

# The Town of Washington

"THE FIRST WASHINGTON OF ALL"

March 11, 2019

7:00 p.m.

Approved Minutes

- **CALL TO ORDER:** Mayor Fred Catlin called the Town Council meeting to order at 7:01 p.m. Council members Mary Ann Kuhn, Brad Schneider, Patrick O'Connell, Gail Swift, and Joe Whited were present. Council member Katharine Leggett arrived at 7:10 p.m. Town Attorney John Bennett and Town Clerk Laura Dodd were present.

- **PATRICK MAUNEY:** Rappahannock –Rapidan Regional Commission (RRRC): Mr. Mauney, Executive Director, made a short presentation on the RRRC and gave the Council the attached handout. He discussed the RRRC's mission, particularly in providing professional planning and technical resources to its region of five counties and eight towns, including the Town of Washington. He discussed RRRC's core program areas focusing on housing, data collection and technical assistance, grant writing and administration that might be of particular interest to the Town.

- **MINUTES:** January 14, 2019 amended draft minutes and February 11, 2019 draft minutes: Ms. Kuhn moved to approve the January 14, minutes and Ms. Swift seconded and a roll call vote was taken:

Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Mr. O'Connell voted "yes"	Ms. Leggett voted "yes"
Ms. Kuhn voted "yes"	Mr. Whited voted "yes"
Mayor Catlin voted "yes"	

And the minutes were approved 7-0.

Ms. Swift made a motion to approve the February 11, 2019 and Ms. Kuhn seconded and a roll call vote was taken:

Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Mr. O'Connell voted "yes"	Ms. Leggett voted "yes"
Ms. Kuhn voted "yes"	Mr. Whited voted "yes"
Mayor Catlin voted "yes"	

And the minutes were approved 7-0.

- **REPORTS:**

Mayor's Report: Mayor Catlin discussed that he was proud that the Postal Service had heard and responded to residents opposed to the relocation of the post office outside of town as the selection process seemed to have been manipulated. He discussed that the Postal Service was again considering a location in town. He discussed that the Town was working on providing materials and documents needed by the Postal Service for consideration of the Warren Avenue site. He discussed that the Warren Avenue building might be removed if not claimed or moved as outlined in the offer made in December.

He discussed that the Task Force were going to be followed up by Infrastructure, Business and Tourism, Community Involvement, and Beautification committees and he hoped all Council members would participate in the process.

He asked that the public follow up on the Comprehensive Plan process by coming to the forums to be held on Saturday, March 16<sup>th</sup> and Sunday, March 31<sup>st</sup>.

He reported that town resident Andy McIntyre had died and he had been very active in the town in the past and would be missed.

He also reported that Ross Chapin would be hosting a talk at the library on pocket neighborhoods and urged people to attend.

Gary Aichele expressed his concerns that the removal of the structure on Warren Avenue might be a violation of the Historic District Ordinance and also encouraged the Town to advertise or post in a paper with a large circulation that the structure was available for salvage.

There was a short discussion regarding possible wood manufacturing companies that might be interested.

Treasury Report: Ms. Swift presented the Council with the attached Treasurer's report.

Mr. Schneider made a motion to approve the Treasurer's report and Ms. Leggett seconded and the motion passed 7-0.

Planning Commission: Planning Commission member Gail Swift reported that the Planning Commission had held an organizational meeting on Monday, February 25, 2019 and that Judy deSarno had been elected Vice Chair.

Architectural Review Board: Mayor Catlin discussed that the ARB would not be meeting in March and that at the February 13<sup>th</sup> meeting had approved an application from the Trinity Church for a stair railing.

- TOWN ATTORNEY: Mr. Bennett discussed that the deadline for the final proposal for the sale of the Warren Avenue house had passed but the Town could still solicit offers.

- OLD BUSINESS: a). Follow up to address public input to the PUD Ordinance: Mr. Bennett reviewed the attached letter on the follow up to the PUD Ordinance regarding the process for a formal application and discussed that during that process there was opportunity for boards and citizens to have input.

Ms. Kuhn questioned whether under section 2B of the letter it should be included that the Zoning Administrator should make a recommendation for approval or non-approval of the application.

Mr. Bennett discussed that, while it was not his practice to make recommendations on legislative actions to be taken by the Council, a recommendation might be appropriate for a PUD application.

Ms. Kuhn made a motion that the Council adopt a resolution that if a PUD application came before the Council the Zoning Administrator would make a recommendation for approval or non-approval and Ms. Swift seconded and a roll call vote was taken:

Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Mr. O'Connell voted "yes"	Ms. Leggett voted "yes"
Ms. Kuhn voted "yes"	Mr. Whited voted "yes"
Mayor Catlin voted "yes"	

And the resolution passed 7-0.

b). Town office space review: Ms. Swift reported that there was no update and that this agenda item would be tabled until there was something specific to discuss.

c). Possible discussion of OSHA items to be completed at the Wastewater Plant: Ms. Swift discussed that the Town had received a proposal, attached, from ESS for Fall Protection Safety Equipment at the Wastewater Treatment Plant and made a motion to approve the proposal with a not to exceed figure of \$6,870 and Mr. Schneider seconded and a roll call vote was taken:

Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Mr. O'Connell voted "yes"	Ms. Leggett voted "yes"
Ms. Kuhn voted "yes"	Mr. Whited voted "yes"
Mayor Catlin voted "yes"	

And the motion passed 7-0.

d). Street lights Update: Ms. Swift discussed that there were 12 street lights out and that the Town was working with the Rappahannock League for Environmental Protection to address its Dark Skies concerns as the street lights were replaced. She discussed that some experimental bulbs had been ordered and would be up soon for people to view.

• NEW BUSINESS: a). Authorization of a Budget Work Session: Ms. Kuhn made a motion to hold a budget work session on Friday, April 12, 2019 from 9 a.m. to Noon and Mr. Whited seconded and a roll call vote was taken:

Mr. Schneider voted “yes”	Ms. Swift voted “yes’
Mr. O’Connell voted “yes”	Ms. Leggett voted “No”
Ms. Kuhn voted “yes”	Mr. Whited voted “yes’
Mayor Catlin voted “yes’	

And the motion passed 6-1. Ms. Leggett discussed that she could not attend during work hours.

b). Authorization of a joint public hearing with the Planning Commission to consider and adopt an ordinance to amend Article 5-2, Additional Yard Regulations, of the Zoning Ordinance of Washington, VA by addition a subsection 5-2-4 to provide as follows: in all areas, the front, side and back yard setbacks for Structures to be used for a post office, postal services, mail and package distribution and similar uses may be reduced by the Governing Body to any distance of at least five feet or more: Mayor Catlin discussed that in order to fit the proposed post office onto the Warren Avenue site an additional area was needed to accommodate the required 18 parking spaces and that a Zoning Ordinance amendment was needed to allow for that.

Ms. Leggett made a motion to authorize and advertise a joint public hearing with the Planning Commission at the April Town Council meeting to consider and adopt an ordinance to amend Article 5-2, Additional Yard Regulations, of the Zoning Ordinance of Washington, VA by addition a subsection 5-2-4 as stated above and Ms. Kuhn seconded and a roll call vote was taken:

Mr. Whited voted “yes”	Ms. Kuhn voted “yes’
Ms. Leggett voted “yes”	Mr. O’Connell voted “Yes”
Ms. Swift voted “yes”	Mr. Schneider voted “yes’
Mayor Catlin voted “yes’	

And the motion passed 7-0.

c). Consideration and possible adoption of a resolution providing for snow removal on Leggett Lane and post office parking lot, if a post office facility is constructed in accordance with the existing contract for the sale of the Town lot, by the Town, or by a contractor or contractors, selected from time to time, by the Town and paid for by the Town. This obligation shall be ongoing for so long as a postal facility is operated upon the lot: Mayor Catlin discussed that this resolution was for the post office proposal to move forward.

Mr. Whited spoke in favor.

Mr. Schneider expressed his concerns regarding possible property damage.

Mr. Whited made a motion to approve a resolution providing for snow removal on Leggett Lane and post office parking lot, if a post office facility is constructed in accordance with the existing contract for the sale of the Town lot, by the Town, or by a licensed and bonded contractor or contractors, selected from time to time, by the Town and paid for by the Town and that this obligation shall be ongoing for so long as a postal facility is operated upon the lot and Ms. Swift seconded and a roll call vote was taken:

Mr. Whited voted “yes”	Ms. Kuhn voted “yes’
Ms. Leggett voted “yes”	Mr. O’Connell voted “Yes”

Ms. Swift voted “yes”  
Mayor Catlin voted “yes”  
And the resolution passed 7-0.

Mr. Schneider voted “yes”

d). Consideration and possible adoption of a resolution authorizing the Town to pay the sewer tap fee of \$15,000 and the water tap fee of \$5,000 which would be due for construction of a new post office in the Town, conditioned upon such payments being made only at the time of a final occupancy permit is issued for post office facilities upon the property being sold for that purpose by the Town, or at such earlier time if lawfully required by the Building Official or other governmental official to enable or facilitate the issuance of necessary permits or approvals or the like: Mayor Catlin discussed that this resolution was needed so as to make the Warren Avenue post office site competitive with the out of town site that had no water or sewer tap fees.

Mr. Whited made a motion to pass the resolution stated above and Mr. Schneider seconded and a roll call vote was taken:

Mr. Whited voted “yes”  
Ms. Leggett voted “yes”  
Ms. Swift voted “yes”  
Mayor Catlin voted “yes”

Ms. Kuhn voted “yes”  
Mr. O’Connell voted “No”  
Mr. Schneider voted “yes”

And the resolution passed 7-0.

e). Consideration of hosting public forums on the 16<sup>th</sup> and 31<sup>st</sup> days of March from 2 p.m. to 4 p.m. to encourage and receive the comments and views of the public, especially Town residents, as to the town’s future and future land use After a short discussion, Mayor Catlin moved that the Town Council host a public forum and Council work session on Saturday, March 16, 2019 and Saturday, March 31, 2019 from 2:00 p.m. to 4:00 p.m. at the Town Hall for the purposes of discussion of the Town’s future and land use planning. All Town residents and other interested parties were invited to attend and express their views. If there was not a quorum of Council in attendance, the Mayor, Vice Mayor or other Council person shall conduct the public forum, not as a work session of Council. Brief notes shall be made and circulated to members of Council, the Planning Commission and the ARB. Ms. Swift seconded the motion and a roll call vote was taken:

Mr. Whited voted “yes”  
Ms. Leggett voted “yes”  
Ms. Swift voted “yes”  
Mayor Catlin voted “yes”

Ms. Kuhn voted “yes”  
Mr. O’Connell voted “yes”  
Mr. Schneider voted “yes”

- **PUBLIC FORUM:** Mayor Catlin opened the public forum. Sharron Proper asked if the Zoning Ordinance amendment passed would the post office end up on her cousin’s property. She also asked what would happen to the walking trails.

Mayor Catlin discussed that the post office, if the amendment passed, would be ten feet away from Ms. Proper’s cousin’s property. He discussed that the current trails were on the Avon Hall property and that he hoped that the Town would be developing a trail system leading to the post office.

Mr. Aichele asked about the need for a setback variance on the post office site.

Mayor Catlin discussed that it was needed to accommodate 18 parking spaces.

Mr. Aichele discussed that he had heard complaints about the post office not having to pay water and sewer costs and charges.

Mayor Catlin discussed that although the Town was going to pay the water and sewer tap fees, the post office owner would have to pay construction costs and the monthly user fees.

Ms. Kuhn asked if the Town Charter needed to be amended to show that the Town election date had been changed to the General election date in November.

Mr. Bennett discussed that the Charter was granted by the General Assembly, which had passed legislation that allowed for the election date to be changed but to amend the Charter specifically it would have to be amended by the State.

After a short discussion, Mr. Bennett agreed to write a footnote to add to the charter to show that the election date had been amended.

Ms. Proper asked who had decided the times for the public work sessions.

Mayor Catlin discussed that he had chosen the times based on Town Hall availability.

Mayor Catlin closed the public forum.

- CLOSED SESSION: There was no closed session.
- CONTINUED MEETING: At 8:15 p.m. Ms. Swift moved to continue the meeting to Saturday, March 16<sup>th</sup> and Sunday, March 31<sup>st</sup> from 2:p.m. to 4 p.m. and Mr. Schneider seconded and the motion passed 7-0.

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL  
April 8, 2019

Laura Dodd

Attachments:

Treasurer's report

Additional Bills to be Paid

Bills to be Paid

RRRC handout

Letter from Mr. Bennett on the PUD process

ESS proposal for Fall Safety Equipment