Town of Washington

Planning Commission Meeting

Monday August 22, 2022

Approved MINUTES

In attendance: Drew Beard, Judy DeSarno, Caroline Anstey. Absent: Jeanne Kauffmann, Constance Bruce. Zoning Administrator Steve Gyurisin also attended. A quorum for this meeting was confirmed.

Chair, Caroline Anstey opened the meeting at 7pm. Agenda was approved - Judy DeSarno proposed; Drew Beard Seconded. De Sarno, Beard, Anstey all voted in favor. Minutes of the meeting on July 15 were approved – Judy DeSarno proposed; Drew Beard seconded, all voted in favor.

Old Business

1. Discussion of new wording of the 2 SUPs conditions for The Blue House on Middle Street and Cook’s Cottage on Main Street sent to the Town Council in July. Cook’s Cottage new wording: Condition 1 (COA)– rewording agreed; Condition 2 (parking) – rewording agreed; Condition 3 (Pedestrian walkway) – agreed to strike out this condition after clarification on pedestrian access/right of way precedents between the Town and the Inn with Inn General Manager Robert Fasce; Condition 4 (new CUP) rewording agreed; Condition 5 (site plan administrative approval ) – rewording agreed. Blue House on Middle Street new wording: Condition 1 (COA) rewording agreed; Condition 2 (parking) rewording agreed; Condition 3 (new CUP) agreed to remove this condition entirely. Condition 4 (Site Plan administrative approval ) rewording agreed.

MOTION to APPROVE all the changes listed above proposed by Drew Beard, Seconded by Judy de Sarno. **B**eard, de Sarno, Anstey all voted in favor.

New Business

Planning Commission Workflow

Discussion of Planning Commission forthcoming meeting dates and application deadlines. Agreed that agenda must be set one week before Planning Commission meeting; Applications must be filed 2 weeks before Planning Commission meetings. The PC schedules and deadlines will be revised accordingly.

Division of Labor between Zoning Administrator and Town Attorney: Discussion on how best to expedite and simplify processes and workflow while abiding by the Virginia Code: Legal wording of Ordinances and SUP conditions for Public Hearings involving the Town Council should be drawn up by the Town Attorney based on written recommendations from PC and Zoning Administrator where appropriate (for example recent PC recommendations for ordinances on swimming pools, solar panels). All Agreed. Proposed that a broad agreement be reached with Town Council on respective responsibilities for finalizing/clearing legal documents. Also agreed that to expedite work flow the PC would endeavor to agree ALL its proposed wording at one meeting rather than two. Commission also asked for a clearer understanding of what issues can be done through administrative approval by the Zoning Administrator - such as site plans - and what needs to come to PC or indeed TC for discussion.

PC discussed and welcomed the new 2-page templates for zoning, SUPs, site plan applications etc. recently drawn up by the Zoning Administrator. The Commission welcomed the simplification of the application templates combined with greater clarity on what documentation is required in each case.

On timelines for completion of application, discussion and decision-making on individual SUPs, zoning applications, the Zoning Administration estimated completion to take 3-4 months. Chair asked if this could be shortened. Chair to discuss these issues further with Zoning Administrator in an effort to expedite decision-making.

Public Forum

Robert Fasce proposed that the exact responsibilities of the Town Attorney be better defined. The Chair responded that that is an issue for the Town Council. Mr. Fasce welcomed the simplification of the application templates for SUPs, zoning etc which the Zoning Administrator shared and encouraged efforts to expedite the process.

There being no other business, Judy De Sarno moved to adjourn the meeting at 8pm, Drew Beard seconded and all voted in favor.

Signed:

Caroline Anstey

Chair, Planning Commission

Town of Washington