

Town of Washington

Planning Commission

Minutes of the Meeting on June 19, 2023

Present: Caroline Anstey (Chair), Constance Bruce (Secretary), Drew Beard and David Pennington, and Zoning Administrator Steve Gyurisin.

Meeting called to order, 6:00 pm by Chair Anstey.

Approval of Agenda: Motion by Constance Bruce, seconded by Drew Beard. All voted in favor.

Approval of the Minutes of February 13, 2023 meeting: Motion by Drew Beard, seconded by David Pennington. All voted in favor.

Old Business

No old business

New Business: a) Review of the The Inn at Little Washington Preliminary Site Plan

Chair Caroline Anstey noted that this PC meeting is focused on reviewing the Preliminary Site Plan for the Inn at Little Washington expansion project and is the first of the two PC site plan review meetings regarding the Inn's expansion project.

She advised the group that should the Preliminary Site Plan be approved today by the PC, the site plan would then go to the appropriate Virginia agencies for their review. Following the review by and recommendations from these agencies, a Final Site Plan with much more detail will be reviewed at the second PC site plan review meeting. Caroline Anstey highlighted that "our job" at this meeting is to make sure that all required documents are included in the Preliminary Site Plan which allows the site plan to proceed to the next stage, the review by the appropriate VA agencies.

Prior to the Final Site Plan review meeting of the PC, Caroline Anstey noted that she will attend the proposed review meeting with VA agencies for schedule for July 10.

Caroline Anstey invited Zoning Administrator Steve Gyurisin to give his summary report on the Preliminary Site Plan. He highlighted that the external agencies reviewing the Preliminary Site Plan have been identified and include: Rappahannock County for building, fire, rescue, erosion and sediment (EAS) control. This includes Culpepper Soil & Water District for E&S, Virginia Department of Health (VDH) for sewer and water, Virginia Department of Historic Resources

(VDHR) as a historic resource, Virginia Department of Transportation (VDOT) for drainage and Virginia Department of Environmental Quality (DEQ) for storm water.

Caroline Anstey noted that the Summery Report document lists the Site Plan requirements: Boundary surveying information; Certificate signed by the design engineer or surveyor; Easements, streets, property lines, utilities; Ingress and egress to the site; Location and details of Fencing, screening and retaining walls; Off-street parking and loading; Number of floors, floor area, location and height of buildings; Front elevations; Existing and proposed water and wastewater utilities; Provision for adequate disposition of storm water; Provision for adequate control of erosion and sedimentation control; Existing topography; Proposed finished grades; All horizontal dimensions; A landscape plan as required; Items required by the ARB as part of the approved COA will be shown on the detailed Plan.

~~For example, exterior lighting for Dark (Night) Sky fixtures will need to be address on the Plan.~~

Caroline Anstey noted that while zoning ordinances do not require lighting information at this stage, the ARB's COA requires that the final plan including lighting. The lighting issue will be identified and addressed in the Final Site Plan to be reviewed at the second of the two PC review meetings. The PC has received a letter from RCRFA regarding 'dark skies' and the issue should be additionally discussed with the Inn and addressed in the next / final stage of the site plan.

Caroline Anstey requested that the Preliminary Site Plan review by the five (5) Virginia Agencies happen promptly. Steve Gyurisin advised that the point of his upcoming meeting with agencies reps and engineers is to start the process and include the chairs of ARB and PC. The agencies reps will be invited to meet in Washington VA so that they can visit the actual site of Inn's expansion project.

Gyurisin confirmed that the paperwork of the preliminary site plan is in order and ready for the agencies and the next steps in the approval process have been shared with the Inn.

Public Forum

William Lester [?] with the Inn at Little Washington inquired about how the dark skies lighting will be indicated on the site plan, and he noted that the lighting fixtures design is scheduled to be created during the future design work.

Caroline Anstey thanked him for this information. She noted that lighting issues for RRC project were reviewed by PC and ARB, and that the Dark Skies association group subsequently met with the owner of RRC project. Following their discussions the lighting design plan for fixtures was submitted to ARB.

William Lester noted that there has been a conference call with the Inn and the dark skies association reps. He reiterated that the Inn is months off from starting design details on lighting.

Steve Gyurisin noted that there will be two documents for guiding work regarding regulations around the lighting plan, the certificate of appropriateness and any notations put on the Site Plan.

Derek Capizzi inquired about the timing of the review process for the Final Site Plan documents; how long will they be publicly available? Steve Gyurisin advised the final plans, including the reviews and recommendations from the VA agencies, will be available to public two (2) weeks prior to the Final Site Plan review meetings of ARB and PC. Caroline Anstey advised that the Final Site Plans for second PC review meeting are available from the TC office and recommends checking with the Town Clerk Barbara Batson.

Public Forum closed

Caroline Anstey invited the PC group vote on the preliminary site plans.
Motion to accept the report summary review of the Zoning Administrator by Drew Beard and second by David Pennington. All voted in favor.

Motion to accept the Preliminary Site Plan with conditions [so attached] and noted with the prior motion for the applicant to proceed with Final Site Plan by Drew Beard and seconded by David Pennington. All voted in favor.

Motion to authorize the Zoning Administrator to proceed with sending the Preliminary Site Plan copies and documents prepared by the applicant's design engineer to outside review agencies for comments immediately and to give the PC regular updates by Constance Bruce and seconded by Drew Beard. All voted in favor.

Motion to adjourn the meeting by Caroline Anstey and seconded by DB. Approved by all.

The meeting adjourned at 6:30PM.

Minutes prepared by Constance Bruce