



TOWN OF WARRENTON

POST OFFICE DRAWER 341
WARRENTON, VIRGINIA 20188-0341
<http://ci.warrenton.va.us>
TELEPHONE (540) 347-1101
FAX (540) 349-2414
TDD 1-800-828-1120

**MINUTES
PLANNING COMMISSION
TOWN OF WARRENTON
April 15, 2014
7:00 PM**

The regular meeting of the Town of Warrenton Planning Commission convened on Tuesday, April 15, 2014 at 7:00 PM in the Municipal Building.

The following members were present: Mr. John Kip, Ms. Susan Helander, Mr. Lowell Nevill, Ms. Brandie Schaeffer, and Mr. Yakir Lubowsky, Town Council Ex-Officio member. Ms. Sarah Sitterle, Director of Planning and Community Development, represented staff. Town Attorney Whitson W. Robinson, Esq. also attended the meeting. Ms. Elizabeth Scullin, Dr. John Harre, and Mr. Ali Zarabi were absent.

Mr. Kip served as Chair and called the meeting to order at 7:00 PM and a quorum was determined.

Approval of Minutes

Mr. Lowell Nevill made motion to approve minutes of the Feb 18, 2014 meeting and Ms. Susan Helander seconded the motion. The minutes were approved unanimously.

New Business

There was no new business.

Old Business

A. 2015-2020 Capital Improvement Program (Draft) – Six-year program of public improvements to coordinate infrastructure, available financial resources and the Warrenton Comprehensive Plan. This is the draft listing of projects for the new program.

Ms. Sitterle provided to the Commission members a copy of the updated Draft of the CIP and noted the following changes:

Page 16 –

PR-17-002 Depot Park Phase II was deferred.

PR-20-001 Fishing Pier & Lake Trail was deferred.

Ms. Sitterle stated that the monies for these two projects were placeholders for Park & Recreation potential trail projects starting in 2014-2015 through 2018 and the total cost was \$150,000. Ms. Sitterle indicated that the \$150,000 had not been added to the total CIP cost because those numbers may change as projects were proposed over the next several years.

Pages PR-7 & PR-9

Ms. Sitterle noted that both of these pages identified the two deferred projects.

Ms. Sitterle stated those were the only changes made to the draft.

Mr. Lowell Nevill indicated that page 16 reflects double asterisk notation referring to Surveillance Systems Enhancement at WARF (\$7,000) and indicated the draft did not identify the asterisks or where the money is coming from and was wondering if that would affect the totals.

Mr. Nevill asked what the deferred items mean to Council when they were looking at the CIP. If it was a placeholder, did it affect the total.

Ms. Sitterle indicated placeholders did not affect the total amount.

Mr. Nevill asked if the deferred projects have to be voted on separately because it was additional monies for the CIP or did it come up each budget year.

Ms. Sitterle indicated it was her understanding that the placeholders were bulk estimates and projects being proposed would have amounts that would change.

Mr. Nevill asked if that was different from the monies that were earmarked in earlier years for the Depot Park Phase I because consulting fees were committed.

Ms. Sitterle stated that was correct.

Mr. Yakir Lubowsky indicated that each year the CIP was like an appropriations bill. Council looked at the budget and determined what would be spent and it was voted on. On the out years, the CIP served as advisory because until actual appropriation was behind it, then they were just numbers on a page.

Mr. Nevill stated that in reality this was just a transparency issue to identify what money was intended to be spent at this time past the next fiscal year with no further commitment.

Mr. Lubowsky indicated that was correct.

Mr. Kip asked if the \$7,000 noted on page 16 as Surveillance Systems Enhancements was part of the \$15,350 for outside lighting for the WARF, because the justification only identified lamp posts and walk lights and did not say anything about surveillance.

Mr. Whit Robinson indicated that there were some existing surveillance lights and indicated he was not sure if that what they have covered the entire parking lot and this may be for more

coverage for the parking lot and around the building.

Mr. Kip indicated that it appears the \$7,000 did not have any justification.

Mr. Robinson indicated that he thought they were trying to extend the surveillance with lampposts out to the parking lot and fields.

Mr. Kip indicated the lamp posts are going in front of the building because people were on their phones and cannot see those 42-inch high lights.

Mr. Nevill mentioned the Depot Park Phase II identified on page 2 of the summary report and asked for clarification that this project was being pushed off for another year to consider whether it would go forward.

Ms. Sitterle indicated it was deferred to a later time.

Mr. Nevill said there was a consultant plan and Council had discussed it and asked for an update.

Mr. Robinson said it had been delayed in order for a different design to be considered. Some of the business owners had concerns about a movie screen that they had not considered and were now looking at possibly making it a garden park.

Mr. Nevill asked if the placeholder for the trails was still contingent upon the School Board and the County matching funds.

Mr. Kip indicated that Mr. Kravitz has a meeting with the School Board on May 20.

Mr. Lubowsky indicated that money from the School Board was not very likely but support for the trails was there. The School Board will be agreeable to the trail but they will not spend money for the trail. The question was will the Town spend money on it. Mr. Lubowsky indicated Chris Granger has some cash available as part of the proffers from Silver Cup.

Ms. Schaeffer indicated she met with the County, did research, and got a copy of the Destinations Plan and an area that was proffered for a trail was blank in the Destinations Plan and it was unclear where those monies went.

Mr. Lubowsky indicated this was a different pot and more contemporary.

Mr. Robinson indicated he had heard the Stone Lee property had closed and there was potential proffer money.

Mr. Nevill indicated that the Stone Lee property was outside the corporate limits and asked if there was a way for the Center District representative to incorporate some elements of that into the site plan.

Mr. Lubowsky indicated that it was intended that the proceeds would be used to facilitate the trail, but there will still be some deficiency of some amount and the question is shouldn't that be

anticipated and placed in the CIP as a way to advance this as quickly as possible.

Mr. Nevill stated that the justification on page PW-26 referenced the parking study that was completed in 2000 by Wilbur Smith & Associates that projected a need for 300 additional parking spaces by 2010 and Council agreed with the study in 2000 and directed staff to keep the schedule of construction in its current place. This has been reoccurring for past 14 years and asked if there has been any update to that study.

Mr. Robinson stated that, for a number of years, the Town Manager has had parking surveys conducted. As for an additional parking deck, the Town had consultants showing how to do a parking deck and at one time Council felt it was too much for the Town to handle. There was another group that was interested in potentially doing one and they have approached Councilman Martella and he met briefly with them but it had not become a serious conversation yet.

Mr. Nevill asked if it would be a municipal lot behind Sibby's.

Mr. Robinson identified several possible locations, (Post Office, Fifth Street, Sibby's). One of the issues was space that was needed for cars coming in and out, columns used to support the ramps were massive, and a fair amount of space was needed to be effective.

Mr. Robinson stated that there was great topography here in Town for hills and there could potentially be a parking deck on top with no ramp and have another level on top because of the topography.

Ms. Brandie Schaeffer stated she had done a parking study model in the past and mentioned one that was currently being done in Haymarket. Ms. Schaeffer indicated that in her research and involvement she has found that approximately 75% of cost is for the first and second story. If the Town was only considering a first and second story parking deck, the cost was not justifiable without the third or fourth story. Ms. Schaeffer stated she understands that Fauquier County has allocated money for a new library for the Town and asked if it would go on the present site and if there was an opportunity to construct a parking deck there.

Mr. Robinson indicated they were not looking at that location.

Mr. Lubowsky indicated they were being urged at looking at adding on to the existing structure and there are strong advocates.

Ms Schaeffer asked what the justification was for adding onto the library.

Mr. Lubowsky stated there was an approval to build a new library in New Baltimore and it did not happen because Supervisors pulled the plug and decided to provide greater resources in Warrenton and encourage folks living in New Baltimore to come to Town. The library report and demographics show there is a lot of use of the library and a need for additional resources.

Mr. Lubowsky indicated that one of the places being considered was the parking space located behind the Post Office.

Ms. Brandie Schaeffer stated that if library expansion were being considered that it would make sense to expand parking in that general area rather than behind existing businesses. If there was significant demand for a library perhaps, there could be a grant application or matching program for a community services addition to the library. She wondered if there was a way to tie the parking into that and pull the resources together.

Mr. Lubowsky indicated the process was starting and parking was an issue for library users themselves because existing parking for the library was inadequate and he stated that all of the suggestions made by Ms. Schaeffer were on the table.

Ms. Schaeffer stated that what she had discovered in her research was that Town would lose a considerable amount of money and wondered if there was a way to do a public/private partnership or grant program tied to community resource offering.

Mr. Robinson stated that the numbers that have been provided by the Chief over the past 10 years have shown that there was parking in certain areas of Town and lots of parking but just not in main area. However, the footprint where the library is located was very limited and it is Town property that is leased to the County.

Mr. Robinson indicated the property next to the library is owned by Mr. Walker Jones.

Ms. Schaeffer stated that perhaps Mr. Jones would be interested in a partnership.

Mr. Lubowsky stated that all of the elements were being considered.

Mr. Nevill stated that the 300 additional spaces identified in the plan and the justification for those spaces was stale because of the studies that have been conducted. The County office space issue, Warrenton Middle School, Taylor Middle School, and the Central Library all reinforced the need to do more joint planning with the County because none of these issues was going to exist in isolation.

Mr. Lubowsky noted that the joint planning effort was in the Liaison Committee and going to a task force that would be looking at Town and County facilities in an effort to be more efficient, and more collaborative and all these topics were on the table and it was a very good time for the Planning Commission to be looking in perspective of the Comp Plan and infrastructure.

Mr. Nevill indicated that the neat thing about Warrenton is topographically that we are a Town on a hill and can do a natural topographic tie in without a visually detrimental parking structure. Mr. Nevill expressed concerns over the possibility of a parking deck being placed behind the Post Office because the water tower located there and that was the highest point in Town.

Mr. Robinson stated that when the County was looking for additional office space and that was the reason for the effort to try to keep it up by Old Town with the Shadow Lawn property as much as possible and possibly tie it into a future parking deck, but there was a lot of planning still being done.

Mr. Lubowsky stated that the idea of moving to Stafford has gone and folks are focusing on

using resources that were here. Everything was in the hopper, such as whether there would be a new jail, whether public safety people relocate, and school people be consolidated and there was a lot in play and the Town Planning Commission should have visibility into that and be able to make suggestions.

Mr. Nevill stated that the Town started as Fauquier Court House and it existed because of public facilities. He indicated he was unclear about the jail and why Fauquier County did not go in with Rappahannock and Page Counties as they are doing in Front Royal.

Mr. Robinson stated the County was looking into moving the courthouse but there was concern about transporting prisoners.

Mr. Nevill stated prisoners were now being transported to Winchester.

Mr. Lubowsky stated prisoners who come from across the street were transported in a van and there is no efficiency and idea of moving it out to a further distance was in consideration because that was prime real estate where it is currently.

Ms. Schaeffer stated that most often when looking at parking garages there was sometimes a progression of investment and she asked if there was any consideration for what has been done in Culpeper with parking enhancements with bricking and extra landscaping and signage. She indicated that in Raleigh, North Carolina parking lots include distance markers that inform people what the distances are from various points and she asked if in the study was there any progression from going from a plain asphalt area to a more enhanced area.

Mr. Robinson stated it was more a matter of cost unless of course it was a public/private partnership.

Ms. Schaeffer asked if it could possibly be offset by using the existing parking and perhaps make that perception go away.

Mr. Robinson stated that a meeting had been held with both Chambers and the Partnership for Warrenton a couple years ago and two things came out of that meeting. First, was the ARB signage and second was improving signage. The Partnership developed directional signage but they did not address parking lot signage.

Ms. Sitterle stated that a conceptual design for way finding signage had been brought before the ARB and budget money had been set aside.

Mr. Nevill stated that Regional Commission has efforts in branding and they can assist because they would like to tie into regional initiatives and the Town can look at ourselves as a gateway to the Piedmont and can use those resources. The Town of Culpeper wants to work collaboratively under that regional umbrella.

Mr. Kip asked for a motion for approval for the Draft CIP.

Mr. Nevill made motion to recommend the amended Draft CIP go forward to Council with the

amendments that have been noted. Ms. Helander seconded the motion and all voted in favor, and none opposed.

Ms. Sitterle stated there was a meeting with the Warrenton Crossing engineer and they prepared a response to her earlier letter regarding issues with their second submission of the preliminary plat and the SUP application for R-15 cluster alternative lots. One of the outstanding issues was the connection with Lee Street because they have not clearly shown the right-of-way and how they intended to connect and that was one of the conditions from zoning and until this was clearly identified, it will not be going forward. They have indicated that two lots on Oliver City Road would have their access cut off with this alignment, which was surprising and the applicant needed to demonstrate how there will be access to Williams Way. They did not have a complete Special Use Permit application, no designations were identified on their open spaces as useable space, and there has to be some area for the residents. They had decided to put trees covering the open space areas, which is a concern. Landscaping could be placed on the house lots. So far, they have only submitted one page with five comments that needed to be reviewed. They were eager to be on today's agenda but it was not possible because it was not ready.

Mr. Kip asked if they had acquired additional property.

Ms. Sitterle indicated they had acquired two additional lots and Mr. Robinson indicated they were under contract but would not be purchasing them until plans were finalized.

Mr. Kip indicated they were the lots the Commission had concerns with at the corner of Lee Street.

Mr. Nevill has if number of lots were addressed.

Ms. Sitterle indicated that concern had been addressed and they removed the extra lots and they had an area identified for a boundary line adjustment and she explained to them that could not be done.

Mr. Nevill thanked Ms. Sitterle for holding the developer so valiantly with such a small staff and wondered at what point it became a separate application because of the many significant changes that were being made. He added that it was an unfair proposal to keep coming back with such different concepts and having to go through the entire application and plat to check for errors because they make changes that may affect what was in compliance a previous time and it was an unreasonable burden on the staff.

Mr. Robinson agreed it has been difficult but the developer has been working with the Town.

Ms. Sitterle informed the Commission that McDonald's has submitted plans for a Play Place with minor impacts on the footprint and no changes in parking.

Ms. Sitterle stated the Taco Bell former site would become a Dunkin Donuts.

Mr. Nevill asked if there had been any complaints from residents located behind Taco Bell.

Ms. Sitterle indicated one neighbor had complained at the beginning when landscaping was being installed because the contractor had installed the fence the wrong way and it was redone.

Mr. Nevill asked if there had been any complaints about noise and lighting.

Ms. Sitterle indicated there had been none.

Ms. Helander asked if the new owners of the hospital would go forward with the plans to build.

Mr. Robinson said they are still planning on it.

Mr. Nevill stated the used car dealership next to Piedmont Pets is exceeding its lot space.

Ms. Helander stated they are parked in the back on the slope and doing detail work in the parking lot, which the Commission was told they would not do and they have more cars than what was allowed in the SUP.

Mr. Nevill asked if a sunset clause was done.

Ms. Helander stated there was one.

Ms. Sitterle passed out information of an upcoming seminar planned for May 29 in Charlottesville, Virginia and said if anyone interested in attending should contact her.

Mr. Nevill asked if next month's meeting would have a presentation on demographics and housing for the Comprehensive Plan and asked if someone from the County would be present.

Mr. Robinson suggested that a discussion among the members could occur first.

Ms. Schaeffer stated she would share Fauquier County Planning Commission information at next month's meeting.

Meeting adjourned at 7:55 p.m.

Minutes submitted by Dee Highnote