



**Minutes of the Colonial
Beach Town Council
Work Session held on
Wednesday, May 5th, 2021 at 6:00 p.m.**
Colonial Beach Town Center
22 Washington Avenue

Present

Robin Schick, Mayor
Mike Cabrey, Vice Mayor
Kenneth Allison, Council Member
Powell Duggan, Council Member
Thomas Moncure, Council Member
Vicki Roberson, Council Member
Caryn Self Sullivan, Council Member

Absent

All Council Members were present.

Staff Present

India Adams-Jacobs, Town Manager
Heather Oliver, Town Clerk
Vivian Seay Giles, Town Attorney
Rob Murphy, Deputy Town Manager/PW Director
Lisa Okes, Chief Financial Officer
Sara Lombrana, CB Police Captain
Kathleen Easley, Zoning Administrator
Chris Ruchty, Public Works Deputy Director
Bobby Duke, Parks and Recreation Director

Call to Order

Mayor Schick called the meeting to order at 6:00 p.m.

Roll Call of Members

Mayor Schick noted that all Council Members were present.

Approval of the Agenda

Mr. Cabrey made a motion to approve the agenda as written. Ms. Roberson seconded the motion.

Mayor Schick called for a roll call vote. Ms. Self Sullivan voted “aye,” Mr. Allison voted “aye,” Mr. Cabrey voted “aye,” Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” and Mayor Schick voted “aye.”

The motion to approve the agenda, as written passed with a unanimous vote of council members present

Council Liaison and Commission Reports

Duggan

Mr. Duggan stated he was pleased with the finance department. The audit showed improvement and the budget is coming along and he looks forward to good things in the future.

Moncure

Mr. Moncure reported the Colonial Beach Police Department is not up to full strength and he is concerned it will affect the ability to respond to calls in a timely fashion. The police force is authorized to employ 14 sworn officers, but currently only has 11. There are 2 that will be graduating this month but will require field training throughout the summer. Due to the dramatic cultural shift the career field of a police officer is becoming less desirable. It has shown that there is a decrease in new applicants as senior officers are retiring early. This is leaving a number of vacancies which makes it a competitive marketplace for qualified recruits.

Mr. Moncure further reported the police department has 3 slots on hold for the July academy. There is only one qualified applicant as of now. It takes 8 months and approximately \$40,000 to train an officer to become fully qualified for patrol. There has been a trend that the police department pays for the academy and training and the officers leave to higher pay without interruption to their VRS time and benefits. We must come up with a plan to retain our officers.

Mr. Moncure stated he has received numerous complaints and will be discussing with the Chief Hough on solutions to some complaints.

Roberson

Ms. Roberson reported SOL testing is continuing and the school is preparing for graduation.

Self Sullivan

Dr. Self Sullivan reported the following:

“Alliance of Colonial Beach Community Organizations

1. The Alliance welcomed new members Bucky Doerr with James Monroe Birthplace, Beth Collins representing Guadeloupe Free Clinic, and John “Jeb” Beckner with CB Village.

2. Bobby Duke, Director of Parks and Recreation, attended the April Alliance meeting, introduced himself, explained the priorities of the department, and took questions from Alliance members. The desire for a reciprocally supportive relationship was voiced by all.
3. The Alliance’s Vision, Mission, Membership, Governance document was approved.
4. An Alliance subcommittee was formed to help work on an Anti-Litter Campaign spearheaded by Colonial Beach Greenspace.
5. They continue work on an Alliance website.

Downtown Colonial Beach

1. Historic District Designation: The final public meeting before submission of the application for historic district designation of the downtown took place via Zoom on May 13, 2021, at 7 p.m. It was hosted by the Department of Historic Resources. Instructions on how to join the meeting will be on the WWER website, Town Website and numerous places on Facebook.
2. Call for an Economic Development Director: Following-up on the streetscape design and marketing project presentation at the last Council meeting, DCB will be submitting a letter concurring with one sent by the Chamber of Commerce calling for funding of an Economic Development Director in the next budget.
3. Landscaping for Colonial Avenue: The Green Infrastructure Institute/Green Cities’ class May 5th presentation of landscaping designs for several areas of Colonial Beach; in particular that for Colonial Avenue. Through a Forestry Grant and funding from DCB, free trees and shrubs will be provided and planted for Colonial Avenue property owners. Owners will be able to choose from a selection of largely native species recommended for this climate that will enhance the appearance of our entry corridor. Selection will occur on a first come, first-served basis from among those signing a document committing to participation in the program. Town management will shortly be receiving a draft of this document.
4. Osprey Festival: Some 33 “Osprey Watchers” are posting their photographs and reports on the life cycle of their adopted osprey families on the DCB 2021 Osprey Festival web and Facebook sites

CB Community Foundation

1. Foundation continues to work with the Chamber on pursuing town-wide WiFi
2. Foundation is working to fill several board vacancies

3. Foundation is working with BMM on scholarships for deserving teens and on sending kids to camp.
4. Foundation repainted the letter "E" as its part of the effort working with the town and other NGOs to revitalize the Love Golf Cart.
5. Foundation has launched a new-comers group with its first meet and greet to be at the brewery on May 20. Mayor Schick has agreed to be present.
6. Foundation is working on its event schedule for the next several months, including the Northern Neck Beach Music Festival in September, supporting the BMM event in September, and the Beach to Beer in October.

Colonial Beach Chamber of Commerce

1. The Visitor Guide is complete, and copies are available at the Chamber office.
2. The NGO sign board coming into Town is finished and the placards will begin being installed soon. It is the bright yellow sign board across from the Nursing Home by the entrance to Public Works.
3. The EDC has completed the review of the Incentive Plan Policy. It is going to be discussed during tonight's meeting.
4. Once the Incentive Plan is approved, a Marketing package will be prepared that includes the Guidebook, a Welcome Letter, Background information on the Town and the Incentive Plan information.
5. The Chamber has offered to host a Town Hall event to solicit business and citizen input on Parking.
6. The Trolley will begin running again starting July 4th weekend.
7. The Chamber hired a part time events coordinator. This will now enable the Chamber office to be open Monday through Friday from 9-5 instead of just 3 days per week."

Allison

Mr. Allison reported he attended the Parks and Recreation Advisory Commission meeting the night before. Part of that meeting was to discuss the lay a heads and the bylaws items they are wishing to address. Some of the items were universal signs at the parks, including verbiage for rules and regulations. Another discussion was the funding for Parks and Rec. Mr. Duke provided some information about Torrey Smith Park, for example a new pickleball board has been installed in with the tennis courts.

Mr. Allison further reported the commission had discussed a social media account, whether it be individual or off of the Town's account.

Mr. Allison noted they discussed the beach ambassador program and Mr. Duke would be the point of contact and administer of that program. This would be a volunteer program at the beginning and depending on the future maybe it can hybrid into a paid program.

Cabrey

Mr. Cabrey reported the planning commission met on the 29th of April. There was a public hearing for the capital improvement plan. There was one citizen who voiced their concern on sidewalks not being included in the plan. After discussion with the planning commission the citizen was aware that sidewalks could not begin to be addressed until a stormwater mitigation design was complete. Thomas Hastings, Community Liaison officer from Naval Support gave a brief presentation. Mr. Cabrey informed Mr. Hastings about the erosion near the range station.

Mr. Cabrey further reported Mr. Hastings spoke to him about neighboring communities to Dahlgren including a representative from the base to sit on their planning commissions as an ex officio. It seemed that he wanted to be invited to our planning commission. Mr. Hastings has a background in planning and support him being present and will work with the planning commission and Ms. Luna.

Mayor Schick noted there used to be a liaison from Dahlgren that attended the planning commission meetings.

Mr. Cabrey stated Mr. Murphy attended the planning commission meeting and presented the new parking plan.

Mr. Cabrey further stated the contract for the comprehensive plan is complete and is going forward to the VCU Center for Urban and Regional Analysis, their expected turnaround time is mid-August. After they return it we will have 30 days to comment.

Mr. Cabrey noted that the Guadalupe Clinic has administered 2,700 vaccines, 1,600 of those are the second doses. There have been multiple businesses in Town and citizens that have supported the efforts of the Guadalupe Clinic by providing food and drinks to the volunteers. In addition to food there was monetary donations made by citizens to the Guadalupe Clinic.

Mayor Schick

Mayor Schick reported the RAFT meeting is scheduled for next week. We have invited the students to present their projects at the regular meeting this month.

Mayor Schick stated there is going to be a reception at the Riverboat to receive Delegate Patterson and Senator Ellis, that will be next week. The Town of Colonial Beach will be hosting a COMREL meeting at High Tides on May 27th for breakfast. The Town will be presenting at the

meeting to introduce our new Town Manager, Parks and Rec development and Duke Dodson will be there to talk about the Developments.

Mayor Schick noted she met with the residents on the North Beach area and we are going to work on the erosion issue in that area, one step at a time.

Mayor Schick reminded the citizens that she is at Town Hall on Fridays to meet with citizens if requested.

Presentations

Public Service Proclamation

Mayor Schick read the following proclamation:

PROCLAMATION



WHEREAS, Americans are served everyday by public servants at the federal, state and local levels, they are the people who keep our democratic society moving forward; and

WHEREAS, public service is provided by employees and community volunteers that provide services in health, education, public safety, recreation, finance, community development and public works.

WHEREAS, during the COVID-19, the public service employees have continued to provide essential duties through the town and maintain the continuity of our local government; and

WHEREAS, the Town Council and the Mayor ask the citizens of the Town of Colonial Beach to join them in recognizing and celebrating the contributions of time and talent of the public employees and community volunteers, while providing essential services to the public;

NOW THEREFORE, the Town Council for the Town of Colonial Beach, at a meeting held on May 5, 2021, do hereby proclaim the week of May 2nd through May 8th, 2021 as Public Service Recognition Week and thank all the employees and volunteers for their dedicated contributions to the town and across the country.

Boater Safety Proclamation

Mayor Schick read the following proclamation:



PROCLAMATION

TOWN OF COLONIAL BEACH, VIRGINIA

During National Safe Boating Week, May 22 through May 28th this year, the U.S. Coast Guard and its federal, state, and local safe boating partners encourage all boaters to explore and enjoy America's beautiful waters responsibly.

Safe boating begins with preparation. The Coast Guard estimates that human error accounts for most boating accidents and that life jackets could prevent nearly 86 percent of boating fatalities. Through basic boating safety procedures – carrying lifesaving emergency distress and communications equipment, wearing life jackets, attending safe boating courses, participating in free boat safety checks, and staying sober when navigating – we can help ensure boaters on America's coastal, inland, and offshore waters stay safe throughout the season.

National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year

WHEREAS, in 2020, 21 people died and 51 were significantly injured in Virginia waters; and

WHEREAS, each year in boating-related accidents in the U.S., almost 80% of fatalities are caused by drowning; and

WHEREAS, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors; and

WHEREAS, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets;

NOW THEREFORE, I, **Robin M. Schick, Town of Colonial Beach Mayor**, do hereby support the goals of the Safe Boating Campaign and proclaim May 22-28, 2021 as National Safe Boating Week and the start of the year-round effort to promote safe boating. In Witness Whereof, I urge all those who boat to practice safe boating habits and wear a life jacket at all times while boating. Given under my signature and the seal of at the Town of Colonial Beach, VA, this **5th day of May, 2021**.

Citizen Input

Walter Kern, The Meadows stated when he turned 55 years old, he had numerous strokes and heart attacks. He has 7 stents in his heart and a pacemaker/defibrillator that makes his heart 100%. If his defibrillator was to go off, the person next to him would feel it because it puts off 50,000 volts. He only has use of 17% of his heart. Stress will kill you in a minute.

Mike Fitzpatrick, Wirt Ave., via email read by Town Clerk, Heather Oliver

“I am supportive if a 2-hour parking limit on Hawthorne and Washington Ave so that those spaces are available for business patrons vs. beach goers. Until we have a comprehensive parking plan, I think it is the best solution to help support our businesses and prevent those spaces from being tied up all day. Of course, enforcement of this 2-hour limit will be essential to ensure that it is effective. Signage should also be improved so that it is clear that the beach goers must use Town lots designated for longer term daily parking.”

Joe Kelly, Wirt Ave., via email read by Town Clerk, Heather Oliver

“ I support 2-hour parking on Hawthorne Street. I also have additional comments as follows:

- Merchants on Hawthorne, Washington and Colonial should be allowed to have 15-minute parking immediately in front of their businesses for pick up and drop off needs;
- Consideration should be given for 2-hour limits on Washington and Colonial as well;
- We should add highly visible signs at various pay stations to highlight and easily explain the basic parking rules.” An example of a sign was attached.

Joyce Reimherr, Downton Colonial Beach, via email read by Town Clerk, Heather Oliver

“As president of Downtown Colonial Beach, I am speaking in favor of the two-hour limit on parking in the downtown business district. Those spaces should be reserved for shoppers and patrons of our restaurants, coffee houses, brewery, art spaces, and other downtown businesses, not taken up by all day parking for beachgoers. As an organization dedicated to the revitalization of our downtown and commercial core, we support what will help our downtown businesses not only survive, but flourish. DCB would also favor some type of voucher system to offset parking costs for those patronizing downtown businesses, possibly lifting the two-hour limit in the evening after beachgoers depart and from October through the beginning of May to strengthen the retail climate and encourage downtown businesses to stay open year-round. Additionally, we would favor further alleviating parking difficulties in the future by building a well-designed, preferably “green” multi-level parking garage within easy walking distance of the downtown.”

Paul Sheehan, Garfield Ave noted he is starting up a neighborhood watch in town. He has tried to schedule meetings with staff and council. He appreciates everything they are trying to do in town with the parking and beach ambassadors. Staff and council need to get out and talk to the businesses and citizens in the community. They are worried about the drug dealer at 3:00 AM that is selling crack in front of their houses. We see police parked and handing out speeding tickets, but they don't patrol the neighborhoods. He spent all day talking to businesses throughout Colonial Beach and they all agreed they do not see officers from the Police Department. The officers don't go in and check on them or talk to them and that is a problem. The businesses are not made aware that golf carts are getting stolen, houses are being vandalized

and cars are being broken into. Instead of worrying about the financial situation you need to be worried about really is going on in the community. The real estate office on the corner stated he has not seen a CBPD officer come in there in a very long time to talk to him, but the Westmoreland County Sheriff's Department does check in on him and talk to him. Colonial Beach Police Department needs to take better care of the Town. If they need more officers, get them officers. If they need more training, get them training. There is an entire community that is not worried about the financials but is worried about their safety. The community needs the support of the town. They are tired of hearing about revenue and taxes, it is time to talk to the people around town.

Old Business

Update, Economic Development Incentives, Amends Chapter 23 & 24 of Town Code

Ms. Seay-Giles went over the proposed amendments for Chapter 23 and Chapter 24 of Town Code. Some amendments would be to combine all of the incentives to become "Economic Incentives." The part of the arts district would have to come out of the code due to the repeal on the State level. There was interest in the way Wytheville structured their code for Economic Incentives, so when drafting the proposed amendments their code was taken into consideration.

Mayor Schick noted on the amendment inputs that were received by the Ms. Seay-Giles and the EDC. She drafted proposed amendments taking into consideration all of their input to draft the proposed amendments to the code.

Mayor Schick further noted this is not near ready for a public hearing but wanted to bring it to council and staff to start getting feedback on proposed amendments. She stated all of her draft proposed amendments as follows:

Chapter 23 - ECONOMIC

INCENTIVES ARTICLE I - RESERVED

Secs. 23-1—23-87. - Reserved.

ARTICLE II. – **TECHNOLOGY TOURISM & ECONOMIC REVITALIZATION ZONES**

Sec. 23-88. - Definitions.

For purposes of this article, the following words and phrases shall mean:

Business means any corporation, partnership, electing small business (subchapter S) corporation, limited-liability company or sole proprietorship authorized to conduct business in the Commonwealth of Virginia. The term "business" does not include organizations that are exempt from state income tax on all income except unrelated business taxable income as

defined in the Internal Revenue Code, Section 512; nor does it include homeowners associations as defined in the Internal Revenue Code, Section 528.

Business incentive application means an application available from the office of the Town of Colonial Beach Town Manager and/or Director of Planning and Community Development and reviewed by department of planning and community development to determine if a business qualifies for incentives as established by this Article II of Chapter 23.

Capital investments means funds used by a technology or tourism business to purchase fixed assets and not funds used for day-to-day operating expenses. Fixed assets owned by the technology or tourism business that are moved into the respective zone(s) from another location within the town shall not be included in the calculation of capital investments.

Existing business means a business that was actively engaged in the conduct of trade or business in the Town of Colonial Beach prior to the adoption of this Article.

Fixed asset means long-lived tangible property owned by a technology or tourism business that is used by the business in the production of its income including real estate, plant, machinery, and equipment.

Internal Revenue Code means , Title 26 of the United States Code.

New technology business means a technology business not already existing within Town of Colonial Beach prior to the adoption of this Article.

Qualified technology business means a technology business that has met, and continues to meet, the requirements of Section and 23-91 in this Article II.

Qualified tourism business means a tourism business that has met and continues to meet the requirements of Section 23-92 in this Article II.

Arts and culture organization shall mean a business or not-for-profit organization that presents live performances of theatre, dance, music, or other imaginative work and/or produces or exhibits physical works created by an artist or under an artist's direction and intended for unique production or limited reproduction. Businesses which primarily provide supplies and materials to artists are deemed to be an arts and culture organization. Additionally, museums and/or historic sites, whose primary mission is education and/or historic preservation, also qualify as arts and culture organization.

(Ord. No. 589)

Sec. 23-89. – Technology, Tourism, and Economic Revitalization Zones Established

There is hereby established pursuant to Va. Code § 58.1-3850 a Technology Zone in the Town of Colonial Beach. There is hereby established pursuant to Va. Code § 58.1-3851 a Tourism Zone in the Town of Colonial Beach. The Technology Zone and the Tourism Zone herein established are as designated on those certain maps entitled "Technology & Tourism Zone, Part- 1"; Technology & Tourism Zone, Part- 2"; and "Technology & Tourism Zone, Part- 3, REVISED 2021" copies of which shall be maintained in the Town of Colonial Beach department of planning and zoning. The purpose of these zones is to provide economic incentives for eligible business entities which make a substantial investment in targeted industries and create new jobs in the established zones.

There is hereby established pursuant to Va. Code § 15.2-1129.2 an Economic Revitalization Zone in the Town of Colonial Beach. The Economic Revitalization Zone **ALIGNS WITH THE ESTABLISHED ENTERPRISE ZONE 50**, a copy of which shall be maintained in the Town of Colonial Beach department of planning and zoning.

These zones are a local incentive program in addition to the Regional Enterprise Zone and Historical Tax Credit programs offered by their respective authorities.

(Ord. No. 589)

Sec. 23-90. – Economic Revitalization Zones.

The Economic Revitalization Zone is established to incentivize rehabilitation of blighted commercial areas and continue the town's mission to promote arts and culture. Eligibility is dependent on real property improvements that amount to? Increase in property value/percentage of assessed tax value/what is the criteria? Or any newly established Arts and Culture Organization function?

Real property located in an Economic Revitalization Zone is **eligible** for the following incentives which may be utilized in addition to any other incentives provided in this Chapter 23 to which the business or property is entitled:

- (a) A one-time real property tax credit in the amount of thirty (30) percent or one thousand five hundred dollars (\$1,500.00) maximum for the purchase and installation of energy star compliant business equipment such as but not necessarily limited to HVAC, appliances, vehicles, and electronics.
- (b) A one-time business personal property tax abatement of forty (40) percent.

All one-time credits shall be taken within the first three (3) years of the business operation.

If the conditions upon which the incentives were offered are no longer in effect at the end of seven (7) years, any incentive paid or provided shall be repaid to the Town of Colonial Beach.

- (a) Reduced permit fees.
- (b) Reduced user fees.
- (c) Reduced gross receipts tax (Chapter 13.1).
- (d) Regulatory flexibility (special zoning; special permit process; exemption from certain ordinances except Chesapeake Bay Preservation Act ordinances, erosion and sediment control ordinances, and stormwater; and any other incentive adopted by ordinance – which shall be binding for 10 years).

Sec. 23-91. - Qualified Technology Businesses.

- (a) A new or expanded Qualified Technology Business located in the Technology Zone shall be eligible for the economic incentives provided in Section 23-93.
- (b) A qualified technology business is one which locates in or is currently located in a technology zone and described in paragraphs (1) through (9). An existing business which otherwise meets the criteria set forth in this Section 23-91 is a Qualified Technology Business only when it expands its gross receipts by twenty (10) percent **and** increases its number of full-time/year-round employees by at least two (2) new full time positions over a 2 year average. A business located in a Technology Zone whose primary purpose is any one or more of the following is a Qualified Technology Business.
 - (1) Design or research and development of computer hardware or software, computer network protocols, information systems, Internet software, Internet data applications, data centers;
 - (2) Production of multimedia products, training in the use of computer hardware or software or computerized mapping systems;
 - (3) Development of technology related to health, security, national defense, telecommunications, data warehousing, desktop publishing, wireless technologies or virtual technologies;
 - (4) Provision of internet services and business to business exchanges;
 - (5) Research, design and manufacture and development of biotechnology, pharmaceutical or medical technologies or products;
 - (6) Research, design and manufacture and development of electronics for lease, sale or license, including flexible printed circuits, custom integrated circuits, electronic assemblies, medical electronic displays;
 - (7) Research, design, manufacture and development of electronic automobiles, buses and other transportation devices that do not use internal combustion engines as the primary means of propulsion;

- (8) Research, design, manufacture and development of alternate energy technology or the energy production from such sources; to include wind turbines, photovoltaic cells, fuel cells;
- (9) Research and development related to computer and electronic systems, computer software, applied sciences, physical sciences.

(10) Businesses that support government agencies.

(11) Businesses that support “Green Energy.”

(11) Health and Wellness including medical care, doctors, dentists, emergency services and shared wellness facilities,

- (c) The use of computers or technology in the course of business activity is not alone sufficient for a business to be a Qualified Technology Business. Where there is a question of eligibility, the determination of whether a business is a qualified technology business shall be made by the town manager.

(Ord. No. 589)

Sec. 23-92. - Qualified Tourism Businesses.

- (a) A new or expanded Qualified Tourism Business located in the Tourism Zone shall be eligible for the economic incentives provided in Section 23-93.
- (b) A Qualified Tourism Business is one whose primary purpose is the provision of services and products primarily marketed to, and intended for purchase by, tourists. An existing business which otherwise meets the criteria set forth in this Section 23-92 is a Qualified Tourism Business when it expands its gross receipts by ten (10) percent **and** increases its number of full-time (Seasonal) employees by two (2) new full time positions over a 2 year average **or** expands hours of operation to greater than 200 days or 1,000 hours of annual service. A business located in a Tourism Zone whose primary purpose is any one or more of the following is a Qualified Tourism Businesses.
 - (1) Production of food for onsite or offsite consumption;
 - (2) Provision of food services for onsite and offsite consumption;
 - (3) Production and/or sale of novelties, crafts, and collectibles, with onsite sales;
 - (4) Provision of lodging services for temporary occupancy; including B&B’s and Hotels, excluding cottages and home rentals such as VRBO and AirBnB.

- (5) Provision and production on entertainment devices and services for utilization onsite and offsite;
 - (6) Provision of services and production of products for business to business exchanges which are directly related to tourism;
 - (7) Services related to water based recreation and production/service/sales of water based recreational vehicles, **including marinas**
 - (8) **Arts and Culture Organizations**
- (c) The provision of services and production of products for the general public with tourists serving as a single component of a larger marketing objective in the course of business activity is not sufficient for a business to be a Qualified Tourism Business. Where there is a question of eligibility, the determination of whether a business is a Qualified Tourism Business shall be made by the town manager.

(Ord. No. 589)

Sec. 23-93. - Tax incentives

- (a) Qualified Technology Businesses and Qualified Tourism Businesses shall be exempted from local taxes as follows:
 - (1) The business, professional and occupational license taxes and fees imposed by Chapter 13.1 that would otherwise be imposed shall be abated for a period **of two (2)** consecutive calendar years.
 - (2) After this **initial two-year** exemption period, the business, professional and occupational license taxes and fees imposed by Chapter 13.1 that would otherwise be imposed shall be reduced by **twenty-five (25)** percent for a period of two (2) consecutive calendar years.
- (b) All planning and zoning or review fees shall be rebated twelve (12) months after a certificate of occupancy (CO) has been issued.
- (c) Other incentives as negotiated and approved by Town Council.

(Ord. No. 589)

Multiple conversations to clarify the language and what changes would be best in the code were made between the Council Members and the Town Attorney while Mayor Schick stated all of the proposed amendments to the code.

Update, Classic Shores Build Out

Mayor Schick noted there was a Classic Shores meeting in February and there was a company that was in attendance that is going to give us recommendations of what the best approach would be and Ms. Seay-Giles is going to be working on a development analysis for us.

Town Council all agreed to have Ms. Seay-Giles move forward with the development analysis.

Parking Meter Implementation, Rob Murphy

Mr. Murphy reported on the new parking meter implementation, including locations and the new pay by plate application. The pay by plate application will have the capability to help with enforcement.

Multiple conversations reviewing the street parking and enforcement were discussed.

New Business

Discussion, Capital Improvement Plan, Planning Commission

Mr. Howell presented the following:

CAPITAL IMPROVEMENT PLAN (2021 - 2022)

Introduction:

The Capital Improvement Plan (CIP) is first and foremost a communication tool that articulates guiding star direction taken from the Town of Colonial Beach Comprehensive Plan and Citizen input.

Capital Projects are large in scale and can involve multiple phases over time. It has been consistently and clearly put forth by the citizens of Colonial Beach that infrastructure is a great concern and high priority. Infrastructure can take the form of buildings, roads, pipes for all types of water, or improvements to the environment to combat water levels rising. All these undertakings require extensive planning, coordinated execution, and considerable financial investment. The CIP gives a prioritization for the available resources and a scorecard to evaluate progress on committed projects.

The CIP is intentionally high level with budgetary and scope approximations. Due to the size, timeline, and nature of Capital Projects, costs and budgets have not been established for every need identified in the CIP. Part of the purpose of the Capital Improvement Plan is to identify the desired end state and provide targets to plan for. As planning proceeds, scopes and budgets are set. At such time the cost information and funding sources can be more clearly identified that

information is included on the annual iteration of the CIP. As projects are completed and move forward the CIP must be updated and clarified annually as the needs of the citizenry change and evolve.

We must do the most good for the most citizens with the resources available. That is the lens that the CIP must be viewed under. We are a community and as such must be diligent to faithfully execute this charge as the Planning Commission.

- Projects and specific needs are from the Town’s Comprehensive Plan and Citizen input
- The Town’s portion of funding is primarily derived from the sale of Town owned Property
- Input is given by Department Heads and Town Staff in the preparation of each year’s CIP
- All Capital Improvements are to enhance the Health, Safety, and Welfare of Colonial Beach Citizens
- \$50,000 Minimum Criteria for Physical Assets, \$20,000 Minimum for Technology

The following Capital Improvement Plan is prepared by the Colonial Beach Planning Commission with the authority provided by § 15.2-2239 of the Code of Virginia

Priority List of Capital Improvements (2021-2022)

Need	Dept.	Total Cost /Cost to Town	Timeframe	Funding Sources	Comments	Project Type / Stage
ROBIN GROVE SHORELINE	Public Works	\$200,000	0 - 1	NOAA Sea Grants & Virginia Institute of Marine Science	In Bid for Construction to start Summer 2021	Environmental / In Progress
STORMWATER MANAGEMENT PLAN Phase II & III (See Below)	Planning/Public Works	\$250,000	0-2	Town and Grants	Compiling GIS Data ongoing Engineering to commence 2021	Health and Safety, Environmental / In Progress

IMPROVEMENTS TO BIKE AND GOLFCART PATHS INCLUDING MONROE BIRTHPLACE	Public Works	Scope to be created	0-2	TAP Grant, VDOT	Plans for Bike path around the Point in Comp Plan, Bi-annual funding available	Welfare / Planning
UTILITY MAPPING AND TECH UPGRADE	Public Works	Proposals Being Solicited Estimated \$100,000	0-2	User Fees	Evaluating Vendor Offerings for Cost and Scope	Health and Safety / In Progress
CONNECT MEADOWS AND CLASSIC SHORES EXTEND DWIGHT AVE	Public Works	Estimated \$450,000	0-2	Town and VDOT	To Allow Emergency Traffic in case Rt. 205 is blocked	Health and Safety / Planning
CLASSIC SHORES DRAINAGE IMPROVEMENTS /GREENSPACE /RECREATION AREA	Planning/Public Works	Estimated \$300,000	0-2	Town	Potentially part of the extension of Dwight Ave	Health and Safety, Welfare, Environmental / Planning
NEW MUNICIPAL FACILITY W/ POLICE STATION	Town Council/Staff	Scope to be created	0-3	Town	Town owned facility(s) to house municipal and police services	Health and Safety, Welfare / Planning

STREETSCAPE FOR COLONIAL AVE.	Planning/Public Works	\$50,000	0-1	VA Tourism & VDOT Grants & Donations Virginia Beautiful Grant	Plans available DCB Memorials for each cluster of plants	Welfare / In Progress
COMMUNITY CENTER ADA UPDATES	Town Council/Staff	\$50,000	0-1	TOWN	SCOPE IS BEING DETERMINED	Health and Safety, Welfare / Planning

Project Types:

Health and Safety - intended to prevent the injury, illness, or worsening of circumstances where injury or illness has occurred

Welfare - intended to enhance the quality of life for Town citizens and visitors

Environmental - intended to repair, enhance, or prevent future degradation of the natural and build surroundings in Town

Project Stages:

Planning - Goal has been identified with scope, action plan, and budget being developed

In Progress - Resources have been committed and the project is ongoing

Stormwater Management Plan Phases Outline

Phase I – Survey and assessment. Includes aerial survey and on ground assessment.

Phase II – data integration and mapping – translating the information into usable GIS maps and information for engineering analysis.

Phase III – engineering analysis and scope definition with implementation planning. Complete engineering assessment design and recommendations based on existing conditions and future planning needs. Identification of the individual drainage areas for tailored management.

Phase IV – High impact, need and urgency-based implementation of initial plan phases. Executing the parts of the plan that will have the largest return on money, time, and material. Combination of Public Works and 3rd Party Contractors.

Phase V – Strategic, long term, large scale major implementation of upgrades. Executing engineered scope of work by large 3rd party contractors.

Phase VI – Ongoing integration of the upgrades and existing conditions into GIS and municipal data collection with periodic engineering review and analysis.

Code of Virginia § 15.2-2239. Local planning commissions to prepare and submit annually capital improvement programs to governing body or official charged with preparation of budget.

A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

Mayor Schick noted she would like to add more items to the list. Some of those items are in progress or in the planning phase. The items to be added are as follows:

- Classic Shores Development of Streets (Build Out)
- Upgrades to the I & I issues on Colonial Ave (Central Drainage Area)
- Refurbishment of WWTP water tank and tower
- Shoreline Erosion Control, North Beach and Monroe Bay Ave (south of the Boathouse Marina)
- Trash Truck
- Replacement/Improving Town Pier
- Parking Lot Improvements
- New Website with additional online services

Mr. Howell stated he will update the capital improvement plan with the eight items that were requested by Mayor Schick.

Mr. Cabrey stated Mr. Howell and Mr. Murphy will have to meet to review the cost of the items and an approximate amount for the erosion projects.

Mr. Cabrey further stated this is a priority list, but it does not mean it is listed in order of priority. All of the items and projects on the list are important.

Mr. Howell noted that prioritization is not always due to urgency but sometimes it is due to the availability of funds for the item.

Discussion, RAFT Committee Formation, Kathleen Easley

Ms. Easley noted the collaboration with RAFT began in September 2019. After a year long process of working with RAFT, the planning commission is ready to implement a RAFT committee. This committee will help assist with resilience feasibility throughout town. This will be a subcommittee of the planning commission and will report to planning commission. The subcommittee will have no more than seven people that will include two staff members. There will be a one-year minimum requirement with no limit on terms and quarterly meetings. Mr. Mack will be the facilitator of this subcommittee.

Mr. Mack reported that they decided to have a facilitator and not a chairperson so it can feel more open to brainstorming and teamwork. The role of the subcommittee is to identify resilience projects such as stormwater management. They would like citizens throughout town to join the subcommittee. Some of the focuses will be on finding solutions to flooding and stormwater management and the outcome can cause flood insurance to decrease. The planning commission is in the beginning stages of forming this subcommittee and look forward to helping the town become more resilient.

Fiscal Year 2022 Budget Presentation, Lisa Okes

Ms. Okes started by thanking all the department heads and council for working together to complete the FY 2022 budget.

Ms. Okes reported on the budget for fiscal year 2022. There were no increases on taxes or utility rates. A public hearing will be held on May 19th and adopted on June 2nd.

Ms. Okes further reported that the town provided \$100,000 over the state required local match to the school to assist in providing a 3% increase in teacher salaries. The total general fund budget for fiscal year 2022 is \$7,785,796 which is a 12.333% from the fiscal year 2021 budget. The sewer fund is proposed at \$2,503,933 a 0.602% increase from last year and the water came to \$1,203,882 an increase of \$10,442 from fiscal year 2021.

Ms. Okes noted the percentages for general, water and sewer fund revenue and expenditures.

Mr. Duggan complimented all of the staff for the hard work they put in to get the budget ready and the presentation.

Mayor Schick noted the public hearing will be on May 19th on the budget.

Virginia Recreational Trails Program, Bobby Duke

Mr. Duke presented the Virginia Recreation Trails Program grant that he intends to apply for that would be for the bike path that connects the numbered streets to Riverside Meadows. He recommends for Town Council to authorize him to apply for the grant. A ballpark figure for this project is \$147,000 and it is a reimbursable 80-20 matching grant. The final town's portion will be approximately \$29,400.

Mr. Duke explained it would be a linear park and showed examples of what a linear park which is defines as park that is longer than it is wide. Linear Parks often feature trails or paths for walking, biking and running. The town would benefit by also continuing to use it for golf carts. The linear park would also include recreational and playground equipment. Examples of linear parks were shown on the presentation. In order to move forward he would like the support of the council to have consensus from them to apply.

There was consensus from all of members of Town Council to move forward and to advertise an invitation for public comment at the next appropriate Town Council Meeting.

Adjournment/Recess

Mr. Cabrey made a motion to adjourn the meeting. Ms. Roberson seconded the motion.

Mayor Schick called for a roll call vote. Mr. Duggan voted "aye," Mr. Moncure voted "aye," Ms. Roberson voted "aye," Ms. Self Sullivan voted "aye," Mr. Allison voted "aye," Mr. Cabrey voted "aye," and Mayor Schick voted "aye."

At 9:12 p.m. Mayor Schick adjourned the meeting.

Heather Oliver, Town Clerk