



**Minutes of the  
Colonial Beach Town Council  
Special Meeting held on  
Monday, January 21, 2019 at 10:00 a.m.**

Colonial Beach Town Center  
22 Washington Avenue

**Present**

Eddie Blunt, Mayor  
Robin Schick, Vice Mayor  
Frank Alger, III, Council Member  
Pat Ey, Council Member  
Dallas Leamon, Member  
Vicki Roberson, Council Member

**Absent**

All Council Members were present except Mr. Cirbee. Mr. Leamon will arrive late.

**Also Present**

Town Manager, Quinn Robertson  
Town Clerk, Kathleen Flanagan  
Facilitator, Mike Looney

**Call to Order**

Mayor Blunt called the meeting to order at 10:01 a.m.

Mayor Blunt introduced Mike Looney, former member of the School Board and Town Council, who will facilitate identifying and classifying the Goals and Priorities.

**Roll Call of Members**

Mayor Blunt noted that all council members were present, except Mr. Cirbee and Mr. Leamon, who arrived at 10:38 a.m.

**Discussion – Setting Goals and Priorities**

Ms. Schick noted that she had provided a list on an Excel spreadsheet which was distributed to Council Members. The list is not sorted by importance, but Ms. Schick wanted to capture certain categories of issues, such as those that pertain to Planning and Zoning or Finance, et cetera.

Mayor Blunt noted that there are two lists, one prepared by staff and one prepared by Ms. Schick. There is a majority of items on both lists. Council members, staff, and Mr. Looney were all presented with both lists ahead of the meeting.

Mayor Blunt noted that there are a few items on the lists that are actually already in progress, such as the No Wake Zone, the Town Manager employment evaluation, and the employment contract for the Chief of Police – which can be discussed in closed session.

Ms. Schick noted that the issue of the Trolley, through Bay Transit, creating a new stop at the James Monroe house is also in progress.

Mr. Looney suggested creating categories: Projects with built-in or contractual deadlines; Projects with the greatest urgency; Projects that have the greatest impact on the town; Projects that have to be done before other projects; Projects that require the least time and effort; and, all other projects.

Council agreed with the categories proposed by Mr. Looney and proceeded to go through both of the lists presented. The results are as follows:

## **Categories**

1<sup>st</sup> Category -- Projects with built-in or contractual deadlines

2<sup>nd</sup> Category – Project with the greatest urgency

3<sup>rd</sup> Category – Projects that have the greatest impact on the Town

4<sup>th</sup> Category -- Projects that require the least time and effort

5<sup>th</sup> Category – Projects that are preconditions for other projects

6<sup>th</sup> Category – Everything else

**1<sup>st</sup> Category** -- Projects with built-in or contractual deadlines

Town Manager employment review

End of boardwalk pedestrian plaza and improvements (VDTA and VDHA grant implementation)

Robin Grove shoreline protection (possible grant/October deadline)

Implement water metering system and costs analysis

Eleanor Park conservation easement

**2<sup>nd</sup> Category** -- Project with the greatest urgency

Town Manager employment review

Permanent Police Chief Hire

Putting the most up-to-date town code online and having a hard copy available

Research more income opportunities

Remove blight along Colonial Avenue  
Memorials Advisory Commission and plaque, Res #30-18  
Formation of Parks & Recreational Citizen Committee  
Pier lease agreements  
VMRC citations/derelict town-owned piers (Sulgrave & First Street; Chesapeake Bay Foundation?)  
Amend Zoning Ordinance tree replacement requirements  
Sign ordinance revisions and enforcement  
New GIS mapping  
Robin Grove shoreline protection  
Implement water metering system and costs analysis  
Town pier repairs  
Comprehensive storm water management plan for sectors across town  
Eleanor Park  
List with realtor vacant town-owned buildings/property downtown for sale

**3<sup>rd</sup> Category** -- Projects that have the greatest impact on the Town

Allocation of returned funds from school \$300 & \$350 K  
Economic Development hire or consultation/business incentives package  
Colonial Avenue landscape improvements  
Remove blight on Colonial Avenue  
Down the River, Up the Bay pedestrian/bike path around the Point  
Modify Community Center for ADA compliance  
Future Development of numbered streets  
Formation of Parks & Recreational Citizen Committee  
Amend Zoning Ordinance tree replacement requirements  
New GIS mapping  
Robin Grove shoreline protection  
Town pier repairs  
Comprehensive storm water management plan for sectors across town  
Eleanor Park  
List with realtor vacant town-owned buildings/property downtown for sale

**4<sup>th</sup> Category** – Projects that require the least time and effort

Putting the most up-to-date town code online and having a hard copy available  
Colonial Avenue landscape improvements  
Improvements to golf cart path  
Memorials Advisory Commission and plaque, Res #30-18  
Formation of Parks & Recreational Citizen Committee  
Amend Zoning Ordinance tree replacement requirements  
Amendments passed by Planning Commission (Articles 13, 24 & 10)  
Supporting/connecting trolley to Monroe's birthplace

**5<sup>th</sup> Category** – Projects that are preconditions for other projects

Allocation of returned funds from school \$300 & \$350 K  
Economic Development hire or consultation/business incentives package  
Down the River, Up the Bay pedestrian bike path around the Point  
Chamber of Commerce stage/amphitheater  
Comprehensive parking plan for the town  
Implement water metering system and costs analysis  
Professional utility services engineering study  
Comprehensive storm water management plan for sectors across town  
List with realtor vacant town-owned buildings/property downtown for sale

#### **6<sup>th</sup> Category – Everything else**

Town Code rentals tax program  
Down the river, Up the bay  
Multi-purpose squad building  
New Municipal facility w/police station  
New community center w/indoor stage and event space  
Main Street designation  
1<sup>st</sup> Street sidewalk and signage  
Improvements to Hawthorne St and Washington Ave  
Beach replenishment  
Full review of Town Code  
Repagination of Town Code  
Social network policy  
Procurement policy  
Itinerant merchants (in Zoning Ordinance)

#### **Administrative**

Demolish Klotz Building, install parking lot  
Identify all town-owned properties  
Banners on Colonial Avenue  
Pedestrian plaza and improvements

---

### **Discussion – Non-Governmental Organizations**

Ms. Schick reported that discussions regarding the Special Event packet has been taking place looking to find agreed-upon solutions to revising the packet. Revisions should be in place by January 31<sup>st</sup>. Next year there will be a Step 2, refining the revisions.

### **Closed Meeting (if necessary)**

There was no closed meeting, but Mayor Blunt requested that Council Members, before the February 6<sup>th</sup> meeting, look over the documents for the naming of the new Police Chief. Bruce Hough is currently Acting Police Chief.

## **General Council Discussion**

Ms. Flanagan reminded members to complete their Economic Interest statements which are due on February 1<sup>st</sup>.

Ms. Schick asked if the Town needs to make a Proclamation regarding the Enterprise Zone.

## **Resolution #06-19, Extending Virginia Enterprise Zone 50, Northern Neck**

Ms. Schick made a motion to adopt Resolution #06-19, as read and written. Ms. Roberson seconded the motion.

Ms. Schick read Resolution #06-19, Extending Virginia Enterprise Zone 50, Northern Neck.

Mayor Blunt called for a roll call vote. Ms. Schick voted “aye,” Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” and Mayor Blunt voted “aye.”

*Resolution #06-19 was adopted, as read and written, by a unanimous vote of council members present.*

## **RESOLUTION #06-19, Extending Virginia Enterprise Zone 50, Northern Neck**

**“WHEREAS**, the Northern Neck Enterprise Zone is comprised of the Counties of Richmond, Westmoreland, Northumberland and Lancaster, and the Towns of Warsaw, Colonial Beach, Montross, Kilmarnock, Irvington and White Stone; and

**WHEREAS**, the Enterprise Zone offers economic incentives through property tax relief to businesses and industries providing capital investments and job creation within our Region; and

**WHEREAS**, the Northern Neck Zone is set to expire on December 31, 2019 without a renewal; and

**WHEREAS**, this incentive is a vital component to economic development efforts across our Region, providing each Northern Neck locality with an additional tool for economic expansion and growth; and

**WHEREAS**, without this incentive, the Northern Neck Region is at a disadvantage in comparison to other rural areas across the Commonwealth, negatively impacting both the sustainability and economic vitality of our community; and

**WHEREAS**, by act of the General Assembly the Northern Neck Enterprise Zone Region 50 may be extended.

**NOW, THEREFORE, BE IT RESOLVED** that by official order of the Colonial Beach Town Council, we are requesting a Five (5) Year Extension of the Enterprise Zone for the Northern Neck Region, Zone 50, to the date of December 31, 2014.

---

## **Adjournment/Recess**

Mr. Leamon made a motion to adjourn the meeting. Mr. Ey seconded the motion.

Mayor Blunt called for a roll call vote. Ms. Roberson voted “aye,” Mr. Ey voted “aye,” Ms. Schick voted “aye,” Mr. Alger voted “aye,” Mr. Leamon voted “aye,” and Mayor Blunt voted “aye.”

*At 3:11 p.m. Mayor Blunt adjourned the meeting.*

---

Kathleen Flanagan, Town Clerk