (6) Development Standards in the R-1 Residential Limited District
- Section 6-6 (A) (6) Development Standards in the R-2 General Residential District
- Section 7-5 (A) (9) Development Standards for the Resort Commercial District
- Section 9-5 (A) (8) Development Standards in the Commercial Residential District

*Subdivision Ordinance*

- Section 5 Design Standards

The amendment read: This requirement may be waived by the Director of Public Works if pre-existing associated infrastructure does not support the installation of curb, gutter, and/or sidewalk.

After the Public Hearing and further discussion, the amendment was amended because the Planning Commissioners agreed on the following key points:

- 1) Flexibility was needed applying these Development Standards in all districts *except* the Section 7-5 (A)(9) Resort Commercial District, where curbs, sidewalks and gutters are the norm and development standards should strictly be adhered to.
- 2) The Public Works Director should not be the sole decision maker in waiving the requirements and should do so only in consultation with the Planning Director. They should also have the ability to request an engineering report.

**Planning Commission Recommendation:** The following amendment be added to Zoning Ordinance Section 4-5 (A)(6); Section 6-6(A)(6) and Section 9-5(A)(8); and to the Subdivision Ordinance Section 5 Design Standards.

This requirement may only be waived by the Director of Public Works in consultation with the Director of Planning if pre-existing associated infrastructure does not support the installation of curb, gutter, and/or sidewalk. An engineering report may be required at the request of the Director of Public Works.

## COUNCIL PAPER

At the meeting held on Thursday, November 15, 2018 at the Colonial Beach Town Hall

---

### **ORDINANCE NO. 694, AMENDS THE ZONING ORDINANCE BY ADDING THE ABILITY TO RECEIVE AN EXCEPTION FROM THE DEVELOPMENT STANDARDS REQUIREMENT TO INSTALL CURB, GUTTER, AND SIDEWALK WHEN DEVELOPING UNDEVELOPED LOTS**

**WHEREAS**, the Colonial Beach Town Council finds that public necessity, convenience, general welfare and good zoning practice are served by Ordinance No. 694; and

**WHEREAS**, the Colonial Beach Planning Commission has reviewed, conducted a public hearing and recommended the approval of Ordinance No. 694;

**NOW, THEREFORE, BE IT ORDAINED** by the Colonial Beach Town Council that the Colonial Beach Zoning Ordinance, Article 4, Residential Limited (R-1) District, Section 4-6 (A)(6); Article 6, General Residential (R-2) District, Section 6-6(A)(6); Article 9, Commercial Residential (CR) District, Section 9-5(A)(8); and Subdivision Ordinance, Section 5, Design Standards 5-3-3 shall be amended as follows:

#### **“4-6 Development Standards for the R-1 District**

##### A. R-1 Development Standards

1. The following standards apply to all new construction or redevelopment within this district. All development standards shall be shown on the approved site plan(s).
2. Surveys/site plans shall be required to be submitted and approved prior to approval of zoning/building permits. Surveys shall be consistent with the requirements of Article 14 of this ordinance.
3. Site surveys shall provide for the management of stormwater in accordance with State regulations
4. All mechanical equipment whether rooftop or ground level shall be screened from view of public rights-of-way and designed as an integral part of the structure
5. No portion of the principal building that is constructed of unadorned concrete block or corrugated and/or sheet metal shall be visible from any public right-of-way(s)
6. Curb, gutter and sidewalks
  - a. shall be installed prior to Certificate of Occupancy at the developer’s expense on all undeveloped lots. This requirement may only be waived by the Director of Public Works in consultation with the Director of Planning if pre-existing associated infrastructure does not support the installation of curb, gutter, and/or sidewalk. An engineering report

prepared by a licensed engineer and submitted by the applicant to the Town may be required at the request of the Director of Public Works.

b. If during construction/renovation of an existing site sidewalk/curb is broken the entire section of curb/sidewalk shall be replaced in accordance with Town standards at the developer's/applicant's expense.

7. Minor home occupations may have a sign which is no more than three (3) square feet in size (1.5 feet long and 1.5 feet wide). i. Sign shall not be illuminated ii. Sign shall be affixed to exterior wall of the principal structure

8. Minor home occupations may see clients on an appointment only basis

9. All principal structures shall be placed on a permanent foundation.

10. Barbed or razor wire fence is prohibited.

11. Setbacks shall be measured from exterior foundation walls.

12. Projections beyond the foundation wall may extend up to 3-feet into the setback.

13. Projections shall be incorporated into the structure so as to appear as an integral part of the building. Such features shall not be considered in determination of setbacks.

14. Accessory structures, parking areas, decks, trash collection areas and other utilitarian areas shall be located in a manner that is sensitive to adjacent structures and screened from public rights-of-way.

15. Any development or redevelopment project must have a harmonious and compatible relationship with the surrounding neighborhood.

## 6-6 Development Standards for the R-2 District

### A. R-2 Development Standards

1. The following standards apply to all new construction or redevelopment within this district. All development standards shall be shown on the approved site plan(s).
2. Surveys/site plans shall be required to be submitted and approved prior to approval of zoning/building permits. Surveys shall be consistent with the requirements of Article 14 of this ordinance.
3. Site surveys shall provide for the management of stormwater in accordance with State regulations
4. All mechanical equipment whether rooftop or ground level shall be screened from view of public rights-of-way and designed as an integral part of the structure
5. No portion of the principal building that is constructed of unadorned concrete block or corrugated and/or sheet metal shall be visible from any public right-of-way(s)
6. Curb, gutter and sidewalks
  - a. shall be installed prior to Certificate of Occupancy at the developer's expense on all undeveloped lots. This requirement may only be waived by the Director of Public Works in consultation with the Director of Planning if pre-existing associated infrastructure does not support the installation of curb, gutter, and/or sidewalk. An engineering report prepared by a licensed engineer and submitted by the applicant to the Town may be required at the request of the Director of Public Works.
  - b. If during construction/renovation of an existing site sidewalk/curb is broken the entire section of curb/sidewalk shall be replaced in accordance with Town standards at the developer's/applicant's expense.
7. Minor home occupations may have a sign which is no more than three (3) square feet in size. (1.5 feet long and 1.5 feet wide)
  - i. Sign shall not be illuminated
  - ii. Sign shall be affixed to exterior wall of the principal structure
8. Minor home occupations may see clients on an appointment only basis
9. All principal structures shall be placed on a permanent foundation
10. Barbed or razor wire fence is prohibited
11. Setbacks shall be measured from exterior foundation walls

12. Projections beyond the foundation wall may extend up to 3-feet into the required setback, stairs and handicapped ramps may extend to within 3-feet of the property line
13. Projections shall be incorporated into the structure so as to appear as an integral part of the building. Such architectural features shall not be considered in determination of setbacks
14. Accessory structures, parking areas, decks, trash collection areas and other utilitarian areas should be located in a manner that is sensitive to adjacent structures and screened from public rights-of-way
15. Any development or redevelopment project must have a harmonious and compatible relationship with the surrounding neighborhood

## 9-5 Development Standards for the Commercial Residential District

A. The following standards apply to all new construction or redevelopment within this district. All development standards shall be shown on the approved site plan(s).

1. In addition to the requirements contained in Article 24 of this Ordinance, areas provided or reserved for the acceptance and collection of refuse from commercial establishments shall be screened from view by a uniformly painted solid board fence, a uniform evergreen hedge, or other appropriate screening measures. Such screening shall be six (6) feet in height.
2. Areas designated for outdoor display of merchandise provided or reserved for resale or rental shall not exceed thirty (30%) percent of the floor area of the structure dedicated to the use.
3. Surveys/site plans for new construction shall be required to be submitted and approved prior to approval of zoning/building permits. Surveys shall be consistent with the requirements of Article 14 of this ordinance.
4. Site surveys shall provide for the management of stormwater in accordance with State regulations.
5. An inspection by the Building Official is required prior to operating. This inspection will address life and safety issues and assign a maximum occupancy load to the structure.
6. All mechanical equipment whether rooftop or ground level shall be screened from view of public rights-of-way and designed as an integral part of the structure.
7. No portion of the principal building that is constructed of unadorned concrete block or corrugated and/or sheet metal shall be visible from any public right-of-way(s).
8. Curb, gutter and sidewalks
  - a. shall be installed prior to Certificate of Occupancy at the developer's expense on all undeveloped lots. This requirement may only be waived by the Director of Public Works in consultation with the Director of Planning if pre-existing associated infrastructure does not support the installation of curb, gutter, and/or sidewalk. An engineering report prepared by a licensed engineer and submitted by the applicant to the Town may be required at the request of the Director of Public Works.
  - b. If during construction/renovation of an existing site sidewalk/curb is broken the entire section of curb/sidewalk shall be replaced in accordance with Town standards at the developer's/applicant's expense.
9. If during renovation of an existing site sidewalk/curb is broken the entire sidewalk/curb section(s) shall be replaced in accordance with Town standards at the developer's/applicant's expense.

10. All principal structures shall be placed on a permanent foundation.

11. Barbed/razor wire fence is prohibited.

12. Setbacks shall be measured from exterior foundation walls.

13. Projections beyond the foundation wall may extend up to 3-feet into the setback. Projections shall be incorporated into the structure so as to appear as an integral part of the building. Such features shall not be considered in determination of setbacks.

## Town of Colonial Beach Subdivision Ordinance

### SECTION 5 DESIGN STANDARDS

#### 5-3. STREET LIGHTS, SIGNS, AND SIDEWALKS FOR MAJOR SUBDIVISIONS

5-3-1. Street Lights. All subdivisions in the Town of Colonial Beach shall have street lights installed by the subdivider. The street lights at a minimum shall be located at each intersection and at mid-block points on the backside of the sidewalk(s). At a minimum all cul-de-sac streets shall have a street light at the entrance and terminus of the street. The street lights shall be of a consistent design and color. Where applicable street lights shall be energy star compliant. Street lights shall be no taller than fifteen (15) feet above finished grade, the light source (bulb) shall be Subdivision Ordinance shielded as not to be visible from public right-of-ways and the street light shall be shielded to reflect light to the ground. All costs shall be borne by the subdivider.

5-3-2. Street identification signs. Street identification signs shall be of a design approved by the Virginia Department of Transportation and/or the Subdivision Agent. The subdivider shall be responsible for the cost to acquire and the cost of installation of street signs. Street signs may incorporate route numbers on the sign blade to prevent excessive signage at intersections. Street signs shall be located at all intersections. If the developer wishes to use a decorative street identification sign, the design shall be submitted to the Subdivision Agent for approval. Repair and maintenance of decorative street identification signs shall be the responsibility of the home/property owners association.

5-3-3. Curb, gutter and sidewalk. All subdivisions within the Town of Colonial Beach shall contain curb, gutter and sidewalk along both sides of subdivision streets in a design that meets the requirements of the Virginia Department of Transportation unless otherwise altered under the terms of the Planned Unit Development provisions in the zoning ordinance or as specified above in Section 5.2.5 of this ordinance. Subdivisions constructed with frontage along an existing state road(s) shall install such improvements for their respective frontage. This requirement may only be waived by the Director of Public Works in consultation with the Director of Planning if pre-existing associated infrastructure does not support the installation of curb, gutter, and/or sidewalk. An engineering report prepared by a licensed engineer and submitted by the applicant to the Town may be required at the request of the Director of Public Works.

5-3-4. Subdivision Entrance Signs – All new subdivisions in the Town of Colonial Beach shall have a masonry monument style sign/entry feature. Such sign/entry feature may be illuminated with shielded lighting reflecting all light to the ground. A landscaped perimeter shall be installed around the sign/entrance feature by the subdivider which shall be a maximum of sixty-four (64) square feet in area. This area shall be shown on the preliminary and record plat as common area which is to be owned and maintained by the home/property owner association.”



# Tab C

COUNCIL PAPER

At the meeting held on Thursday, November 15, 2018 at the Colonial Beach Town Hall

---

**RESOLUTION #46-18, Appoints James E. Cornwell, Jr. as Town Attorney for the Town of Colonial Beach**

**NOW THEREFORE BE IT RESOLVED** the Colonial Beach Town Council at its Meeting held on November 15, 2018 hereby appoints James E. Cornwell, Jr. as Town Attorney for the Town of Colonial Beach effective immediately.

---

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

AYE

NAY

AYE

NAY

Mayor Eddie Blunt

\_\_\_\_\_

\_\_\_\_\_

Dallas Leamon

\_\_\_\_\_

\_\_\_\_\_

Frank Alger III

\_\_\_\_\_

\_\_\_\_\_

Steve Cirbee

\_\_\_\_\_

\_\_\_\_\_

Bill Dellar

\_\_\_\_\_

\_\_\_\_\_

Burkett Lyburn

\_\_\_\_\_

\_\_\_\_\_

Phil Rogers

\_\_\_\_\_

\_\_\_\_\_

Adopted \_\_\_\_\_

Tabled \_\_\_\_\_

# Tab D

COUNCIL PAPER

At the meeting held on Thursday, November 15, 2018 at the Colonial Beach Town Hall

---

**RESOLUTION #47-18, Amends 2018 ByLaws and Rules of Procedures,  
Section 2-3, Parliamentarian**

**NOW THEREFORE BE IT RESOLVED** the Colonial Beach Town Council at its Meeting held on November 15, 2018 hereby amends the 2018 ByLaws and Rules of Procedure, Section 2-3, Parliamentarian as follows:

“The Town Attorney shall act as Parliamentarian to the Council. In the absence of the Town Attorney, the Town Clerk shall act as Parliamentarian. Any questions involving the interpretation or application of Robert's Rules of Order shall be addressed to the Town Attorney or, if not available, to the Town Clerk.

If the Town Attorney and the Town Clerk are not available, the Town Manager shall serve as the Parliamentarian.”

---

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

AYE

NAY

AYE

NAY

Mayor Eddie Blunt  
Dallas Leamon  
Frank Alger III

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steve Cirbee  
Bill Dellar  
Burkett Lyburn  
Phil Rogers

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adopted \_\_\_\_\_

Tabled \_\_\_\_\_

# Tab E

COUNCIL PAPER

At the meeting held on Thursday, November 15, 2018 at the Colonial Beach Town Hall

**RESOLUTION #48-18, Establishment of Personal Property Tax Relief Rates for Tax Year 2018**

**NOW THEREFORE BE IT RESOLVED THAT**, in accordance with the requirements set forth in VA. CODE ANN. §58.1-3523 et seq., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I), Chapter 879 of the Acts of Assembly (2008) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle situated within the Town of Colonial Beach commencing January 1, 2017, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$1000 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$1001 to \$20,000 will be eligible for 46.7% tax relief;
- Personal use vehicles with assessed value over \$20,000 will be eligible for 46.7% tax relief on the first \$20,000 and shall receive 0% tax relief for the assessed value over \$20,000;
- All other vehicles which do not meet the definition of “qualifying” (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

AYE

NAY

AYE

NAY

Mayor Eddie Blunt  
Dallas Leamon  
Frank Alger III

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steve Cirbee  
Bill Dellar  
Burkett Lyburn  
Phil Rogers

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adopted \_\_\_\_\_ Tabled \_\_\_\_\_