

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

May 13, 2019

7:00 p.m.

Approved Amended Minutes

- **CALL TO ORDER:** Mayor Fred Catlin called the Town Council meeting to order at 7:02 p.m. Council members Mary Ann Kuhn, Brad Schneider, Patrick O'Connell, Gail Swift, and Joe Whited were present. Town Attorney John Bennett and Town Clerk Laura Dodd were present. Council member Katharine Leggett arrived at 7:06 p.m.
- **APPROVAL OF THE AGENDA:** Mayor Catlin discussed that henceforth a formal approval of the agenda would be included on the agenda. Ms. Swift made a motion to approve the agenda with Old Business agenda item a). OSHA items to be complete at the Wastewater Treatment Plant removed and the next regularly scheduled meeting date be changed to June 10, 2019 and Ms. Kuhn seconded and a roll call vote passed unanimously 6-0 with Ms. Leggett being absent.

Ms. Leggett arrived.

- **RLEP DARK SKIES PRESENTATION:** Torney Van Acker, with the Rappahannock League for Environmental Protection (RLEP), discussed that RLEP had an initiative to improve the dark skies in Rappahannock by encouraging the use of down shielded LED lighting in the county and that he was working with the Town to find a new appropriate LED streetlight to work with the Town's existing fixtures. He reviewed a handout, attached, where he outlined three options that would work with the existing fixtures and recommended two of them with an additional filter. He also recommended another bulb that he felt would be the best option if the Town went to new fixtures. He encouraged the Town residents to provide feedback on the experimental bulbs at the corner of Porter and Gays Streets, the middle of Porter between Gay and Main Streets, and the corner Main and Porter Streets. He discussed that he would be coming back with a new filter for the bulbs for the Town to consider.
Mayor Catlin encouraged the public to let Ms. Dodd know by email which bulb they preferred.
Ms. Swift thanked Mr. Van Acker for all the hours he had put in on behalf of the Town. She made a motion to encourage people to look at the new bulbs along Porter Street and that the Council would revisit the issue of new light bulbs in July and Mr. Schneider seconded a voice vote passed unanimously 7-0.

- **MINUTES:** April 8, 2019 Council Meeting, April 12, 2019 Work Session: Ms. Kuhn made a motion to approve the April 8, 2019 minutes and Ms. Leggett seconded and a roll call vote passed unanimously 7-0. Ms. Swift made a motion to approve the April 12, 2019 Town Council Work Session minutes and Mr. Schneider seconded and a roll call vote passed unanimously 7-0.

- **REPORTS:**
Mayor's Report: Mayor Catlin reported that the that he was confident that the post office would be staying in town but the Postal Services was waiting on getting the appropriate signatures on the necessary documents.
He discussed that the comments from the March public forums would be posted on the web site in the near future.

He discussed that there had been several Task Forces that had done some extraordinary work throughout 2018 and that he was pleased to have the work continue through some working groups, of which, the first would be an infrastructure work group initially headed by Ms. Swift and he invited people to participate. He Discussed that other working groups would be announced shortly.

He discussed that it had been clear from the March forums that people wished to make the town more walkable and he invited everyone to attend the “Coffee with the Mayor” to be held on Saturday, June 1st from 9-11 a.m. to participate in a charrette on how to do paths, trails, and sidewalks.

He discussed that the Town had received a letter from a structural engineer that indicated that the Warren Ave. building, where the new post office as to be located, was unsafe, was not able to be moved, and was in terrible condition with few pieces salvageable. He discussed that Alan Comp had suggested that the Town do something to recognize the historical significance of the site at the edge of town. He discussed that he agreed with Mr. Comp and that he would be sending out an email, once the post office was confirmed, inviting people to participate in deciding on how to best commemorate the location with either a plaque or perhaps a faux wall made from the timber of the building,

Treasury Report: Ms. Swift presented the Council with the attached Treasurer’s report and discussed that she would be changing the Treasurer’s Report lay out in the future to better indicate where the Town’s finances were compared to the budget.

Mr. Schneider made a motion to approve the Treasurer’s report and Mr. O’Connell seconded and a roll call vote was taken and the motion passed unanimously 7-0.

Planning Commission: Vice Chairman Judy deSarno reported that the Planning Commission had met in April and had had a conversation regarding the Task Forces that had been formed and had decided to recommend that those Task Forces be brought under the Planning Commission.

Architectural Review Board: Mayor Catlin discussed that the ARB would not be meeting in May as there were no applications.

- TOWN ATTORNEY: Mr. Bennett had no Report.
- CONTINUED JOINT PUBLIC HEARING WITH THE PLANNING COMMISSION: Consideration and adoption of an ordinance to amend Article 5-2, Additional Yard Regulations, of the Zoning Ordinance of Washington, VA by the addition of 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: The Planning Commission joined the Council at the table and Vice Chairman Judy deSarno called the Planning Commission to order and re-opened the public hearing for the Planning Commission. Planning Commissioners Gail Swift and Drew Beard were present. Chairman Caroline Anstey and Planning Commission Alan Comp were absent.

Mayor Catlin discussed that there that had been a lot of discussion at the last meeting regarding that the words “and similar uses” should be removed.

Vice Chairman de Sarno asked if there were any comments from the public and there being none closed the public hearing for the Planning Commission. She asked if there was a motion for recommendation of adoption.

Ms. Swift made a motion to recommend the adoption of the amendment as stated with the elimination of the words “and similar uses” and Mr. Beard seconded and a roll call vote was taken:

Ms. Swift voted “yes” Mr. Beard voted “yes”

Vice Chairman deSarno voted “yes”

And the motion passed 3-0 with Chairman Anstey and Mr. Comp being absent.

Chairman deSarno adjourned the Planning Commission.

Mayor Catlin discussed that the Council had received a recommendation from the Planning Commission to adopt the amendment from the Planning Commission with the words “and similar uses” removed. He re-opened the Public Hearing for the Town Council and as there were no comments, Ms. Swift made motion to close the public hearing and Mr. Whited seconded and a roll call vote passed unanimously 7-0.

Mr. Whited made a motion to adopt the amendment with the words “and similar uses” removed and Ms. Leggett seconded.

Ms. Kuhn asked if the Town had been required to send notices of the proposed amendment to the adjacent property owners.

Mr. Bennett discussed that notices did not have to be sent for a text amendment if it did not reduce density and that the advertised public hearing notice was sufficient

A roll call vote was taken on Mr. Whited motion for adoption which passed unanimously 7-0.

- PUBLIC HEARING FY 2019-20120 BUDGET: Mayor Catlin opened the public hearing.

Ms. Swift discussed that two assumptions had been made while preparing the budget, one, was they had been very conservative on the income and, second, they had increased personnel expenses to include upcoming personnel changes and had added funding for an additional part-time person.

Mayor Catlin discussed that the Food Pantry Contribution line item should be removed and it should be considered under General Contributions.

Mr. Whited moved to close the public hearing on the budget and Ms. Swift seconded and a roll call vote was taken and passed unanimously.

Mayor Catlin discussed that the Budget would be considered for approval at the June meeting.

- OLD BUSINESS: a). Streetlights Update: Ms. Swift encouraged everyone to look at and weight in on the experimental bulbs on Porter Street.

- NEW BUSINESS: a). Food Pantry Contribution: Mayor Catlin discussed that the Town had made a contribution to the Food Pantry for the last several years in recognition of the work they did in the county, and he made a motion to contribute \$2000 to the Food Pantry and Ms. Kuhn seconded.

Ms. Kuhn asked if the contribution could be increased and after a short discussion the Council agreed by consensus to look at an increase in the contribution after July.

A roll call vote was taken on Mayor Catlin’s motion which passed unanimously 7-0.

- b). Increase in Town Permit Fees: Ms. Swift discussed that the Town had not raised its permit fees in some time and that those fees were no longer paying the advertising and administrative fees for processing permits.

After a short discussion, Mr. Bennett agreed to look at other jurisdictions and other factors and come back to the Council was a recommended list of new fees.

Mayor Catlin discussed that the Town might need to include a Food Truck permit.

- OPEN FORUM: Mayor Catlin opened the public Forum

Keir Whitson, a Hampton District candidate for the County Board of Supervisors, suggested that the Town work with the Rappahannock County Water and Sewer Authority and share ideas.

Nancy Buntin discussed that the Town should be looking at smaller jurisdictions when comparing permit fees not just large counties.

Mr. Bennett discussed he would be looking at other jurisdictions but at the end of the day the Town had to do what was best for the Town and try and recoup its costs.

Ms. Goodine discussed that the existing streetlights had never worked well and she was delighted that things were getting done about them. She asked about how long the “stop-gap” solution bulb would last and also asked how much the long term replacement solution referred to by Mr. Van Acker would cost.

During a short discussion by various members of Council and Ms. Dodd, it was discussed that the “stop-gap” bulb would last until it went out and had to be replaced with the same existing light bulbs although they would probably last longer. It was also discussed that the cost of the long term solution was unknown as it required new light fixtures as well new a bulbs that would have to be an ongoing discussion as new fixtures would eventually be needed regardless.

Gary Aichele discussed that he was being asked where the new experimental bulbs were located and perhaps those locations needed to be emphasized in the newspaper and on the Town website in order to get a better response from the public.

He discussed that the Town was mandated to do certain things as are all jurisdictions and couldn't just decide what it would advertise and, as a small town, the Town had to pay the same fees as larger jurisdictions.

Mayor Catlin closed the public forum.

- CLOSED SESSION: There was no closed session
- ADJOURNMENT: At 8:15 p.m. Mr. Whited moved to adjourn and Ms. Leggett seconded and the motion passed 7-0.

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL
JUNE 10, 2019

Laura Dodd

Attachments:

Treasurer's report

Additional Bills Paid

Bills to be Paid

Draft 2019-2020 Budget

Torney Van Acker Dark Skies Street Lights Presentation