



**TOWN OF COLONIAL BEACH
PLANNING COMMISSION MEETING**

February 12, 2026, 6:00 PM

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

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Determination of Quorum
4. Approval of the Meeting Agenda
5. Approval of Minutes
 - a. December 11, 2025
 - b. January 8, 2026
6. Public Comment on Non-Public Hearing Planning Commission/Land Use Items
7. Planning and Community Development Director's Report
8. Planning Commission Committee Reports and Commissioner Comments
9. **PUBLIC HEARING: FY27-31 CAPITAL IMPROVEMENT PROGRAM**
 - a. Staff Presentation
 - b. Open Public Hearing
 - c. Close Public Hearing
 - d. Staff Response, if needed
 - e. Planning Commission Discussion
 - f. Planning Commission Action – FY27-31 Capital Improvement Program
10. Old Business
11. New Business
 - a. 2025 Annual Report – Planning Commission
 - b. 2026 Work Plan
12. Adjournment



TOWN OF COLONIAL BEACH PLANNING COMMISSION MEETING

February 12, 2026

DIRECTOR'S REPORT

1) Staff report

11 Permits issued in January 2026:

- 3 Short-Term Rentals
- 2 Accessory Structure
- 2 Tree Removal
- 1 Demolition
- 3 Single-Family Dwelling

Average days from application to permit: 16

Walk-in Customers: 75



**TOWN OF COLONIAL BEACH
PLANNING COMMISSION MEETING**
February 12, 2026

MEMORANDUM

DATE: February 12, 2026

TO: Planning Commission

FROM: Angela Lawrence
Director of Planning & Community Development

SUBJECT: Public Hearing: 2027-2031 Capital Improvements Program

BACKGROUND:

The Colonial Beach Town Council has tasked the Planning Commission with the annual preparation of a Capital Improvement Program (CIP) under the authority of the Code of Virginia §15.2-2239. The CIP requires a public hearing with Planning Commission prior to making a recommendation to Town Council for inclusion in the budget cycle.

DISCUSSION:

The CIP was presented at the January 8, 2026 meeting and was advertised for public hearing at tonight's meeting.

RECOMMENDATION:

Recommend approval to Town Council.

Capital Improvement Program



Fiscal Years 2027-2031

Town of Colonial Beach
colonialbeachva.gov



Planning Commission
Public Hearing
February 12, 2026

TOWN OF COLONIAL BEACH CAPITAL IMPROVEMENT PROGRAM

Fiscal Years 2027 - 2031

Understanding the Purpose and Authority of the Capital Improvement Program (CIP):

The Colonial Beach Town Council has tasked the Planning Commission with the annual preparation of a Capital Improvement Program (CIP) under the authority of the Code of Virginia §15.2-2239. The CIP is a five-year plan that serves as a guide for financial decisions, annual budgeting and the coordination of major public investments in the preservation and expansion of the Town's infrastructure. The CIP is a working document with approximations designed to provide advance project identification, evaluation, scope definition, and cost estimating to more clearly identify the complete state of the infrastructure or capital asset once accomplished and/or procured. It shows how Colonial Beach plans to address its public facility needs and the best method of paying for them within the Town's fiscal capacity. The Town's Comprehensive Plan supports the Town's commitment to infrastructure maintenance and enhancement. The Town's capital needs can take the form of buildings, roads and sidewalks, equipment and vehicles, water and wastewater distribution and treatment facilities, stormwater management systems, as well as improvements to ensure resiliency and safety with rising water levels and potential flooding events. Undertaking capital needs and assets requires extensive planning, coordinated execution, and considerable financial investment.

The preparation process of the CIP involves several steps. Initially department directors identify potential capital projects for a five (5) year period. The Town's financial capabilities are analyzed to determine revenues available for capital projects. A schedule of capital projects is prepared for the five (5) year period, and a public hearing is held by the Planning Commission which reviews, revises and recommends the CIP to the Town Council for evaluation and adoption. The CIP is normally updated annually in conjunction with the adoption of the budget. Priority levels for CIP projects are determined considering several different information sources.

The CIP includes capital projects, continuing programs and capital equipment. Capital projects are large in scale, can involve multiple phases of acquisition or development, and result in economic activities that lead to the construction, acquisition, and/or extension of the useful life of the Town's capital assets over time. This document is not intended to fund long-term maintenance projects, such as maintenance for general upkeep of the Town's parks. Funding and planning for those needs are done through the General Fund and the annual budget.

Capital Improvements Program and Comprehensive Plan

The CIP and the Comprehensive Plan are separate documents that support the Town in comprehensive, financial, and land use planning. In general, the Comprehensive Plan provides for projects in the Town's CIP:

- Specific needs/projects are identified from the Comprehensive Plan, the Town Manager, Department Heads, and citizen input.
- The Town's portion of funding is primarily derived from the CIP fund, the sale of Town-owned property, grants, or the Utility Fund, and, as determined by Council during budget considerations, from tax revenue and/or debt obligations.
- Capital improvements are made to enhance the health, safety, and general welfare of Colonial Beach citizens and visitors.
- There is a \$50,000 minimum criteria for physical assets, and a \$20,000 minimum criteria for technology assets/programs.

Understanding and Reading the Capital Improvement Program (CIP):

The CIP includes a complete list of the identified capital needs, offers some prioritization measures to assist the Town Manager and Council in evaluating available resources, and provides information on each project's progression. The CIP also identifies estimated costs and potential funding sources to assist the Town budget planning. This document includes a summary of projected expenses within each fund, for the five-year period, as well as specific information for individual projects.

Organization and Identified Needs List and Descriptions:

The projects in the CIP chart are labeled as "Identified Needs" and numbered for ease of discussion. To assist with understanding the identified needs/projects, this CIP includes a brief narrative in a column labeled as "Comments." These comments offer additional detail about each project that may not be understood as clearly from just the name of the identified need/project. Components of the need/project, such as anticipated funding for multi-year projects where approximated is explained in this "Comments" column.

As with other recent CIPs, this CIP lists needs/projects in two (2) overall divisions based on how the Town intends to fund them. The first division identifies projects under a "General Fund Projects" header. These needs/projects are those where the Town intends its funding to come from the CIP fund, sale of town-owned property, grants, tax revenue and/or debt obligation. The second division identifies needs/projects under the heading "Utility Fund Supported Projects." These needs/projects are those where the Town intends its funding to come from utility fees, grants, and/or debt obligation. These "General Fund" and "Utility Fund" supported needs/projects are then categorized generally by type. These types are grouped in sections entitled: Public Works; Parks, Recreation & Culture; Administration/Technology; Public Safety; Resiliency & Sustainability; Water Fund; and Sewer Fund.

Funded By:

The "Funded By" column includes information on known and projected funding sources for each project/identified need.

Project Stages:

The progress of each project is identified in the "Project Type / Stage" column. There are two (2) stages identified for the purposes of the CIP. "Planning" means the project goal has been identified with the scope, action plan, and budget being developed. "In Progress" means that resources have been committed, or in some cases expended, and the project is on-going.

Project Types and Priorities:

The Town's Comprehensive Plan states that the CIP is intentionally high-level with budgetary and scope approximations to assist the Town Manager and Council in development of the Town's yearly budget. Without a dedicated revenue stream to prioritize capital needs, regulation conformity and funding availability will lead priority decisions. The Comprehensive Plan suggests projects should be related to the Town's purpose to protect the public health, safety and general welfare of its citizens and the environment. The Plan's suggested purposes is a step towards setting priorities. The related purposes for each project are identified in the "Project Type/Stage" column. "H&S" stands for Health and Safety and are those projects intended to prevent injury, illness, or worsening of circumstances where injury or illness may occur. The "General Welfare" identified types are projects intended to enhance the quality of life for citizens and visitors. Finally, those projects identified as "Environmental" are those intended to repair, enhance, or prevent future degradation of the natural and built assets in Town.

Colonial Beach Public Schools

This year, the CBPS items for informational purposes.

TOWN OF COLONIAL BEACH CAPITAL IMPROVEMENT PROGRAM

Fiscal Years 2027 - 2031

GENERAL FUND PROJECTS

PUBLIC WORKS

Item #	Identified Need	Comments	Funded By	Total Cost	Priority / Project Type / Stage
01	Dwight Ave Extension (Town's 50% Grant Match Requirement)	VDOT grant received. Town Grant Match Payments: FY27-\$327,299; FY30 -\$273,107 VDOT Grant: FY27 -\$2,117,617; FY31 -\$1,517,255. Total project cost \$4,235,234.	VDOT Grant / Town Match	\$4,235,278	1 / General Welfare / In progress
05	Beach and Rip Rap Nourishment	Required beach restoration after storm events and annual season preparation. Cost estimated for annual nourishment.	Town	\$750,000	1/Environmental / In progress
06	Sidewalk Repairs	Consent order with FHWA to comply with its findings for ADA compliance for specific identified Town sidewalks	Town	\$415,000	1 / H&S / Planning
07	Town Pier Refurbishment	Continued repair and maintenance of the support structure for the municipal pier. Replace 20 pilings per year.	Town	\$300,000	1 / General Welfare / Planning
Total Public Works Investment				\$5,700,278	

ADMINISTRATION / TECHNOLOGY

Item #	Identified Need	Comments	Funded By	Total Cost	Priority / Project Type / Stage
10	Municipal & Emergency Operations Center Study	Perform environmental, energy and workspace capacity study for Town municipal and emergency/public safety services. Cost estimated for study.	Grant / TBD	\$50,000	1 / H&S / Planning
Total Administration / Technology Investment				\$50,000	

PUBLIC SAFETY					
Item #	Identified Need	Comments	Funded By	Total Cost	Priority /Project Type / Stage
11	Police Vehicles	Managing vehicle fleet. Replacing two fleet vehicles annually due to age and high mileage. Includes equipment	Grant / Town	\$976,709	1 / H&S / Planning
12	Mobile and Portable Radios	Westmoreland is updating its radio system in 2026; new radios are needed for officers to better and more reliably communicate with dispatch and other officers & jurisdictions (in car & hand-held radios)	Grant / Town	\$348,000	1 / H&S / Planning
Total Public Safety Investment				\$1,324,709	
RESILIENCY & SUSTAINABILITY					
Item #	Identified Need	Comments	Funded By	Total Cost	Priority /Project Type / Stage
13	Monroe Bay Ave Shoreline Area	Restore eroded areas; various. Virginia Institute of Marine Science (VIMS) grant funding planned.	VIMS Grant	\$100,000	1 / H&S / Planning
14	North Beach Shoreline Erosion Control	Restore eroded areas. Department of Conservation & Recreation (DCR) Community Flood Preparedness Fund (CFPF) grant requested.	Grant / Town	\$459,750	1 / Environmental / Planning
Total Resiliency & Sustainability Investment				\$559,750	
GENERAL FUND PROJECTS TOTAL COST				\$7,634,737	

TOWN OF COLONIAL BEACH CAPITAL IMPROVEMENT PROGRAM

Fiscal Years 2027 - 2031

UTILITY FUND SUPPORTED PROJECTS (Projects listed to be funded by Utility Fees, Grants, and/or Debt Obligation)

WATER FUND					
Item #	Identified Need	Comments	Funded By	Total Cost	Priority /Project Type / Stage
15	Communication System for Water Meter System	Purchasing, installing, and updating the water meter system.	Town	\$200,000	1 / General Welfare / Planning
Total Water Fund				\$200,000	

SEWER FUND					
Item #	Identified Need	Comments	Funded By	Total Cost	Priority /Project Type / Stage
18	Crew Vehicles	Management of Public Works vehicle fleet. Cost \$80,000 for the current year. Projected costs increase for FY31.	Town	\$180,000	2 / H&S / Planning
19	Point Area Sewer Replacement Study	Engineering study for replacement of wastewater piping.	Grant (TBD)	\$100,000	4 /H&S / Planning
20	Meadows/ Bluff Area Sewer Replacement Study	Engineering study for replacement of wastewater piping.	Grant (TBD)	\$115,000	4 /H&S / Planning
21	WWTP Repairs /Upgrades Per Consent Order	Consent order with DEQ for mandated repairs/upgrades to the wastewater treatment plant for the Town's compliance with state regulations	Town	\$3,665,700	1 /H&S / Planning
22	WWPS Repairs /Upgrades Per Consent Order	Consent order with DEQ for mandated repairs/upgrades to the wastewater pump station for the Town's compliance with state regulations	Town	\$2,050,500	1 /H&S / Planning
23	I & I Consent Order	Consent order with DEQ for mandated repairs/upgrades to wastewater collection system to reduce/manage inflow and infiltration	Town	\$988,000	1 /H&S / Planning
24	Jetter/Vactor Truck	Management of truck fleet to ensure proper maintenance of our water & sewer System. Replacing 2020 truck	Town	\$800,000	1//H&S / Planning
Total Sewer Fund				\$7,899,200	

UTILITY FUND SUPPORTED PROJECTS TOTAL COST

\$8,099,200

FY 2027-2031 CAPITAL IMPROVEMENT PLAN TOTAL COSTS

GENERAL FUND SUPPORTED PROJECTS TOTAL COST		\$7,634,737
UTILITY FUND SUPPORTED PROJECTS TOTAL COST		\$8,099,200
CAPITAL IMPROVEMENT PROGRAM FY27-31 TOTAL COST		\$15,733,937

DRAFT

TOWN OF COLONIAL BEACH CAPITAL IMPROVEMENT PLAN

Anticipated FY26 Completion

GENERAL FUND PROJECTS (Projects listed to be funded by Sale of Town-Owned Property, Grants, Tax Revenue, and/or Debt Obligation)

PUBLIC WORKS				
Item #	Identified Need	Comments	Funded By	Priority /Project Type / Stage
02	Trash Truck	Management of trash truck fleet to ensure collection of citizens' trash. Replace 2015 trash truck.	Town	1 /H&S/ Planning
03	Beach Rake & Tractor	Maintain sand and preserve beach line. Rake System needs to be replaced.	Town	3/Environmental / Planning
04	Utility / Plow Truck	Vehicle fleet management. Replace older, high mileage/use vehicle.	Town	2 / H&S / Planning
08	Eleanor Park Improvements – Phase One	Per Town's adopted Parks and Recreation Master Plan. Includes design work, site preparation, gathering areas and benches, and walking path. Grant funding secured.	VA Land Conservation	Eleanor Park Improvements – Phase One
07	Town Pier Refurbishment	Maintain and refurbish Downtown pier. Annual maintenance and refurbishment costs - estimated \$60,000.	Town	1 / General Welfare / Planning
09	Azalea Park Playground Equipment	Per Town's adopted Parks and Recreation Master Plan. Add playground equipment and walkway at the Azalea Community Park to better serve the area. Grant funding secured.	VA Land Conservation Grant	1 / General Welfare / In progress

RESILIENCY & SUSTAINABILITY

Item #	Identified Need	Comments	Funded By	Priority /Project Type / Stage
13	Monroe Bay Ave Shoreline Area	Restore eroded areas; various. Virginia Institute of Marine Science (VIMS) grant funding planned.	VIMS Grant	1 /H&S / Planning
14	North Beach Shoreline Erosion Control	Restore eroded areas. Department of Conservation & Recreation (DCR) Community Flood Preparedness Fund (CFPF) grant requested.	Grant / Town	1/ Environmental / Planning

PUBLIC SAFETY

Item #	Identified Need	Comments	Funded By	Priority /Project Type / Stage
11	Police Vehicles	Managing vehicle fleet. Replacing two fleet vehicles annually due to age and high mileage. Includes equipment	Grant / Town	1 / H&S / Planning

Total Public Safety

TOWN OF COLONIAL BEACH CAPITAL IMPROVEMENT PLAN
Anticipated Completion FY26

UTILITY FUND SUPPORTED PROJECTS (Projects listed to be funded by Utility Fees, Grants, and/or Debt Obligation)

WATER FUND

Item #	Identified Need	Comments	Funded By		Priority /Project Type / Stage
16	Dennison Well Abandonment	DEQ mandate for well closure; per water withdrawal permit	Grant / Town	\$115,000	1 / H&S / Planning
Total Sewer Fund					

TOWN OF COLONIAL BEACH CAPITAL IMPROVEMENT PLAN
Anticipated Completion FY26

UTILITY FUND SUPPORTED PROJECTS (Projects listed to be funded by Utility Fees, Grants, and/or Debt Obligation)

SEWER FUND

Item #	Identified Need	Comments	Funded By		Priority /Project Type / Stage
17	Generator Upgrade- 3rd St.	Generator for Pump Station. Cost \$121,000 per year for 2 years. Existing pump from 1970s.	Town	\$121,000	1 / H&S / Planning
Total Sewer Fund					

TOWN OF COLONIAL BEACH CAPITAL IMPROVEMENT PROGRAM

General Fund Annual Breakdown

Item #	Identified Need	Comments	Funded by	FY27	FY28	FY29	FY30	FY31	Total Cost
01	Dwight Ave Extension (Town's 50% Grant Match Requirement)	VDOT grant received. Town Grant Match Payments:	VDOT Grant / Town Match	\$2,117,617 \$327,299			\$1,517,255 \$273,107		\$4,235,278
05	Beach and Rip Rap Nourishment	Required beach restoration after storm events and annual season preparation. Cost estimated for annual nourishment.	Town	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
06	Sidewalk Repairs	Consent order with FHWA to comply with its findings for ADA compliance for specific identified Town sidewalks	Town	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
10	Municipal & Emergency Operations Center Study	Perform environmental, energy and workspace capacity study for Town municipal and emergency/public safety services. Cost estimated for study.	Grant / TBD	\$50,000					\$50,000
11	Police Vehicles	Managing vehicle fleet. Replacing two fleet vehicles annually due to age and high mileage. Includes equipment	Grant / Town	\$131,250	\$157,500	\$189,000	\$226,800	\$272,160	\$976,710
12	Mobile and Portable Radios	Westmoreland is updating its radio system in 2026; new radios are needed for officers to better and more reliably communicate with dispatch and other officers & jurisdictions (in car & hand-held radios)	Grant / Town	\$348,000					\$348,000
13	Monroe Bay Ave Shoreline Area	Restore eroded areas; various. Virginia Institute of Marine Science (VIMS) grant funding planned.	VIMS Grant	\$100,000					\$100,000

14	North Beach Shoreline Erosion Control	Restore eroded areas. Department of Conservation & Recreation (DCR) Community Flood Preparedness Fund (CFPF) grant requested.	Grant/Town	\$459,750					\$459,750
----	---------------------------------------	--	------------	-----------	--	--	--	--	-----------

DRAFT

TOWN OF COLONIAL BEACH CAPITAL IMPROVEMENT PROGRAM

Utility Fund Annual Breakdown

Item #	Identified Need	Comments	Funded by	FY27	FY28	FY29	FY30	FY31	Total Cost
15	Communication System for Water Meter System	Phase I Replacement of communications modules to read individual water meters remotely. Cost \$90,000 per year for 2 years; estimate 6 months to complete	Town		\$130,000			\$70,000	\$200,000
18	Crew Vehicles	Management of Public Works vehicle fleet. Cost for 2 vehicles is \$80,000 per year; 4 total vehicles over 2 years.	Town	\$80,000				\$100,000	\$180,000
19	Point Area Sewer Replacement Study	Engineering study for replacement of wastewater piping.	Grant (TBD)	\$100,000					\$100,000
20	Meadows/ Bluff Area Sewer Replacement Study	Engineering study for replacement of wastewater piping.	Grant (TBD)	\$115,000					\$115,000
21	WWTP Repairs /Upgrades Per Consent Order	Consent order with DEQ for mandated repairs/upgrades to the wastewater treatment plant for the Town's compliance with state regulations	Town	\$955,000	\$174,900	\$1,931,000	\$219,900	\$384,900	\$3,665,700
22	WWPS Repairs /Upgrades Per Consent Order	Consent order with DEQ for mandated repairs/upgrades to the wastewater pump station for the Town's	Town	\$46,000		\$632,500	\$591,000	\$781,000	\$2,050,500

		compliance with state regulations							
23	I & I Consent Order	Consent order with DEQ for mandated repairs/upgrades to wastewater collection system to reduce/manage inflow and infiltration	Town	\$20,000	\$68,000	\$307,000	\$355,000	\$238,000	\$988,000
24	Jetter/Vactor Truck	Management of truck fleet to ensure proper maintenance of our water & sewer System. Replacing 2020 truck	Town	\$800,000	24	Jetter/Vactor Truck	Management of truck fleet to ensure proper maintenance of our water & sewer System. Replacing 2020 truck	Town	\$800,000

COLONIAL BEACH PUBLIC SCHOOLS CAPITAL IMPROVEMENT PROGRAM Annual Breakdown

Item #	Identified Need	Comments	Funded by	FY27	FY28	FY29	FY30	FY31	Total Cost
CBPS 01	Construction of annex building for CBHS	Weight Room and Support Services Offices	CBPS		\$1,600,000				\$1,600,000
CBPS 02	Renovation of 2 current science labs	To modernize educational standards.	CBPS		\$600,000				\$600,000
CBPS 03	Replacement of baseball lights		CBPS			\$200,000			\$200,000
CBPS 04	Replacement of Current Vinyl Composite Tile at CBHS		CBPS			\$115,000			\$115,000
Total Colonial Beach Public Schools Total									\$2,515,000

DRAFT



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Public Works
Capital Project Item Number and Title:	01 - Dwight Ave Extension (Town's 50% Grant Match Requirement)
Account Description:	General Fund
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	New Project		No change from prior year's plan	X	Changes Added	
---------------------------------	--------------------	--	---	----------	----------------------	--

Capital Project Description: (Enter description of project/purchase)	To extend Dwight Ave from 12th Street to Forest Ave. VDOT grant received. Town Grant Match Payments: 2027 – pay \$327,299 match; 2030 – pay \$273,107 match. Total project cost \$4,235,234. Total Grant Match for the Town- \$2,117,617. FY 27-31 CIP - 2031 – pay \$1,517,255.
--	--

Justification: (Enter detailed narrative to justify purchase)	Town entered into an agreement for revenue sharing with VDOT for this project. Extension of Dwight Avenue will increase accessibility (ingress and egress) from 12th Street to Forest Avenue for EMS, Fire, Police, and citizens in the instance of an emergency or evacuation need. Needed if Route 205 is shut down between Meadows Ave and 12th St. Supports neighborhood connectivity.
---	--

Performed by: (mark with X):		In-house	X	Contract :
-------------------------------------	--	-----------------	----------	-------------------

Estimated Annual Impact on Operating Cost:	
---	--

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund	\$327,299			\$273,107		\$600,406
VDOT Grant	\$2,117,617			\$1,517,255		\$3,634,872
						\$4,235,278

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	FY27-30
--	---------

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

Requesting Department:	Public Works
Capital Project Item Number and Title:	05 – Beach and Rip Rap Nourishment
Account Description:	General Fund
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	New Project		X		Changes Added	
---------------------------------	--------------------	--	---	--	----------------------	--

Capital Project Description: (Enter description of project/purchase)	<ul style="list-style-type: none"> • General maintenance of the beach, including beach nourishment and application of materials to breakwaters, is required to maintain the beach for residents and guests. • The breakwaters exist to reduce beach erosion. • Virginia Marine Resource Commission (VMRC) is notified as part of this process and incorporated into the effort.
--	--

Justification: (Enter detailed narrative to justify purchase)	<ul style="list-style-type: none"> • Satellite images of the beach in 1994, 2009, 2020, and 2025 have shown that beach erosion is clearly visible. • Regular maintenance of the breakwaters and addition of local natural sands is required to conserve the beach.
---	--

Performed by: (mark with X):	X	In-house		Contract :
-------------------------------------	---	----------	--	-------------------

Estimated Annual Impact on Operating Cost:	Majority of cost is for materials: <ul style="list-style-type: none"> • 5,130 tons of sand for the beach = \$100,035 • 500 tons of rip rap on breakwaters = \$26,475 • Equipment to apply materials = \$23,490
---	---

Fund Source (list grant or other source)	FY 26	FY 27	FY 28	FY 29	FY 30	TOTAL
General Fund	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Public Works
Capital Project Item Number and Title:	06 – Sidewalk Repairs
Account Description:	General Fund
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	New Project		No change from prior year's plan		Changes Added	X
---------------------------------	--------------------	--	---	--	----------------------	----------

Capital Project Description: (Enter description of project/purchase)	Consent order with FHWA to comply with its findings for ADA compliance for sidewalks along Irving, Washington, Lossing and Bancroft Avenues and Thackary Street. There is an agreed upon repair schedule in the Consent Order.
--	--

Justification: (Enter detailed narrative to justify purchase)	The repairs are mandatory. In response to a citizen complaint, FHWA found certain sidewalks to not be compliant with ADA requirements. The sidewalk repairs must occur as required by the Consent Order.
---	--

Performed by: (mark with X):		In-house	<input checked="" type="checkbox"/>	Contract :
-------------------------------------	--	-----------------	-------------------------------------	-------------------

Estimated Annual Impact on Operating Cost:	The majority of the fiscal impact is for materials: Concrete at \$300 per cubic yard set in place plus the cost of base material at \$100 per cubic yard installed.
---	---

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund	\$160,000	\$125,000	\$130,000			\$415,000

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Public Works
Capital Project Item Number and Title:	07 – Town Pier Refurbishment
Account Description:	General Fund
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	New Project		No change from prior year's plan	X	Changes Added	
---------------------------------	--------------------	--	---	----------	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Continued repair and maintenance of the support structure for the municipal pier.
--	---

Justification: (Enter detailed narrative to justify purchase)	The current pier pilings are suffering from age. An engineering study conducted in 2022 determined that we are at risk of structural failure of the pier. As such, we have already replaced 40 of the +300 pilings that support the pier but continuous attention must be made to remaining pilings including assessment and replacement. 20 pilings will be replaced each year going forward.
---	--

Performed by: (mark with X):		In-house	X	Contract :
-------------------------------------	--	-----------------	----------	-------------------

Estimated Annual Impact on Operating Cost:	The majority of the fiscal impact is for materials and installation: The construction cost has been increasing dramatically
---	---

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	Continual replacement of 20 piling/year.
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Police Department
Capital Project Item Number and Title:	#11 - New Police Vehicles
Account Description:	General Fund
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	New Project		No change from prior year's plan	X	Changes Added	
---------------------------------	--------------------	--	---	---	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Two patrol vehicles and equipment to outfit them.
--	---

Justification: (Enter detailed narrative to justify purchase)	Replace two patrol vehicles that have aged out high mileage. They directly impact the safety of the officers and are becoming financially burdensome to repair. One of the vehicles that we are replacing has over 105,000 miles and over 133,000 miles on the second one.
---	--

Performed by: (mark with X):	X	In-house		Contract:
-------------------------------------	----------	-----------------	--	------------------

Estimated Annual Impact on Operating Cost:	\$1,500 Estimated cost of repairs and maintenance
---	---

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund	\$131,250	\$157,500	\$189,000	\$226,800	\$272,160	\$976,710

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	Continual replacement of 2 vehicles per year.
--	---

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Police Department
Capital Project Item Number and Title:	#12 - Mobile (car) and portable radios
Account Description:	General Fund
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	New Project	X	No change from prior year's plan		Changes Added	
---------------------------------	--------------------	---	---	--	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Mobile (car) and portable radios for officers to communicate with dispatch, other officers and other jurisdictions.
--	---

Justification: (Enter detailed narrative to justify purchase)	Westmoreland is upgrading the radio system to 700/800 MHZ in 2026. The mobile and portable radios we currently have are not compatible with the new system and will not function properly once the upgrade is complete. The new radios will have better coverage and be less susceptible to failure. If we do not transition to the new radio system, it can create an officer safety issue.
---	--

Performed by: (mark with X):	<input checked="" type="checkbox"/>	In-house		Contract:
-------------------------------------	-------------------------------------	-----------------	--	------------------

Estimated Annual Impact on Operating Cost:	N/A
---	-----

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund	\$348,000					\$348,000

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Public Works
Capital Project Item Number and Title:	13 – Monroe Bay Avenue Shoreline Areas
Account Description:	General Fund/VIMS Grant
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	New Project		No change from prior year's plan	X	Changes Added	
---------------------------------	--------------------	--	---	----------	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Restore eroded areas; Virginia Institute of Marine Science (VIMS) grant funding is planned. This needed in case the project is not completed in FY26
--	--

Justification: (Enter detailed narrative to justify purchase)	Need to restore eroded areas to ensure the safety of Monroe Bay Avenue for travel and its impact on marina access. Satellite images of the beach in 1994, 2009, 2020, and 2025 have shown that beach erosion is clearly visible. Regular maintenance of the break waters and addition of local natural sands is required to conserve the beach.
---	---

Performed by: (mark with X):		In-house	X	Contract :
-------------------------------------	--	-----------------	----------	-------------------

Estimated Annual Impact on Operating Cost:	
---	--

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
VIMS Grant	\$100,000					\$100,000

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Public Works
Capital Project Item Number and Title:	14 – North Beach Shoreline Erosion Control
Account Description:	CFPF Grant or Town
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	New Project		No change from prior year's plan	X	Changes Added	
---------------------------------	--------------------	--	---	----------	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Restore eroded areas, manage stormwater, and explore how to resolve areas in North Beach where there are large breakwaters and breakpoints in the beach line and flooding along a portion of Virginia Ave; DCR Community Flood Preparedness Fund (CFPF) grant funding is planned. This is needed in case the item is not completed in FY 26. 80/20% match.
--	--

Justification: (Enter detailed narrative to justify purchase)	The beach area and along Virginia Ave has flooding that affects the homes along the road.
---	---

Performed by: (mark with X):		In-house	X	Contract :	
-------------------------------------	--	-----------------	----------	-------------------	--

Estimated Annual Impact on Operating Cost:	
---	--

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund	\$91,950					\$91,950
CFPF Grant	\$367,800					\$367,800
						\$459,750

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:						
Requesting Department:		Public Works				
Capital Project Item Number and Title:		15 – Communication System for Water Meter System				
Account Description:		Water Fund				
Account #:						
Department Priority: 1-10		1				
Status: (mark with X)	<input type="checkbox"/> New Project	<input type="checkbox"/>	<input type="checkbox"/> No change from prior year's plan	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Changes Added	<input type="checkbox"/>
Capital Project Description: (Enter description of project/purchase)	Purchasing, installing and updating the communication system for data collection of the water meter system. This would allow for better billing interaction and the ability to let our customers know when there are problems with their water system such as high usage and leaks. \$90,000 for the communication portion will be completed in FY 26; however, the remaining portions will be funded in future years.					
Justification: (Enter detailed narrative to justify purchase)	The town has invested over \$800k to install the new water meter system. A critical part of this system is the ability for the information within the water meter system to be collected and provided back to a central location. Without installation of this communication system, the town's investment is limited in capability. There is currently a deficit between the number of meters installed in our system and the number of residential accounts. This was due to new residential hookup being done without a meter. We believe that there are about 350 additional meters needed to fully automate our system. The current cost for the meter setup is \$358 each which includes the meter, Minode communicator, and the TTLA antenna setup for pit meters. The Town is currently working with Mueller and Waterworks to replace all of the dead nodes and registers in our system to insure that our meters are reading at 95% or better at all times. We believe that we will be able to get to the additional meters in FY 28. As most of FY 27 will be working on our existing system. The request for FY 31 is for additional metering infrastructure which will become necessary for growth. This would include more collectors and repeaters for a more robust system.					
Performed by: (mark with X):	<input type="checkbox"/>	<input type="checkbox"/> In-house	<input checked="" type="checkbox"/> X	Contract :		

Estimated Annual Impact on Operating Cost:	
---	--

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund		\$130,000			70,000	\$200,000

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	The new meters would be purchased in FY 28 and the new infrastructure would be purchased in FY31 for growth.
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:					
Requesting Department:		Public Works			
Capital Project Item Number and Title:		18 – Crew Vehicles			
Account Description:		Sewer Fund			
Account #:					
Department Priority: 1-10		2			
Status: (mark with X)	<input type="checkbox"/> New Project	<input type="checkbox"/>	<input type="checkbox"/> No change from prior year's plan	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Changes Added
Capital Project Description: (Enter description of project/purchase)	Management of Public Works vehicle fleet by trading out of aging fleet. Implement planned replacement scheduling to get ahead of failures and major downtime for repairs. Cost for 1 vehicle is \$80,000 per year.				
Justification: (Enter detailed narrative to justify purchase)	As vehicles age, the amount of maintenance required increases and the likelihood for a larger failure grows. The current oldest vehicles in the fleet are 2005s. The goal of this is to trade in the oldest vehicles while they may still maintain some value and before they have a catastrophic failure that results in a full loss of value to update to newer vehicles with lower maintenance needs and costs. Unfortunately, we already have several vehicles that are out of service because of catastrophic failures that we are trying to work through and even with this request, the town would still own 2005 vehicles. This is one step forward to getting to a better, more maintainable fleet, both financially and in service availability.				
Performed by: (mark with X):	<input type="checkbox"/>	<input type="checkbox"/> In-house	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Contract : State Contract or working with another locality's current contract	

Estimated Annual Impact on Operating Cost:	Reduce costs of more expensive replacement parts to fix constant operating issues.
---	--

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund	\$80,000				\$100,000	\$180,000

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Public Works
Capital Project Item Number and Title:	19 – Point Area Sewer Replacement Study
Account Description:	Sewer Fund
Account #:	
Department Priority: 1-10	4

Status: (mark with X)	New Project		No change from prior year's plan	X	Changes Added	
---------------------------------	--------------------	--	---	----------	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Engineering study for replacement of wastewater piping

Justification: (Enter detailed narrative to justify purchase)	This needs to be done to reduce inflow and infiltration into the sewer system which ultimately ends up at the treatment plant causing undue stress to the collection system, as well as the treatment plant facility					
Performed by: (mark with X):		In-house	X	Contract :		

Estimated Annual Impact on Operating Cost:	Reduce costs of more expensive replacement parts to fix constant operating issues.
---	--

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
Grant - TBD	\$100,000					\$100,000

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Public Works
Capital Project Item Number and Title:	20 – Meadows / Bluff Area Sewer Replacement Study
Account Description:	Sewer Fund
Account #:	
Department Priority: 1-10	4

Status: (mark with X)	New Project		No change from prior year's plan	X	Changes Added	
---------------------------------	--------------------	--	---	----------	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Engineering study for replacement of wastewater piping

Justification: (Enter detailed narrative to justify purchase)	This needs to be done to reduce inflow and infiltration into the sewer system which ultimately ends up at the treatment plant causing undue stress to the collection system, as well as the treatment plant facility					
Performed by: (mark with X):		In-house	X	Contract :		

Estimated Annual Impact on Operating Cost:	Reduce costs of more expensive replacement parts to fix constant operating issues.
---	--

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
Grant - TBD	\$115,000					\$115,000

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Public Works
Capital Project Item Number and Title:	21 – WWTP Repairs/Upgrades Per Consent Order
Account Description:	Sewer Fund
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	<input type="checkbox"/> New Project	<input type="checkbox"/> No change from prior year's plan	<input checked="" type="checkbox"/> Changes Added
---------------------------------	---	--	--

Capital Project Description: (Enter description of project/purchase)	Numerous mandated repairs/upgrades per Consent Order with DEQ to the Town's wastewater treatment plant to obtain compliance with state regulations.
--	---

Justification: (Enter detailed narrative to justify purchase)	Lack of maintenance of the WWTP over the years has allowed the facility to degrade. The various improvements are specifically identified in the Consent Order and are mandated by DEQ.		
Performed by: (mark with X):	<input type="checkbox"/> In-house	<input checked="" type="checkbox"/>	Contract :

Estimated Annual Impact on Operating Cost:	If it is not completed, the Town could be fined or face other enforcement actions.
---	--

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund	\$955,000	\$174,900	\$1,931,000	\$219,900	\$384,900	\$3,665,700

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Public Works
Capital Project Item Number and Title:	22 – WWPS Repairs/Upgrades Per Consent Order
Account Description:	Sewer Fund
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	<input type="checkbox"/> New Project	<input type="checkbox"/> No change from prior year's plan	<input checked="" type="checkbox"/> Changes Added	<input type="checkbox"/> X
---------------------------------	---	--	--	-----------------------------------

Capital Project Description: (Enter description of project/purchase)	Numerous mandated repairs/upgrades per Consent Order with DEQ to the Town's wastewater pump stations to obtain compliance with state regulations. Numbers have been updated from previous years.
--	--

Justification: (Enter detailed narrative to justify purchase)	Lack of maintenance of the WWPS over the years has allowed the facility to degrade. The various improvements are specifically identified in the Consent Order and are mandated by DEQ.
---	--

Performed by: (mark with X):	<input type="checkbox"/> In-house	<input checked="" type="checkbox"/> Contract :
--	--	---

Estimated Annual Impact on Operating Cost:	If it is not completed, the Town could be fined or face other enforcement actions.
---	--

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund	\$46,000	\$	\$632,500	\$591,000	\$781,000	\$2,050,500

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Public Works
Capital Project Item Number and Title:	23 – Repairs/Upgrades Per Inflow and Infiltration Consent Order
Account Description:	Sewer Fund
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	New Project		No change from prior year's plan	X	Changes Added	
---------------------------------	--------------------	--	---	----------	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Numerous mandated repairs/upgrades per Consent Order with DEQ to the Town's sewer collection lines to obtain compliance with state regulations for I & I. Numbers have been updated from previous years.

Justification: (Enter detailed narrative to justify purchase)	Lack of maintenance of the sewer collection system over the years has allowed the facilities to degrade. The various improvements are specifically identified in the Consent Order and are mandated by DEQ. Lack of maintenance of the WWPS over the years has allowed the facility to degrade. The various improvements are specifically identified in the Consent Order and are mandated by DEQ.
---	---

Performed by: (mark with X):		In-house	X	Contract :	
-------------------------------------	--	-----------------	----------	-------------------	--

Estimated Annual Impact on Operating Cost:	If it is not completed, the Town could be fined or face other enforcement actions.
---	--

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund	\$20,000	\$68,000	\$307,000	\$355,000	\$238,000	\$988,000

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	Public Works
Capital Project Item Number and Title:	24 – Jetter/Vactor Truck
Account Description:	General Fund
Account #:	
Department Priority: 1-10	1

Status: (mark with X)	New Project	<input checked="" type="checkbox"/>	No change from prior year's plan	<input type="checkbox"/>	Changes Added	
---------------------------------	--------------------	-------------------------------------	---	--------------------------	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Management of truck fleet to ensure proper maintenance of our water and sewer system. Replace 2020 truck.
--	---

Justification: (Enter detailed narrative to justify purchase)	With current supply chain timelines, ordering a Vactor truck today would mean a new Vactor truck would arrive in 2 to 3 years (estimate for FY27 submission could result in a FY30 delivery). Additionally, our current operating Vactor truck will be 10 years old and maintenance costs continue to increase. This Vactor trucks are critical to day-to-day quality of life for the citizens of Colonial Beach and are constantly in use to meet the demand of the town.
---	--

Performed by: (mark with X):	In-house	<input checked="" type="checkbox"/>	Contract :	
-------------------------------------	-----------------	-------------------------------------	-------------------	--

Estimated Annual Impact on Operating Cost:	Would result in a cost savings of +\$40k per year based on last year's maintenance actuals for the current truck and expected to increase.
---	--

Fund Source (list grant or other source)	FY 27	FY 28	FY 29	FY 30	FY 31	TOTAL
General Fund				\$800,000		\$800,000

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	
--	--

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	CBPS
Capital Project Item Number and Title:	
Account Description:	
Account #:	
Department Priority: 1-10	1 (highest priority)

Status: (mark with X)	New Project	X	No change from prior year's plan		Changes Added	
---------------------------------	--------------------	---	---	--	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Construction of an annex building for CBHS (Weight Room and Support Service Offices)
--	--

Justification: (Enter detailed narrative to justify purchase)	Current high school facilities lack a weight room and current support services do not have an office available. The facility being proposed for construction would provide a weight room which would allow the current weight room to be dedicated to classroom space for health and driver's education, along with three additional offices. Currently, health and driver's education classes are taught in the cafeteria.
---	---

Performed by: (mark with X):		In-house	X	Contract :
-------------------------------------	--	-----------------	---	-------------------

Estimated Annual Impact on Operating Cost:	Estimated at 1.6 million dollars, in January 2024
---	---

Fund Source (list grant or other source)	FY 26	FY 27	FY 28	FY 29	FY 30	TOTAL
General Fund			X			

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	Approximately 12 months
--	--------------------------------

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	CBPS
Capital Project Item Number and Title:	
Account Description:	
Account #:	
Department Priority: 1-10	2

Status: (mark with X)	New Project	X	No change from prior year's plan		Changes Added	
---------------------------------	--------------------	---	---	--	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Renovation of two current science labs to modern educational standards
--	--

Justification: (Enter detailed narrative to justify purchase)	The current science labs are original to the building construction (1988) and no longer meet modern educational needs. The proposed renovations would provide shared lab space and increased instructional space to provide students with modern scientific experiences.
---	--

Performed by: (mark with X):		In-house	X	Contract :	
-------------------------------------	--	-----------------	---	-------------------	--

Estimated Annual Impact on Operating Cost:	600,000
---	---------

Fund Source (list grant or other source)	FY 26	FY 27	FY 28	FY 29	FY 30	TOTAL
General Fund			X			

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	12 months
--	------------------

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	CBPS
Capital Project Item Number and Title:	
Account Description:	
Account #:	
Department Priority: 1-10	3

Status: (mark with X)	New Project	X	No change from prior year's plan		Changes Added	
---------------------------------	--------------------	---	---	--	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Replacement of Baseball Lights
--	--------------------------------

Justification: (Enter detailed narrative to justify purchase)	Current Baseball lights have wooden poles and lights which are original construction (estimating 1988). These lights need to be replaced to bring them up to modern standards and code.
---	---

Performed by: (mark with X):		In-house	X	Contract :	
-------------------------------------	--	-----------------	---	-------------------	--

Estimated Annual Impact on Operating Cost:	200,000
---	---------

Fund Source (list grant or other source)	FY 26	FY 27	FY 28	FY 29	FY 30	TOTAL
General Fund				X		

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	3 months
--	-----------------

For Planning Commission Use

Reference to Comprehensive Plan:



FISCAL YEAR 2027-2031 CAPITAL IMPROVEMENT PROGRAM (CIP)

GFOA Priority Category:	
Requesting Department:	CBPS
Capital Project Item Number and Title:	
Account Description:	
Account #:	
Department Priority:	1-10

Status: (mark with X)	New Project	X	No change from prior year's plan		Changes Added	
---------------------------------	--------------------	---	---	--	----------------------	--

Capital Project Description: (Enter description of project/purchase)	Replacement of current vinyl composite tile (VCT) at Colonial Beach High School.
--	--

Justification: (Enter detailed narrative to justify purchase)	Current VCT is original to the building (1988) and is warped, chipping and discolored.
---	--

Performed by: (mark with X):		In-house	X	Contract :	
-------------------------------------	--	-----------------	---	-------------------	--

Estimated Annual Impact on Operating Cost:	115,000
---	---------

Fund Source (list grant or other source)	FY 26	FY 27	FY 28	FY 29	FY 30	TOTAL
General Fund				X		

Timeframe/Duration (list expected duration from start to finish. List any deadlines)	6 months
--	-----------------

For Planning Commission Use

Reference to Comprehensive Plan:



**TOWN OF COLONIAL BEACH
PLANNING COMMISSION MEETING**
February 12, 2026

MEMORANDUM

DATE: February 12, 2026

TO: Planning Commission

FROM: Angela Lawrence
Director of Planning & Community Development

SUBJECT: 2025 Planning Commission Annual Report

BACKGROUND:

Virginia Code §15.2-2221 requires Planning Commission to make an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction.

DISCUSSION:

The draft 2025 includes a summary of the Commission's actions and activities for the year.

RECOMMENDATION:

Accept the 2025 Annual Report and direct staff to forward it to Town Council.

ATTACHMENT:

DRAFT 2025 Annual Report

2025 Planning Commission Annual Report



Town of Colonial Beach, Virginia
February 12, 2026



Planning Commission Members and Responsibilities

Members

The Colonial Beach Planning Commission is composed of seven (7) members. Members are appointed by the Town Council to serve four (4) year terms. In 2025, the Planning Commission expressed sincere appreciation for the service of three (3) outgoing members and eagerly welcomed three (3) new members. Two members, Bailey Thompson (Chairperson) and Patricia Kuhrtz (Vice Chairperson), relocated out of the town at the end of August while Robert Christiansen's appointed term expired November 30th.

The 2025 members of the Planning Commission include:

- Bailey Thompson, Member & Chair through August
- Patricia Kuhrtz, Member & Vice-Chair through August
- Robert Christiansen – term expired November 30, 2025
- Nathan Howell, Member - elected Chair in September
- Vicki Luna, Member - elected Vice-Chair in September
- Bill Hutchins, Member
- Nigel Long, Member
- Annemarie Bairstow, Member beginning in November
- Lauren Adams, Member beginning in November
- Bill Malone, Member beginning in December

Town Council Liaison: Rick Wood



Chair Nathan Howell thanked Commissioner Bob Christiansen for his years of service to the planning commission.



Patricia Kuhrtz was thanked for her years of service to planning commission.

Responsibilities

The Planning Commission was established pursuant to the provisions of Title 15.2 of the Code of Virginia. The Planning Commission advises the Town Council on matters related to the development of the Town of Colonial Beach.

The Town Code specifies that the Planning Commission:

- Prepares and adopts by-laws for the Commission's organizational and procedural functions.
- Prepares and recommends a Comprehensive Plan for physical development of the Town and review the plan at least once every five (5) years.
- Prepares and recommends amendments to the Zoning Ordinance.
- Prepares and recommends amendments to the Subdivision Ordinance.
- Prepares and recommends amendments to the Capital Improvements Program (CIP).
- Prepares and recommends amendments to an Official Map.
- Reviews and recommendations on applications for Zoning Map amendments.
- Reviews and makes recommendations on applications for conditional use permits.
- Approves or disapproves the general location of public facilities, public utilities and roads for conformance with the adopted Comprehensive Plan.
- Reviews and approves subdivisions as required by the Zoning Ordinance and the Subdivision provisions of the Ordinance.

Planning Commission 2025 Meetings Summary

The Colonial Beach Planning Commission held its regular scheduled monthly meetings on the second Thursday of each month beginning at 5:30 p.m. at Town Center located at 22 Washinton Avenue, Colonial Beach, Virginia. The Commission meetings were live streamed on the Colonial Beach Town Hall–YouTube channel.

In 2025, the Planning Commission held ten (10) regularly scheduled meetings. The minutes for these meetings are archived in the Agenda Center on the Town’s website at <https://colonialbeachva.gov/AgendaCenter>

The regular monthly meeting scheduled for February was not held due to inclement weather. The regular monthly meeting in July was cancelled as there was no business.



Members of the 2025 Planning Commission, from left to right: Bill Malone, Lauren Adams, Vice-Chair Vicki Luna, Chair Nathan Howell, William Hutchins, Nigel Long, and Annemarie Bierstow.

In calendar year 2025, the Planning Commission:

- *Approved* their 2025 Work Plan
- Considered six (6) zoning ordinance text amendments
- Made recommendations for *approval* of all six (6) zoning ordinance text amendments to Town Council
- Made a recommendation of *approval* for one (1) Conditional Use Permit
- Held seven (7) public hearings on six (6) ordinance amendments and one (1) for the Capital Improvement Plan (CIP)
- *Approved* and recommended the 2025-2029 Capital Improvement Plan to Council
- Held a work session with Town Department Heads to finalize the draft of the 2026-2030 Capital Improvement Plan

• For additional information related to the Town of Colonial Beach Planning Commission meeting schedule, agendas, meeting minutes, and more visit the Town’s web page at www.colonialbeachva.gov

Planning Commission Monthly Business

January:

- Conducted a public hearing and recommended approval of the FY25-30 CIP to Town Council.
- Conducted a public hearing and recommended Zoning Text Amendment 25-01: Article 17 – BZA Appeals, Variances, and Provisions for Appeals including minor revisions as well as updates to reflect guidance of the Code of Virginia to Town Council.
- Amended and approved Planning Commission By-laws.
- Reviewed and approved the 2025 Work Plan.

March:

- Conducted a work session with citizens and stakeholders on Floor Area Ratio (FAR). (see page 5 for additional information).
- Reviewed and accepted the 2024 Planning Commission Annual Report.

April:

- Followed up on the FAR work session and authorized a public hearing.

May:

- Conducted a Public Hearing for Zoning Text Amendment 25-02: FAR and recommended approval to Town Council.
- Planned for stakeholder input regarding Planning Commission recommended Amendments to Article 13, Parking Regulations.
- Introduction of Kyler Brower, Assistant Town Manager.

June:

- Discussed potential amendments to Article 22 – Woodlot Management and Tree Preservation.
- Conducted a work session with town citizens and stakeholders on Draft Amendments to Article 13 – Parking Regulations – Zoning Text Amendment 24-02.

August:

- Reviewed Draft Zoning Text Amendment (ZTA 25-03) – Woodlot Management and Tree Preservation and authorized the public hearing.
- Reviewed information gathered at work session and reviewed Draft Zoning Text Amendment (ZTA 24-02) to Article 13 – Parking Regulations.
- Introduction of John Sawdy, Community Enhancement Officer.

September:

- Election of Officers – Upon resignation of Chair Bailey Thompson and Vice-Chair Pat Kuhrtz.
- Conducted a Public Hearing for Zoning Text Amendment 25-03 Article 22 Chesapeake Bay Preservation District Overlay – Woodlot Management and Tree Preservation and recommended approval by Town Council.
- Discussed staff's Draft amendments to Article 13 – Parking Regulations and authorized the public hearing.

October:

- Introduction of Angela Lawrence, Director of Planning & Community Development Department.
- Conducted a Public Hearing for Zoning Text Amendment 24-02: Article 13 Parking and recommended approval to Town Council.
- Discussed draft amendments to Article 14 Site Plan and Subdivision Ordinance to reflect State Code revisions and authorized a public hearing.

November:

- Introduction of new Planning Commission members Lauren Adams and Annemarie Bairstow.
- Conducted Public Hearing for Zoning Text Amendment 25-04 to Article 14 – Site Plan and recommended approval to Town Council.
- Conducted Public Hearing for Zoning Text Amendment 25-05 – Subdivision Ordinance and deferred action.

December:

- Introduction of new Planning Commission member Bill Malone.
- Discussed Zoning Text Amendment 25-04 – Article 14 Site Plan and recommended approval to Town Council.
- Authorized a public hearing for a Text Amendment allowing Communication Facility not to exceed height of 100' in C-1 district with a Conditional Use Permit.

Community Outreach & Participation

Regular Planning Commission meetings include a time for public comment on non-public hearing matters that relate to planning, zoning, and community development. In addition, some items require a formal public hearing. The planning commission values and encourages public input.

In 2025, Planning Commission included ten (10) regular monthly meetings, seven (7) public hearings, and two (2) work sessions/stakeholder input sessions.

Floor Area Ratio (FAR) Stakeholder Work Session

Floor Area Ratio (FAR) is of the principle building on any lot or tract of land is the sum of the total areas of all floors within the building structure divided by the total lot area.

After a joint work session with Town Council and Planning Commission, it was agreed that Planning Commission would meet with the building community and citizens to gain insight to understand the impacts and concerns of recommended changes to the FAR.

Participants at the meeting were asked:

- To provide three top reasons they believe the Town should have a maximum FAR regulation in its Single Family Residential zoning districts.
- What portions of a dwelling they believe should be or should not be counted towards the FAR calculation? Attached garages? Covered porches? Basements?
- To explain what they believe the FAR should or should not be increased to, including thoughts on the impact to the Town overall, the impact on the real estate market and property values, and the impacts on adjacent properties and neighborhoods.
- If the Town's FAR regulations are too rigid? How will density and compatibility be achieved in the residential areas with a FAR regulation or if the FAR is increased?

The input served to guide the staff and planning commission in determining what revisions were needed related to the FAR.

Parking Regulations Stakeholder Work Session

In 2024, Town Council sent Zoning Text Amendment (ZTA 24-02) on parking regulations back to the Planning Commission for additional work and to receive input from business stakeholders and citizens. A work session was held at the Commission's June 2025 meeting. Participants stated that the draft ordinance: was too cumbersome for local businesses; needed to better support golf cart parking; should consider a greater distance for acceptable transitory parking; ensure adequate spaces are provided for each use; allow parking on Colonial Avenue; ensure regulations are not punitive to new business development. Comments also included discussion of parking congestion in for town events and options for satellite parking options the Town should consider, both of which are outside of the purview of the zoning ordinance.

Other Responsibilities and Highlights

Work Plan Update

The Planning Commission adopts an annual work plan to guide its intended work for the calendar year. Staff provides general monthly status reports as to the progress of various planned projects.

Comprehensive Plan Projects

While the Planning Commission did not complete any specific projects related to the Comprehensive Plan in 2025, there were discussions about the Comprehensive Plan review required in 2026. The Commission recognizes that an analysis of updated demographic information, growth trends, infrastructure needs, compliance with state code changes, and goals and implementation strategies of the approved plan Propelling Resilience – Town of Colonial Beach Flood Resilience and Stormwater Management Plan will inform revisions to the Comprehensive Plan, as well as potential subsequent ordinance amendment considerations.

Capital Improvement Plan (CIP)

The Colonial Beach Town Council has tasked the Planning Commission with the annual preparation of a Capital Improvement Program (CIP) under the authority of the Code of Virginia §15.2-2239. The CIP is a five-year plan that serves as a guide for financial decisions, annual budgeting and the coordination of major public investments in the preservation and expansion of the Town's infrastructure. The CIP is a working document with approximations designed to provide advance project identification, evaluation, scope definition, and cost estimating to more clearly identify the complete state of the infrastructure or capital asset once accomplished/procured. It shows how Colonial Beach plans to address its public facility needs and the best method of paying for them within the Town's fiscal capacity. The Town's CIP supports the Town's commitment to infrastructure maintenance and enhancement.

The CIP for Fiscal Year 2026-2030 was forwarded to Council by the Planning Commission, after their public hearing on January 9, 2025.



Looking Forward to 2026

The work of the Planning Commission in 2026 will focus greatly on the revision of the Comprehensive Plan and subsequent zoning and subdivision ordinance reviews.

Virginia State Code Section 15.2-2223 requires the local planning commission to prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction for the Town Council to adopt.

There is no power for change greater than a community discovering what it cares about.

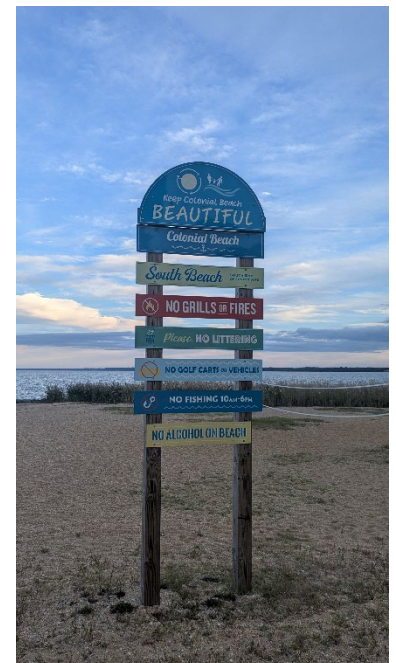
In the preparation of a comprehensive plan, the commission is to make careful and comprehensive surveys and studies of the existing conditions and trends of growth, and of the probable future requirements of its territory and inhabitants. The comprehensive plan is to be made with the purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of the territory that will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity, and general welfare of the inhabitants, including the elderly and persons with disabilities.

Comprehensive Plans are to be reviewed every five (5) years and the Colonial Beach. The last update was approved in 2021, so it is time for planning commission to review and revise, as needed.

The Vision for 2030

"To be an attractive, historical beach town committed to family, business, the arts, and a healthy lifestyle.

Town of Colonial Beach 2020-2030 Comprehensive Plan





**TOWN OF COLONIAL BEACH
PLANNING COMMISSION MEETING**
February 12, 2026

MEMORANDUM

DATE: February 12, 2026

TO: Planning Commission

FROM: Angela Lawrence
Director of Planning & Community Development

SUBJECT: 2026 Work Plan

BACKGROUND:

The Planning Commission By-Laws state, “By majority vote, the Commission shall establish a work program with projects and priorities including assignments by the Town Council and initiatives by the Commission.”

The DRAFT 2026 Work Plan is attached.

DISCUSSION:

This item was deferred from the January meeting due to time.

2026 will focus heavily on the review of the 2020-2025 Comprehensive Plan, as required by State Code, and adoption of the 2026-2031. Currently, Planning Commission will consider text amendments to applicable sections of the zoning and/or subdivision ordinances to ensure state compliance and conformity to the 2026-2031 Comprehensive Plan as well as Town Council and Planning Commission goals and priorities.

RECOMMENDATION:

After discussion, approve the 2026 Work Plan as presented and/or amended.



Town of Colonial Beach Planning Commission Work Plan 2026-2027

PROJECT LIST

#	Project	Summary	Start	End	Project Updates/Status/Notes
1	Revision to Subdivision Ord. and Site Plan Article – Processes & Timing	Effective 7.1.25 timing and processes for subdivision plat and site plan reviews were modified in State Code. Article 14 Site Plans and the Subdivision Ordinance need to be amended to be in compliance with these state code revisions	25 Q3	25 Q4	Introduce at 9.11.25 meeting; staff to analyze and bring to PC meeting in October 2025. Public hearings held and PC recommendation sent to TC at December meeting. Requests for TC to authorize public hearing will be made at the January meeting.
2	PC Bylaws Review 2026	Review By-laws for any updates needed for 2026-27	25 Q4	26 Q1	2025 Bylaws provided to PC at 10.9.25 meeting; review for Nov/Dec
3	FY 27-31 Capital Improvement Plan (CIP)	Preparation of the annual Capital Improvement. Presentation by Department Heads and Discussion prior to public hearing advertisement.	25 Q4	26 Q1	01.08.25 PC CIP Presentation & Discussion. Public Hearing at PC February meeting.
4	PC Annual Report	Preparation of PC's Annual Report to TC on state of development & land use in Town	25 Q4	26 Q1	To be presented to PC in February for presentation to Council in March.
5	ZTA C-1 Communications Facilities	Consider ZTA to allow Cell Tower in C-1 with Conditional Use Permit. Discussion with PC 11/25 & 12/25.	25 Q4	26 Q1	Public Hearing Scheduled.
4	2026-2031 Comprehensive Plan	Q1: Review 2020-2025 document to evaluate necessary revisions to comply with state code Q1: Update demographic data Q2-Q3: Present and discuss each section of the Plan. Q4: Finalize plan, host public meetings and public hearing, recommend approval	26 Q1	26 Q4	
2	Revisions to Article 19 regs – Zoning Map Amendments & Ordinance Text Amendments	Review Article to ensure compliance with state code; modify as necessary to streamline for ease of understanding and use	26 Q1	26 Q4	From 2023 Work Plan. Former staff was working on revisions with Town Attorney; current staff will review especially for compliance with state code and best practices re: conditional zoning. To be completed concurrently with Comp Plan review.
3	Revisions to R-1 & R-2 Districts regs	Review/update Articles 4 and 6 - Zoning Regs for R-1 and R-2 Zoning Districts; Agreed upon at Joint Worksession with Council on 10.16.24	26 Q1	26 Q4	Consider some options for increased density, but higher density options such as with R-4 Zoning area(s) better examined with Comp Plan when future land use locations & infrastructure provisions can be appropriately vetted. To be completed concurrently with Comp Plan review.

8	Review Article 15 Non-Conforming Conditions	Review Article to ensure compliance with state code; modify as necessary to streamline for ease of understanding and use	26 Q1	26 Q4	To be completed concurrently with Comp Plan review.
14	Administrative Variance Provisions	Consider ZO amendment to add authority and processes for granting administrative variances	26 Q1	26 Q2	
15	Property Maintenance	Examine and prioritize known issues with property maintenance; consider adoption of property maintenance ordinance	26 Q2	26 Q3	
17	Voluntary Inclusionary Housing Incentives	Examine establishing voluntary inclusionary housing regulations such as bonus densities	26 Q2	26 Q3	From 2023. Deferred to 24-25, then 25-26 Work Plans. Higher density options work best for inclusionary housing (multi-family); may be better examined with Comp Plan when future land use locations & infrastructure provisions can be appropriately vetted.
16	Revisions to RC & CR Districts regs	Consider developing an urban district area & vertical mixed use regs w/in RC	26 Q2	26 Q3	To be completed concurrently with Comp Plan review.

DRAFT