



Before the
Colonial Beach Town Council

Held at
Colonial Beach Town Center
22 Washington Avenue, Colonial Beach, VA 22443

Wednesday, July 1, 2020 6:00 p.m.
Town Council Work Session
AGENDA

1. Call To Order
2. Roll Call of Members
3. Approval of the Agenda
4. Presentations/Discussions
 - ESHPF Hurricane Relief Survey and Planning Request for Assistance, Richard Douglas
(Tab A)
 - Green Streets Grant Award, Maggie Lane
 - Rivah Dogs Dog Park, Rob Murphy
 - Parking Revenue, Rob Murphy
 - Request for Proposals, Water Tower, Rob Murphy
 - Traffic and Speed Complaints, Dallas Leamon
5. New Business
 - Draft Resolution #23-20, Appointment of Colonial Beach Boards of Zoning Appeals
(Tab B)
 - Draft Resolution #24-20, Vacation of Unimproved Portion of Locust Ave and Authorization to Sell *(Tab C)* (Scheduled for Public Hearing July 15, 2020)
 - Draft Resolution #25-20, Authorization of Lease Agreement with Colonial Beach Foundation *(Tab D)* (Scheduled for Public Hearing July 15, 2020)

6. **Status Items**
 - **CARES Act Funding, Jim Cornwell**
7. **Citizen Input**
8. **Closed Meeting (if necessary)**
9. **Adjournment/Recess**

Tab A

COUNCIL PAPER

At the meeting held on July 1, 2020 at the Colonial Beach Town Center

ESHPP SURVEY AND PLANNING PROJECT REQUEST FOR ASSISTANCE:

Requested Action: By general consensus agree to serve as the applicant, in coordination with Downtown Colonial Beach, for Emergency Supplemental Historic Properties Fund (ESHPP) architectural survey projects for potential historic district/site designation, with the understanding that there is no required local match.

On June 11th Virginia Department of Historic Resources staff met with Town staff and Downtown Colonial Beach representatives to provide information and gauge local interest in submitting potential ESHPP projects related to architectural or archaeological survey work that could lead to properties being designated as historic sites or districts (similar to the downtown commercial area). Colonial Beach is eligible to apply for these projects as a community that experienced damage from Hurricane Michael or Florence. The Town is not required to provide any local matching funds, and DHR staff would manage all aspects of selected projects. Applications must be submitted by July 24th, and Town staff is committed to working with DCB representatives to complete the application process.

The attached information sheet prepared by Downtown Colonial Beach provides a thorough explanation of project options (the Town was encouraged to apply for multiple projects), including survey work of the Point, the historic African American community around Jackson Street, and individual sites throughout the Town. In addition to identifying historic resources that may require mitigative measures to reduce risks from weather events and provide important information for the RAFT planning process, project survey work could ultimately result in historic district or site designation for identified properties.

INFORMATION SHEET

Emergency Supplemental Historic Properties Fund Survey and Planning Project Grants

On June 11, 2020, Virginia Department of Historic Resources (DHR) officials informed Colonial Beach Economic and Planning Director Richard Douglas, and Joyce Reimherr, President of Downtown Colonial Beach, Inc. that there was a substantial amount of funding available from Hurricanes Michael and Florence Emergency Supplemental Historic Properties Fund for expanded historic surveying of additional neighborhoods in Colonial Beach. This would be in addition to the funding for surveying and historic district application for a more concentrated area in the downtown along the Washington Avenue corridor from Colonial Avenue to Boundary Street.

The funding opportunity could be worth in the range of \$50,000 to \$100,000 for Colonial Beach with no financial match required. There is a 500 word application required that is due by July 24, 2020. These projects will be run in-house at DHR, so if a neighborhood or group is interested, they would not need to worry about having the capacity to run a survey project.

The extensive historic surveying made possible through this grant could make possible:

- Historic District Designation for many more areas of Colonial Beach. Such designation does not impose architectural restrictions on property owners. It is an honorific and would make substantial tax credits available to those who appropriately restore an eligible historic property. It does not necessarily increase property values, though there is that potential.
- Individual National Historic Site designation for certain historic buildings in town such as the First Baptist Church on Jackson Ave. and the old African American school at the far end of the high school football field among others.
- Historic property surveying needed for the Geospatial Information System (GIS) mapping proposed with other types of mapping for the Resilience Adaptation Feasibility Tool (RAFT) project getting underway soon. This is aimed at helping localities increase their resilience to recurrent flooding, sea-level rise, severe weather, and other emergencies to prepare the town for disaster mitigation planning.

Although we are excited about this opportunity, we are particularly concerned about avoiding the negative consequences that can sometimes follow historic district designation such as gentrification and displacement. Well thought-out housing policies can help to mitigate this and there are members of the community working on such policies and programs.

Downtown Colonial Beach Inc. is seeking individuals to join a one-time (or potentially more) on-line group meeting to consider what options they would recommend for their part of the town considered for surveying or the town as a whole.

Possible recommendations:

- Pursue historic surveying of individual neighborhoods and National Historic District nomination for eligible neighborhoods.
- Only pursue the historic surveying for educational and disaster recovery purposes without pursuing the neighborhood's inclusion in a historic district.
- Pursue historic surveying for the area, but only seek National Register of Historic Places listing for select buildings that are eligible.
- Pursue comprehensive historic surveying and possible National Historic District nomination for the entire town.
- Recommend that nothing be done in your area.

We would ask that you convene a phone call or zoom discussion within the next 3 weeks and see if your groups could come to a consensus on your recommendations for your neighborhood or district. It should be understood that there is no guarantee that VA Historic Resources will decide to survey a given neighborhood. That decision will be based on the historic merit of that area. But don't underestimate what might be considered historic. Many of the old cottages qualify, even the run down concession stand along the Potomac near the Riverview Inn.

We will be working on other aspects of the application, but not make the final recommendations to the town on precisely what to apply for until we have the chance to review your recommendations. As soon as you have those recommendations, please submit them to Jeff Crook, who will be writing the application at jcrook@downtowncolonialbeach.org, and Richard Douglas at rdouglas@colonialbeach.net who will be arranging for the application's submission. Call Joyce Reimherr, President of Downtown Colonial Beach, at 301-758-9493 if you have any questions.

ADDITIONAL OPPORTUNITY: Another information sheet is being prepared pertaining to a separate application for archaeological research on hidden and abandoned African American cemeteries at the James Monroe Birthplace. If you are also interested in that project, please let us know.

Richard Douglas

From: Sylvester, Caitlin <caitlin.sylvester@dhr.virginia.gov>
Sent: Thursday, June 18, 2020 9:16 AM
To: Caitlin Sylvester
Cc: Blake McDonald
Subject: ESHPF Hurricane Relief Survey and Planning Request for Assistance

Hello,

Thank you for your interest in the ESHPF survey and planning projects. The Request for Assistance (RFA) for Survey and Planning Projects is open today and you are welcome to submit your project ideas. A good place to start for information about the process is our new Survey and Planning sub-page of the Disaster Grants webpage on the DHR website which is linked [here](#). A link to the RFA google form where you can submit project ideas is at the bottom of that page and also located [here](#).

Let me know if you have any questions. I look forward to receiving your project ideas.

-Caitlin Sylvester

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Caitlin Sylvester, ESHPF Grant Project Coordinator
Division of Survey and Register
Department of Historic Resources
2801 Kensington Avenue, Richmond, VA 23221
Email: Caitlin.Sylvester@dhr.virginia.gov



Virginia Department of Historic Resources

[DHR - Virginia Department of Historic Resources \(https://www.dhr.virginia.gov\)](https://www.dhr.virginia.gov) > [Grants \(https://www.dhr.virginia.gov/grants/\)](https://www.dhr.virginia.gov/grants/) > [ESHPP Disaster Assistance Grants for Historic Resources \(https://www.dhr.virginia.gov/grants/disaster-assistance/\)](https://www.dhr.virginia.gov/grants/disaster-assistance/) > ESHPP Survey and Planning Project Request for Assistance

ESHPP Survey and Planning Project Request for Assistance

The intent of this Request for Assistance (RFA) is to solicit suggestions for survey and planning projects to be administered by DHR and funded by the Hurricanes Michael and Florence Emergency Supplemental Historic Properties Fund. Eligible projects encompass a broad range of architectural and archaeological survey and planning activities and the protection of historic resources through identification, documentation, evaluation, and disaster mitigation activities consistent with the responsible stewardship of historic resources.

Request for Assistance Process

Due to the differing nature of architectural survey projects and archaeological survey projects, we require slightly different information for both. Be prepared to have the information below when you fill out the request for assistance.

- Architectural Survey Projects: a brief project objective, priority statement, and any information about DHR staff engagement you have had regarding this potential project.
- Archaeological Survey Projects: In addition to the information needed for the architectural projects we will also need a scope of work, research design, estimated budget, and description of deliverables as well as background information and known hurricane damage.

DHR will select and administer ESHPP survey and planning projects under the supervision of the National Park Service. All project suggestions must be approved by DHR and the NPS before any work can begin.

The request for assistance is due July 24 at 5 p.m.

Contact DHR with Questions (<https://www.dhr.virginia.gov/grants/disaster-assistance#questions>)

Click button to initiate the application process

[Complete Survey and Planning Request for Assistance \(https://docs.google.com/forms/d/e/1FAIpQLSdYABbQsWhLDI3UoMLmHZcLC7fJuHRYtnohgDUjKftDLpwb0w/viewform?usp=sf_link\)](https://docs.google.com/forms/d/e/1FAIpQLSdYABbQsWhLDI3UoMLmHZcLC7fJuHRYtnohgDUjKftDLpwb0w/viewform?usp=sf_link)

Detailed Requirements

Please take time to familiarize yourself with the requirements of this program before you complete the ESHPP survey and planning Request for Assistance by reading the following instructions.

Eligible Applicants

Any local government, organization, or individual can submit suggestions for ESHPP architectural or archaeological survey and planning projects. DHR encourages anyone suggesting a project to notify and collaborate with their local government and/or local planning staff.

Eligible Activities and Project Priorities

Survey and planning projects may take place in any locality eligible for Hurricanes Michael and Florence ESHPF funding. Eligible activities include projects that propose historic resource documentation to determine the extent of hurricane damages to historic resources and/or to mitigate against future threats through identification, recordation, and the development of planning tools.

DHR Regional Office Consultation

DHR's Regional Offices are available to assist with the development of ESHPF survey and planning project suggestions. Please contact staff in the regional office that serves your area to discuss project ideas and to obtain guidance on a proposed scope of work. For archaeological projects, you may also contact the State Archaeologist, Dr. Elizabeth Moore. Further information, along with a map depicting Regional Office service areas, is available on the DHR website at: https://www.dhr.virginia.gov/wp-content/uploads/2018/07/Regions_Map.jpg (https://www.dhr.virginia.gov/wp-content/uploads/2018/07/Regions_Map.jpg).

Staff contacts in the regional offices are provided on the DHR website via links on the following page: <https://www.dhr.virginia.gov/about-dhr/regional-preservation-offices/> (<https://www.dhr.virginia.gov/about-dhr/regional-preservation-offices/>).

Project Selection

The ESHPF survey and planning projects will be selected by DHR staff based on a pre-determined set of criteria. Each application will be reviewed and rated according to criteria including need, urgency, mitigation of future threat, prior consultation with DHR staff, and public benefit of the proposed project. Upon receipt of your Request for Assistance, DHR staff will reach out to you to share more information about the project selection process.

Project Timetable and Budget

DHR staff will develop a timetable and budget for selected ESHPF survey and planning projects in consultation with the party who suggested the project.

Project Management

DHR will assume responsibility for procurement and contract administration, and will ensure that project documentation is completed to state or federal requirements. DHR will be responsible for procuring the services of qualified professionals who meet the standards for professional qualifications as specified by the U.S. Secretary of the Interior (The Secretary of the Interior's Professional Qualification Standards).

Reporting and Delivery Requirements

Projects will be regularly monitored by DHR through meetings, site visits, submission of progress reports and project deliverables to DHR for review, and other appropriate means. Services contracted for projects will also include reporting requirements for contractors. Reports will be conveyed to all involved parties.

Updated June 17, 2020

[\(https://www.dhr.virginia.gov/\)](https://www.dhr.virginia.gov/)

Virginia Department of Historic Resources
2801 Kensington Avenue, Richmond, VA 23221
Phone: (804) 482-6446

Tab B

COUNCIL PAPER

At the meeting held on July 1, 2020 at the Colonial Beach Town Center

BOARD OF ZONING APPEALS:

Requested Action: At the July 2020 regular meeting, consider four to five individuals for appointment to Colonial Beach Board of Zoning Appeals.

Article 17 of the zoning ordinance provides for a Board of Zoning Appeals (BZA), consisting of five members and one alternate member, appointed by the Circuit Court of Westmoreland County and serving five-year terms. As required under State law, members must be town residents and cannot hold another public office in the town, except one of the appointed members may be a member of the Planning Commission. Typically, Town Councils will identify and nominate individuals to serve on the BZA, often individuals who have a background in real estate, law, development, or other related area, but members must be appointed by the Circuit Court. The role of the BZA is quasi-judicial in nature and includes considering variances to zoning ordinance requirements and considering appeals to decisions of the zoning administrator.

Based on previous staff research it appears that there are no active members of the BZA, and according to the Clerk of Court, it has been several years since the last BZA members have been appointed. The Town Council nominated Maureen McCabe (who can fill the one position designated for a member of the Planning Commission) in September 2018, but she was never formally appointed (no further action of Council is necessary). The Clerk of Court suggested that all potential candidates be submitted at one time for court consideration.

The following individuals were recommended by Council members and contacted by staff, and have agreed to serve if appointed (in addition to Ms. McCabe):

Maureen Holt
Steve Zirkle
Roger Matherly
Larry Roberson

Council may also choose to select one alternate member for consideration at the July work session.

Tab C

COUNCIL PAPER

At the meeting held on Wednesday, July 15, 2020 at the Colonial Beach Town Center

RESOLUTION #24-20, VACATION OF UNIMPROVED PORTION OF LOCUST AVENUE AND AUTHORIZATION TO SELL

BE IT RESOLVED that the Town Council, meeting in a Regular Meeting, Wednesday July 15, 2020 after duly authorized public hearing hereby **VACATES AND ABANDONS** that portion of Locust Street containing 0.19 acres, more or less, being that unimproved portion of Locust street running from Riverview Drive to the Potomac River as shown upon a plat prepared by J.L. Howeth, P.C. dated January 12, 2019 and entitled "Plat Showing Boundary Survey on the Property of the Town of Colonial Beach" attached to this Resolution and filed herewith; and,

BE IT FURTHER RESOLVED that the Town Council after duly authorized public hearing hereby authorizes the sale and conveyance of the above parcel to Teresa Vest and Jonna Meyer, jointly, for the consideration of \$70,000 and their agreement to combine the property into their existing lot so that the property does not constitute a separate buildable lot and to further maintain and improve the shoreline abutting the property on the Potomac River.

Moved By _____ Seconded By _____

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Dallas Leamon	___	___
Frank Alger	___	___	Robin Schick	___	___
Steve Cirbee	___	___	Vicki Roberson	___	___
Pat Ey	___	___			

Adopted _____ Tabled _____

PLAT MAP

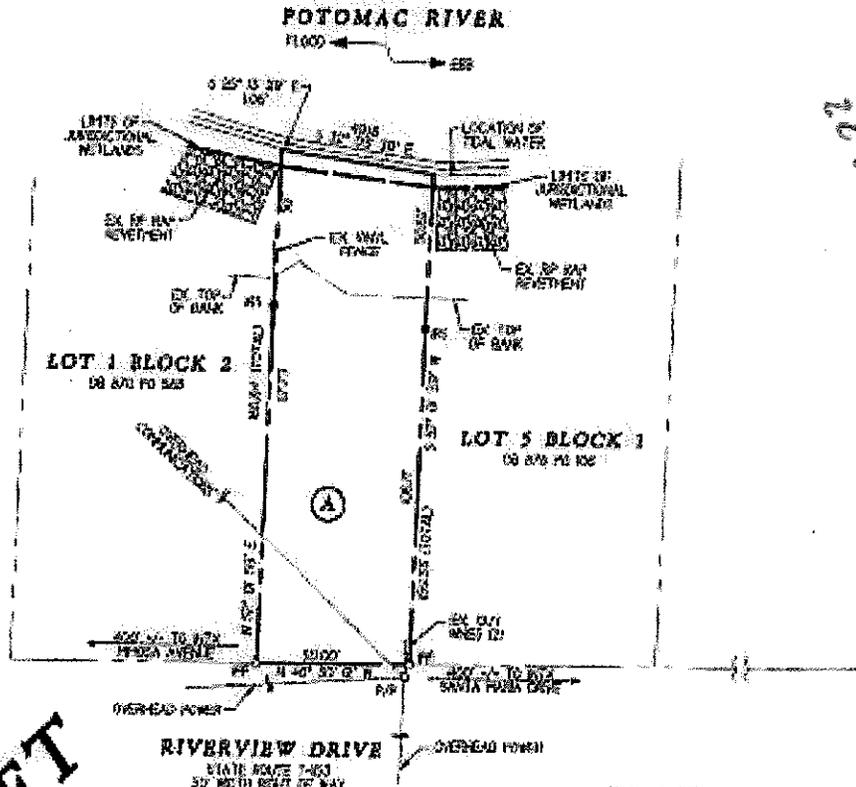
Borrower: Town of Colonial Beach
 Property Address: Riverview Dr
 City: Colonial Beach
 Lender: Town of Colonial Beach

File No.: TOWN OF CB 10192
 Case No.: Town of Col Beach
 State: VA
 Zip: 22443

- THE PROPERTY SHOWN HEREON IS LOCATED IN FLOOD ZONES "A" AND "VE" (E) IN ACCORDANCE WITH FIRM FLOOD HAZARD MAP OF WESTMORELAND COUNTY, VIRGINIA, COMMUNITY PANEL NUMBER 804AC0008E, EFFECTIVE DATED APRIL 26, 2009.
- DOCKETS SHOWN ALONG THE POTOMAC RIVER ARE NOT CONSIDERED A REFERENCE TO THE PROPERTY SHOWN HEREON UNLESS THEY REFER TO NEAR LOW WATER.



VICINITY MAP SCALE : 1



DRAFT

PLAT
 SHOWING
 BOUNDARY SURVEY
 ON THE PROPERTY OF
**THE TOWN OF
 COLONIAL BEACH**
 TOWN OF COLONIAL BEACH
 WESTMORELAND COUNTY VIRGINIA

(A)
LOCUST AVENUE
 PLAT C089E1 1 BLOCK 267
 AREA = 0.19 +/-
 ACRES

LEGEND
 (C) - CON. LINE FOUND
 (R) - R.O.N. ROAD FOUND

Tab D

COUNCIL PAPER

At the meeting held on Wednesday, July 15, 2020 at the Colonial Beach Town Center

RESOLUTION # 25-20, Authorization to enter into Lease Agreement with the Colonial Beach Foundation

WHEREAS, the Colonial Beach Town Council seeks to enter a five-year lease with the Colonial Beach Foundation for the property located at 717 Marshall Avenue (Tax Map 3A1, Section 2, Block 40, Lots 11 through 22), commonly known as “The Lion’s Club Property”; and

WHEREAS, the Colonial Beach Town Council conducted a properly advertised public hearing on July 15, 2020; and

WHEREAS, the Colonial Beach Town Council agrees with the terms of the proposed lease between the Town of Colonial Beach and the Colonial Beach Foundation.

NOW THEREFORE BE IT RESOLVED, by the Colonial Beach Town Council on the 15th day of July 2020 that a five year lease, effective July 31, 2020, of the property located at Tax Map 3A1, Section 2, Block 40, Lots 11 through 22 for _____ dollars per year to the Colonial Beach Foundation is hereby approved and the Town Manager is authorized to sign the lease on behalf of the Town.

Moved By _____ Seconded By _____

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Dallas Leamon	___	___
Frank Alger	___	___	Robin Schick	___	___
Steve Cirbee	___	___	Vicki Roberson	___	___
Pat Ey	___	___			

Adopted _____ Tabled _____

RESOLUTION- # 13-15, Authorization to enter into Lease Agreement with the Colonial Beach Foundation

WHEREAS, the Colonial Beach Town Council seeks to enter into a five year lease with the Colonial Beach Foundation for the property located at 717 Marshall Avenue (Tax Map 3A1, Section 2, Block 40, Lots 11 through 22), commonly known as “The Lion’s Club Property”; and

WHEREAS, the Colonial Beach Town Council conducted a properly advertised public hearing on March 12, 2015; and

WHEREAS, the Colonial Beach Town Council agrees with the terms of the proposed lease between the Town of Colonial Beach and the Colonial Beach Foundation.

NOW THEREFORE BE IT RESOLVED, by the Colonial Beach Town Council on the 12th day of March 2015 that a five year lease, effective March 31, 2015, of the property located at Tax Map 3A1, Section 2, Block 40, Lots 11 through 22 for ten dollars per year to the Colonial Beach Foundation is hereby approved and the Town Manager is authorized to sign the lease on behalf of the Town.

THIS IS TO CERTIFY THIS IS A TRUE COPY OF AN ORIGINAL RESOLUTION, adopted by the Town Council at a regular meeting of Council held Thursday, March 12, 2015 at the Colonial Beach Town Center, with a quorum of Council being present.


Kathleen Flanagan, Town Clerk

LEASE AGREEMENT

THIS LEASE made and entered into in duplicate originals, this thirty-first day of March 2015, by and between the Town of Colonial Beach, a Virginia Municipal Corporation, (herein the "Town") and the Colonial Beach Foundation, (herein the "Foundation").

WHEREAS, the Town Council of the Town of Colonial Beach, at a regular meeting held Thursday March 12, 2015, by means of Council Resolution #13-15 resolved to authorize a lease with the Foundation for the property located at Tax Map 3A1, Section 2, Block 40, Lots 11 through 22, commonly known as "the Lion's Club Property" (herein ("The Property")), and

WHEREAS, the Town Manager was authorized and directed to negotiate and execute a lease agreement, and

WHEREAS, the property to be leased shall be used as a public park and recreation center, under the supervision of the Foundation.

NOW, THEREFORE, the parties agree that for and in consideration of an annual rent of ten (\$10.00) dollars payable in advance, by the Foundation, and in conformity with the applicable statutes of the Commonwealth of Virginia for leasing Town Property, the Town does hereby lease to the Foundation those certain lots or parcels of land in Colonial Beach, Westmoreland County, Virginia known and described as, Tax Map #3A1, Section 2, Block 40, Lots 11 through 22, said lease to be subject to the following terms and conditions:

It is mutually agreed and understood as follows:

1. That this lease shall begin on March 31, 2015 and shall expire on March 31, 2020.

2. That the rent to be paid by the Foundation to the Town for the Property so leased or rented for the period of said lease shall be ten (\$ 10.00) dollars per year. The rent shall be paid in advance by the Foundation on or before the 31st of March 2015, 2016, 2017, 2018 and 2019.
3. The Foundation will be responsible for the maintenance and upkeep of the property including any and all structures located thereon, as well as the maintenance of the grass, removal of weeds, and keeping the property in an orderly manner.
4. That any and all permanent improvements placed upon the land or attached to the structure herein rented to the Foundation shall become the property of the Town upon termination of the lease for any cause. The Foundation shall not make any permanent improvements to the Property without first obtaining written permission from the Town. Nothing in this paragraph shall be deemed as prohibiting the Foundation from making repairs to the Property.
5. The Foundation will be responsible for payment of water and sewer services as well as charges for any other utilities, including but not limited to, electricity, heating oil, phone service and cable. All utility accounts must be registered in the name of the Foundation.
6. That this lease cannot be assigned or sublet, by the Foundation without the prior written consent of the Town.
7. That the Foundation hereby covenants and agrees to maintain liability insurance in the amount of \$2,000,000.00 with corporate surety on the premises and to hold the Town harmless for any and all claims which may arise out of the construction or operation of any improvements or activities on the said property, whether supervised or unsupervised, authorized or unauthorized. The Town shall be named as an additional

insured under said policy. The Foundation shall file a copy of said policy with the Town.

8. That the property so leased shall be used as a public park and recreation center that is open to the public. The Foundation is given the right to reasonably restrict the type and times of activities for the purposes of safety, and orderly management.

9. Either party hereto may terminate the lease upon sixty (60) days written notice to the other party. Termination may be with or without cause.

WITNESS the following signatures:

THE TOWN OF COLONIAL BEACH


Val Foulds, Town Manager

Date: March 17 2015 ^{cv}

COLONIAL BEACH FOUNDATION


President, Dr. Peter Fahrney

Date: March 17, 2015

COPY