

The Town of Washington

October 10, 2022
Council Meeting
Approved Agenda
7:00 p.m.

- CALL TO ORDER Action
- APPROVAL OF THE AGENDA Action
- MINUTES
 - September 12, 2022 Council meeting minutes Action
 - September 26, 2022 Council joint public hearing meeting minutes
- REPORTS
 - Mayor's Report: Mayor Catlin Information
 - Treasurer's Report: Ms. Swift Information
 - Town Attorney Mr. Crim Information
 - Zoning Administrator: Mr. Gyurisn Information
 - Public Works Committee Information
 - Planning Commission Information
 - Architectural Review Board Information
- OLD BUSINESS
 - a) Holiday party, December 11 Information
 - b) Sidewalk repairs Discussion
 - c) Zoning fees Possible Action
 - d) Closing Gay Street on Halloween for Trinity Church Action
- NEW BUSINESS
 - a) VML meeting update: Brad Schneider Information
 - b) Initial consideration of an ordinance regarding solar panels Possible Action
 - c) Initial consideration of an ordinance regarding swimming pools Possible Action
 - d) Fireworks process and application consideration Possible Action
- PUBLIC FORUM
- ADJOURNMENT

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL
November 14, 2022

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

October 10, 2022

7:00 p.m.

Draft Minutes

- CALL TO ORDER: Mayor Fred Catlin opened the meeting at 7:00 p.m. Council members Jean Goodine, Brad Schneider, Gail Swift and Joe Whited were present. Drew Beard and Patrick O'Connell were absent, and Town Attorney Martin Crim and Town Administrator/Clerk Barbara Batson were present.
- APPROVAL OF THE AGENDA: Ms. Swift added under old business, c) zoning fees and Mayor Catlin requested adding d) closing Gay Street on Halloween for Trinity Church.

Ms. Swift made a motion to approve the amended agenda and Mr. Schneider seconded and a roll call vote was taken:

Ms. Jean Goodine voted "yes"

Mr. Brad Schneider voted "yes"

Ms. Swift voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

The motion passed 5-0 with Mr. Beard and Mr. O'Connell absent.

- MINUTES: Ms. Swift motioned to accept the minutes for September 12 and September 26, 2022, Ms. Goodine seconded and a roll call vote was taken:

Ms. Jean Goodine voted "yes"

Mr. Brad Schneider voted "yes"

Ms. Swift voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

The motion passed 5-0 with Mr. Beard and Mr. O'Connell absent.

REPORTS:

Mayor's Report: Mayor Catlin did not have a report.

Treasurer's Report: Ms. Swift provided the FY 22-23 Q1 treasurer's report. She reviewed the new format with Council and stated she hoped to transfer \$25,000 to \$50,000 to the LGIP soon.

Ms. Swift motioned to release Q2 funds, Mr. Whited seconded and a roll call vote was taken:

Ms. Jean Goodine voted "yes"

Mr. Brad Schneider voted "yes"

Ms. Swift voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

The motion passed 5-0 with Mr. Beard and Mr. O'Connell absent.

Town Attorney: Mr. Crim reported he was continuing to work on the Leggett Lane road maintenance agreement with Rush River Commons. The Rappahannock County Board of Supervisors has approved the path license agreement and he will work with the county attorney to see where things stand. He also shared he was working on a resolution for Trinity Church's request to close Gay Street between Warren Ave and Jett Street on Halloween night.

Zoning Administrator: Mr. Steve Gyurisin reported he is working on Rush River Commons site plan and has comments he will be sending to the civil engineer. He has also talked to a consultant about updating the zoning map.

Ms. Goodine asked about the outstanding request from the Post Office for an occupancy permit. Mr. Gyurisin said the county was still awaiting the as-built site plans and a temporary occupancy permit has been issued.

Public Works Committee: Mr. Schneider shared that the new meter system is live and all meters, except those requiring additional work have been installed. He reviewed a report showing two examples of alerts from the system. In one case Ms. Batson notified the property owner, who found the leak immediately. Identifying and repairing the leak quickly will save 1,400 gallons of water in one month. He feels protecting our water resources is paramount and is working on a solution to install a transmitter at the water tank so water levels can be monitored remotely, currently a phone line is being used.

Mayor Catlin said that state funding may be available to have a second well installed. Mr. Schneider feels that estimates for a new well should be done and be included in the next budget cycle. Mr. Schneider feels the maintenance of the sewer system is pretty sound right now and would like to focus on improvements needed on the water system. He shared that the sand filter system and pipe from the wellhouse to the water tank need to be replaced. Mayor Catlin asked the public works committee and Ms. Swift investigate how much a new well would cost. Mr. Schneider said he would get in touch with the Virginia Municipal League (VML) to see if they could help to find funding.

Mr. Schneider thanked Atrium Construction for their work on the installing the new meters. He stated that the VML would like to do an article on the town and its new meter system, he is also talking with LB Water about a national market article. He also shared that a new generator was needed at the well house. Lastly, he shared that feedback from the vulnerability assessment that was done last month suggests that a gate be installed at the wastewater treatment plant.

Planning Commission (PC): No representative was present. Mr. Gyurisin mentioned he was working with the PC to schedule a walking tour of the town.

Architectural Review Board (ARB): There was no report from the ARB. September's meeting was canceled.

- OLD BUSINESS:

- (a) Holiday Party: Mayor Catlin shared the holiday party will be on December 11 at 5:00 p.m. Ms. Goodine and Mayor Catlin will serve as co-coordinators.

(b) Sidewalk repairs: Mayor Catlin shared he met with the Virginia Department of Transportation (VDOT) last year and discussed repairing sidewalks in town. The sidewalk in front of the courthouse complex between Jett and Porter Streets is dangerous and needs to be repaired. The bricks are old and have come up in portions of the sidewalk. VDOT said they could repair the sidewalk but that would entail removing the bricks and replacing them with concrete. Mayor Catlin said the town would be taking ownership of the sidewalk if it does anything other than allow VDOT to replace the sidewalk with concrete. He mentioned that the town could look for outside funding to replace the bricks and fix the walkway. The town paid to repair the railing on the steps leading from the courthouse complex to the street.

Ms. Swift said, in her opinion, the town does not want to take responsibility to maintain the sidewalk and accept the potential liability. She suggested that maybe the county would pay for the repair. She suggested that if VDOT did replace the sidewalk with concrete the County could use the bricks in their renovation plans for the courthouse. In addition to replacing the bricks, the trees would need to be removed. She suggested looking into the possibility of putting a veneer on top of the concrete to make it look like bricks. She questioned whether that would make the town responsible for the ongoing maintenance since it would be changing the work done by VDOT. Mr. Crim responded that there is always the possibility of liability if the town fails to maintain the sidewalk. He suggested allowing VDOT to replace the sidewalk with concrete.

Mr. Schneider doesn't agree with having a concrete sidewalk and suggested asking VDOT if there was a tinted concrete with a brick pattern. He also suggested finding State funding for historic districts. Ms. Goodine mentioned that vertical stones currently provide a barrier on the sidewalk from the slope to the street. Mr. Schneider said the new sidewalk could be edged with granite. Ms. Goodine suggested that the garden club could put bushes in along the area between the sidewalk and road.

Mr. Whited suggested finding out what historic funds are available first, maybe someone can contact Alexandria, VA to see how they repaired their brick sidewalks. Ms. Swift volunteered to contact the Department of Historic Resources to see what the city of Alexandria did. Once she has a name, she will give it to Mayor Catlin. Mayor Catlin will reach out and report back next month.

(c) Zoning fees: Ms. Swift shared that she took everyone's comments and made a few changes to the zoning fee structure. There is now one rate for both residential and commercial applications with a couple of exceptions when there is a great difference on the level of effort needed to review the application. She also shared that the zoning administrator's time above four hours will be billed to the applicant. Mayor Catlin asked what rate would be used, and she responded the actual billing rate of the zoning administrator.

Ms. Swift motioned to adopt the new zoning fee schedule, Mr. Schneider seconded and a roll call vote was taken:

Ms. Jean Goodine voted "yes"

Mr. Brad Schneider voted "yes"

Ms. Swift voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

The motion passed 5-0 with Mr. Beard and Mr. O'Connell absent.

- (d) Closing Gay Street: Mayor Catlin received a request from Trinity Church about closing Gay Street between Warren Ave and Jett Street on Halloween night. Trinity Church would need to submit an application to VDOT and the sheriff's office to close the street. Mayor Catlin said he'd like TC to support the application and create a safe zone for children that night.

Mayor Catlin motioned to pass a resolution supporting Trinity Church's request to close Gay Street between Warren Avenue and Porter Street on Halloween night, Ms. Swift seconded and a roll call vote was taken:

Ms. Jean Goodine voted "yes" Mr. Brad Schneider voted "yes"
Ms. Swift voted "yes" Mr. Whited voted "yes"
Mayor Catlin voted "yes"
The motion passed 5-0 with Mr. Beard and Mr. O'Connell absent.

- NEW BUSINESS:

- (a) VML meeting update: Mr. Schneider shared that he attended a Freedom of Information Act training session hosted by VML. He learned that VML has resources to assist the town on different issues. He shared that town officials should use town issued email accounts, instead of personal accounts. He also shared that when council or board members have a direct connection to an agenda item, they need to recuse themselves from both the discussion and vote on the item.

- (b) Initial consideration of an ordinance regarding solar panels: Mr. Gyurisin thanked PC and Mr. Crim for working on the ordinance. Solar panels on roofs are permitted everywhere in town as long as they go through the ARB and are not visible from the street. The other major point is that any solar facility would require a special use permit. After further discussion with TC it was determined that edits were needed to the ordinance. Mr. Gyurisin is going to work with Mr. Crim to incorporate the requested changes by TC and submit it back to TC for the November meeting.

- (c) Initial consideration of an ordinance regarding swimming pools: Mr. Gyurisin reviewed the draft ordinance and pointed out that there is a limitation on the size of the pool, how high above the ground it could be, visibility from the road – including adjoining properties owned by the same person, and the discharging of pool water into the sewer system. The TC requested two changes; remove the word "setback" from Section 5-10(3) and remove "upon request" from Section 18(b).

Mr. Whited motioned to advertise for a public hearing on November 14, Ms. Swift seconded and a roll call vote was taken:

Ms. Jean Goodine voted "yes" Mr. Brad Schneider voted "yes"
Ms. Swift voted "yes" Mr. Whited voted "yes"
Mayor Catlin voted "yes"
The motion passed 5-0 with Mr. Beard and Mr. O'Connell absent.

(d) Fireworks process and application consideration: Mayor Catlin shared that the county notified the town that they are no longer reviewing fireworks application that will be held within the town's boundary. He said he would contact the Washington Volunteer Fire Department to ensure they are aware of this change and to see if they have a protocol in place for fireworks. Mayor Catlin suggested creating a task force to develop a process for future applications and asked Mr. Whited and Mr. Schneider to serve on the task force.

Mayor Catlin motioned to create a task force to develop a process for fireworks applications, Mr. Whited seconded and a roll call vote was taken:

Ms. Jean Goodine voted "yes" Mr. Brad Schneider voted "yes"
Ms. Swift voted "yes" Mr. Whited voted "yes"
Mayor Catlin voted "yes"
The motion passed 5-0 with Mr. Beard and Mr. O'Connell absent.

PUBLIC FORUM: Mayor Catlin opened the public forum at 8:37 p.m., there were no comments and he closed the public forum.

ADJOURNMENT: Ms. Swift made a motion to adjourn the meeting at 8:37 p.m. and Ms. Goodine seconded and a roll call vote was taken.

Ms. Jean Goodine voted "yes" Mr. Brad Schneider voted "yes"
Ms. Swift voted "yes" Mr. Whited voted "yes"
Mayor Catlin voted "yes"
The motion passed 5-0 with Mr. Beard and Mr. O'Connell absent.

THE NEXT REGULAR MEETING OF THE TOWN COUNCIL IS
November 14, 2022.

Barbara Batson, Administrator/Town Clerk

Attachments:

Treasurer's report
Zoning Administrator's report
Zoning fee ordinance
Resolution to close Gay Street
Ordinance regarding swimming pools