



**May 13, 2024  
Council Meeting  
Approved Agenda  
7:00 p.m.**

- CALL TO ORDER Action
  
- APPROVAL OF THE AGENDA Action
  
- MINUTES
  - February 12, 2024 Council meeting minutes Action
  - April 15, 2024 Council meeting minutes
  
- REPORTS
  - Mayor’s Report: Mayor Whited Information
  - Treasurer’s Report: Gail Swift Information
  - Town Attorney: Mr. Crim Information
  - Zoning Administrator: Mr. Gyurisin Information
  - Planning Commission Information
  - Architectural Review Board Information
  
- OLD BUSINESS
  
- NEW BUSINESS
  - a) Public hearing - FY 24/25 budget Information
  - b) Architectural Review Board reappointments Action
  - c) Planning Commission reappointments Action
  - d) Board of Zoning Appeals vacancy Action
  - e) Zoning text amendment regarding Bed & Breakfast establishments Action
  - f) Approval to schedule a public hearing for a SUP application, Joan Platt, 78 Piedmont Ave. Action
  - g) Update regarding walking path from Jett Street stub to post office Information
  
- PUBLIC FORUM

- ADJOURNMENT

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL  
June 10, 2024



May 13, 2024  
Town Council Draft Minutes

- CALL TO ORDER: Vice Mayor Catlin opened the meeting at 7:00 p.m. Council members Drew Beard, Jean Goodine, Patrick O’Connell, Brad Schnieder, and Gail Swift were present, Mayor Whited attended remotely. Town Attorney Martin Crim attended remotely and Town Manager/Clerk Barbara Batson was present.
- APPROVAL OF THE AGENDA: Mr. Schneider made a motion to approve the agenda, Mr. Beard seconded and a roll call vote was taken:

Mr. Beard voted “yes”	Mr. Catlin voted “yes”
Ms. Goodine voted “yes”	Mr. O’Connell voted “yes”
Mr. Schneider voted “yes”	Ms. Swift voted “yes”
Mayor Whited voted “yes”	
And the motion passed 7-0	

- MINUTES: Mr. Beard motioned to accept the amended minutes for February 12 and the minutes for April 15, 2024, Ms. Swift seconded and a roll call vote was taken:

Mr. Beard voted “yes”	Mr. Catlin voted “yes”
Ms. Goodine voted “yes”	Mr. O’Connell voted “yes”
Mr. Schneider voted “yes”	Ms. Swift voted “yes”
Mayor Whited voted “yes”	
And the motion passed 7-0	

REPORTS:

Mayor’s Report: Mayor Whited thanked council for their work on the budget. He thanked Mr. Schneider for his continued stewardship of the town’s infrastructure. He also reported the town has spent 1.2 million on maintenance and improvements to the water and wastewater systems, without taking on any additional debt.

Treasurer report: Ms. Swift reported that the LGIP fund is now up to 754k in reserved funds. She shared that the water and sewer connection fees from Rush River Commons were moved into the LGIP account.

Town Attorney: Mr. Crim shared that a new bill will go into effect on July 1, 2024 that will prohibit the need for a special use permit for short term rental properties if the owner resides in the home.

He also shared that the Commission on Local Government will be in town on May 20, for the proposed boundary line adjustment. There will be a meeting at 3:00 p.m. at the County

Courthouse for an oral presentation and the public hearing will be held at 7:00 p.m. On May 21 the board will meet at 9:30 a.m. in Culpeper, VA at the Culper Economic Development Center.

Zoning Administrator: Mr. Steve Gyurisin reported that the ARB was busy at their April meeting. He issued a permit to Rush River Commons for solar panels. He is continuing to work with the PC on the zoning ordinance.

Ms. Goodine asked about the continuing discussion regarding the post office. Mr. Gyurisin said he was still waiting for the as-built drawings from the original owner. Mr. Schneider requested that the contractor be given a finite amount of time to respond.

Mr. Gyurisin requested that the Town Council approve waiving the ARB and site plan application fees for the county's emergency garage addition.

Ms. Swift made a motion to waive the fees, Mr. Schneider seconded, and a roll call vote was taken:

Mr. Beard voted "yes"

Mr. Catlin voted "yes"

Ms. Goodine voted "yes"

Mr. O'Connell voted "yes"

Mr. Schneider voted "yes"

Ms. Swift voted "yes"

Mayor Whited voted "yes"

And the motion passed 7-0

Planning Commission (PC): There was no report.

Architectural Review Board (ARB): There was no report.

OLD BUSINESS: There was no old business

NEW BUSINESS:

- a) Public Hearing FY 24/25 budget: Mr. Catlin opened the public hearing at 7:16 p.m.

Mr. John Sullivan asked why the budget did not include an increase in revenue for water and sewer from the Rush River Commons construction. Ms. Swift explained that the residential units may not come online before the end of the fiscal year.

Mr. Catlin closed the public hearing at 7:19 p.m.

- b) Architectural Review Board Reappointments:

Mr. Catlin motioned to reappoint Mr. Ryan Crabbe and Mr. Drew Mitchell to the ARB for a term of four years, with a term of service to end on July 31, 2028, Ms. Swift seconded, and a roll call vote was taken:

Mr. Beard voted "yes"

Mr. Catlin voted "yes"

Ms. Goodine voted "yes"

Mr. O'Connell voted "yes"

Mr. Schneider voted “yes”  
Mayor Whited voted “yes”  
And the motion passed 7-0

Ms. Swift voted “yes”

c) Planning Commission Reappointments:

Mr. Catlin motioned to reappoint Ms. Constance Bruce to the PC for a term of four years, with a term of service to end on July 31, 2028, Ms. Goodine seconded and a roll call vote was taken:

Mr. Beard voted “yes”  
Ms. Goodine voted “yes”  
Mr. Schneider voted “yes”  
Mayor Whited voted “yes”  
And the motion passed 7-0

Mr. Catlin voted “yes”  
Mr. O’Connell voted “yes”  
Ms. Swift voted “yes”

d) Board of Zoning Appeals vacancy:

Mr. Catlin motioned to advertise the vacancy on the Board of Zoning Appeals, and to accept applications until July 1, Mr. Beard seconded, and a roll call vote was taken:

Mr. Beard voted “yes”  
Ms. Goodine voted “yes”  
Mr. Schneider voted “yes”  
Mayor Whited voted “yes”  
And the motion passed 7-0

Mr. Catlin voted “yes”  
Mr. O’Connell voted “yes”  
Ms. Swift voted “yes”

e) Zoning Text Amendment regarding Bed & Breakfast establishments:

Mr. Catlin motioned by resolution to refer the proposed zoning text amendment to the Planning Commission and hold a public hearing on June 10, Ms. Swift seconded, and a roll call vote was taken:

Mr. Beard voted “yes”  
Ms. Goodine voted “yes”  
Mr. Schneider voted “yes”  
Mayor Whited voted “yes”  
And the motion passed 7-0

Mr. Catlin voted “yes”  
Mr. O’Connell voted “yes”  
Ms. Swift voted “yes”

f) Approval to schedule a public hearing for a SUP application, Joan Platt, 78 Piedmont Ave:

Mr. Catlin motioned to schedule a public hearing on June 10 for Ms. Platt’s special use permit application, Ms. Swift seconded, and a roll call vote was taken:

Mr. Beard voted “yes”  
Ms. Goodine voted “yes”  
Mr. Schneider voted “yes”  
Mayor Whited voted “yes”

Mr. Catlin voted “yes”  
Mr. O’Connell voted “yes”  
Ms. Swift voted “yes”

And the motion passed 7-0

g) Update regarding walking path from Jett Street stub to post office:

Mr. Catlin reported that we have a proposal for the walking path that includes the walkway from the old schoolhouse to Leggett Lane and to the post office from Jett Street. The proposal is about 42k and work would begin in a month. He is continuing to look for additional funding sources. He does not have any doubt we would be able to get enough funding to cover the project. Mr. Catlin shared that the contract needs to be signed with the company that will be doing the work, it's the same company who did the Sperryville walkways.

Mayor Whited asked when we'll know about the grant Mr. Catlin is working on. Mr. Catlin replied, in the next couple of weeks. Mayor Whited said that \$5,000 is included in the budget for this project. Mr. Schneider said he wants to make sure the funding is in place before the town signs a contract. Mayor Whited asked Mr. Catlin to hold off on signing the contract until the grant is in place.

PUBLIC FORUM: Vice Mayor Catlin opened the public forum at 7:36 p.m. There were no public comments, and he closed the public forum.

ADJOURNMENT: Ms. Swift moved to adjourn the meeting at 7:36 p.m. and Mr. Beard seconded, and a roll call vote was taken:

Mr. Beard voted "yes"

Mr. Catlin voted "yes"

Ms. Goodine voted "yes"

Mr. O'Connell voted "yes"

Mr. Schneider voted "yes"

Ms. Swift voted "yes"

Mayor Whited voted "yes"

And the motion passed 7-0 with Ms. Swift absent.

THE NEXT REGULAR MEETING OF THE TOWN COUNCIL IS  
June 10, 2024.

Barbara Batson, Manager/ Clerk

Attachments:

Zoning Administrator's report

FY 24/25 budget

Resolution for refer zoning amendment to the Planning Commission