



## TOWN OF WARRENTON

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### MINUTES PLANNING COMMISSION TOWN OF WARRENTON February 16, 2016 – 7:00 P.M.

The regular meeting of the Town of Warrenton Planning Commission convened on Tuesday, February 16, 2016 at 7:00 PM in the Municipal Building.

The following members were present: Dr. John Harre, Chairman; Ms. Brandie Schaeffer, Vice-Chairman; Ms. Susan Helander; Mr. John Kip; Mr. Lowell Nevill; and Mr. Brett Hamby. Ms. Sarah Sitterle, Director of Planning and Community Development represented staff. Mr. Ali Zarabi and Mr. Yakir Lubowsky, Ex-Officio member, were absent.

A quorum was present.

#### **Approval of Minutes**

Dr. Harre asked if anyone had any changes for the September 15, 2015 and January 19, 2016 minutes.

Mr. Kip made motion to approve September 15, 2015 minutes as submitted. Ms. Helander seconded the motion. All were in favor and the motion passed unanimously (6-0).

Mr. Kip made motion to approve January 19, 2016 minutes as submitted. Mr. Nevill seconded the motion. All were in favor and the motion passed unanimously (6-0).

#### **Public Hearing**

- **I-PUD Regulations Text Amendment** – Discussion of proposed amendments to the Planned Unit Development (PUD) regulations specific to the Industrial Planned Unit Development (I-PUD) overlay district.

The proposal would modify the minimum standards to allow for a revised land use mix, a change in the uses, and addition of a waiver procedure for Town requirements. Staff referred to the PUD ordinances from other local jurisdictions, including the towns of Culpeper and Leesburg, Fauquier and Prince William counties, and the City of Manassas for comparison purposes. The following are some highlights from the comparison:

- Changes to the maximum land use mix for commercial use is not standard among the comparative ordinances. The current maximum of 35% commercial use is proposed to be increased to a maximum of 60%.
- Changes proposed for the open space areas appear to be relatively consistent.
- No other jurisdictions have the same process for waivers of regulations.

- Some jurisdictions do not allow for residential uses among the industrial mixed-use development proposals.

Ms. Sitterle suggests a text change to modify “shall” to “may”, Use definitions/Use terms tweaks for consistency, and additional discussions with the applicant to resolve the remaining items. Ms. Sitterle then read the Staff Comments provided to Applicant:

- On page 1 under Article 3-5.2.1, the second paragraph references Sections 3-5.4.5.3 and 3-5.4.6. It is unclear where this reference came from. There is no mention of these sections under the 2009 Amendment or 2006 PUD regulations.
- What is the impact of the mixed-use residential component? How much would be considered commercial use? How much is residential? The amendment proposes to remove the 10% maximum cap on apartments.
- What is the impact of residential use?
  - The proposed text amendment suggests a change from a maximum 15% residential use/mixed-use residential to a maximum of 35% residential use/mixed-use residential, resulting in a 20% increase.
- Drive through facilities are considered a permissible use in all other applicable districts with a Special Use Permit – this proposed change would make drive through facilities by-right
- Internal setbacks may be reduced to 0 feet with an approved waiver, per the proposed Section 3-5.2.10.5 (waiver/modification provisions for PUDs).
- The proposed waiver/modification provisions under Section 3-5.2.10.5 would allow for a waiver of Subdivision, Zoning Ordinance and other Town requirements (presumably the PFM and other ordinances such as the Town Code).
  - This would also allow for a waiver or modification to the sign regulations in Article 6, which could change the size, number, orientation, location, functionality and design of signage.
- The waiver/modification requests may not be common. There is concern that this waiver process may replace a function of the Board of Zoning Appeals (BZA) with variance requests related to setbacks.

Mr. John Foote, representing F&R Development and the Springer Properties, said his intentions were not to create a modification for all PUDs. The rezoning application will follow this text amendment because lately they have found jurisdictions prefer having text against which to evaluate the zoning. It was also concluded through meetings with Ms. Sitterle and Mr. Whitson Robinson that because the proposed development is more consistent with the uses in the I-PUD than with the C-PUD, the proposed I-PUD amendments are smaller than the amendments needed to fit under a C-PUD. It made sense to stay with the I-PUD and consider amendments.

Mr. Foote went on to discuss the reasons why the I-PUD rezoning made sense for the town. He then asked the members of the Planning Commission to consider tabling any action until after the meeting next week between Ms. Sitterle, Mr. Robinson and himself to clarify the language of the I-PUD.

Ms. Schaeffer asked how this text amendment was doing in terms of timing. Mr. Robinson stated that he and Ms. Sitterle are concerned with timing. Although they would like to move forward, delaying the Commission vote until the next meeting should allow sufficient time to meet and ensure agreement on proposed amendments. Dr. Harre reiterated the criteria that Mr. Nevill brought up, which require consideration with this text amendment, such as the impact on schools and Public Utilities. Mr. Robinson responded, while the town does not handle school issues, the town has been very

conscientious about having a good relationship with the county and talking to supervisors in the past about the impact of residential zoning for areas not originally zoned residential. Ms. Schaeffer thought this decision should be made at the Town Council level.

Ms. Schaeffer asked Ms. Sitterle for a preference on the best process to get the remaining concerns and waivers resolved within the allocated timeline. Ms. Sitterle believed that with the meeting between set for next week; staff should be able to bring the text amendment back next month.

Mr. Kip motioned that the I-PUD Regulations Text Amendment be brought back to the March 15, 2016 meeting. Ms. Schaeffer seconded the motion. All were in favor and the motion passed unanimously (6-0).

## **New Business**

- **Urban Development Area Grant** – Consideration of a motion to recommend the Town Council accept from the Commonwealth of Virginia Office of Intermodal Planning and Investment a grant for technical on-call consultant services in the amount of \$65,000 from the Urban Development Area (UDA) program.

Ms. Denise Harris, Senior Planner, Planning and Community Development Department, made the Planning Commission aware of a funding opportunity for updating the comprehensive plan. The staff has been exploring funding opportunities to leverage limited town resources. The first opportunity to present itself is through the Virginia Secretary of Transportation Office of Intermodal Planning and Investment's UDA grant program. This program was enabled by Virginia Code §2.2-229, to offer grants for professional planning consultant assistance to local governments and regional entities to establish and support UDAs. This funding opportunity is an award for technical assistance in the form of direct on-call consultant support to assist local governments in one or more of the following:

- Plan for and designate at least one urban/billage development area in their comprehensive plan,
- Revise as appropriate applicable land use of ordinances (including appropriate zoning classifications and subdivision ordinances) to incorporate the principles of traditional neighborhood design (see §15.2-2223.1 of the Code of Virginia) and
- Assist with public participation processes, and other related tasks.

The Town is a natural fit for this grant program as it is already designated as a Service district for Fauquier County and the majority of the Town's current zoning already meets the desired density outlined in the state code. In addition, the Town's goals of walkability and traditional neighborhood design have been in place for over twenty-five years. An additional benefit to UDA designation is that the Town would become eligible for HB2 transportation funds. Currently, the only projects eligible for HB2 funds are associated with a Corridors of Statewide Significance (i.e. U.S. Route 29); those that address capacity needs on regional networks (i.e. I-66); and improvements to support UDAs. A UDA designation would enable the Town of compete for HB2 funds beyond projects associated with U.S. Route 29.

The Town successfully applied to the UDA grant program and was awarded \$65,000 with no match required. If the Town chooses to proceed, staff will work with the assigned consultant team to scope the project into the overall comprehensive plan process, thus potentially lowering the resources needs of the Request for Proposal (RFP).

Ms. Brandie Schaffer made a motion to recommend to the Town Council that the Town of Warrenton accept the Commonwealth of Virginia Office of Intermodal Planning and Investment grant for technical on-call consultant services in the amount of \$65,000 from the Urban Development Area program. Mr. John Kip seconded the motion. All were in favor and the motion passed (6-0).

## Work Session

- **2017-2022 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.

The Capital Improvement Program (CIP) for the coming year represents a significant investment in Town infrastructure. It is a six-year, 2017-2022 term, scheduling of municipal projects. The draft program is compiled by staff from requests and recommendations by each of the operating departments in the Town, which include Planning, Public Works, Utility, Police, Recreation, and Fire/Rescue departments. The proposed projects are coordinated with available funding and reasonable prospects for implementation in the requested year with regard to availability of property, design, and other factors. Projects are assembled based on staging and prospective implementation to maximize the effectiveness and coordination of the program. Some of the projects were drawn from suggestions in the 2000-2025 Comprehensive Plan, such as the timing and expansion of Town infrastructure.

The Planning Commission is the first forum for review of the program and its projects, and began its review last fall with the review of the previous program and the identification of projects for the new program. This insures that those involved in the future development of the community and the comprehensive planning of that future has the opportunity to assess the viability of projects that comprise the program. Both public and private infrastructure improvements are required to be reviewed by the Planning Commission as advisors to the Town for the coordination of future planning and development. Projects for the draft CIP have been reviewed by Town Council committees for inclusion and justification.

Dr. Harre asked each department head to go over the projects for this year, provide justification, and answer any questions the commission may have.

## PUBLIC WORKS/UTILITIES

Mr. Paul Bernard, Assistant Director, Public Works/Utilities reviewed the summary sheet that identifies \$2.1 million dollars of capital improvements for Public Utilities. He went on to describe the four main items for Public Works. The first item is the Water Treatment Plant Physical Plant Expansion at a cost of \$511,837 to add a new a chemical building, allowing the storage of chemicals in a safer manner and improving efficiency. The new building would accommodate the transition from chlorine gas to chlorine liquid.

The second item is the Sewer Line Rehabilitation Program, which is necessary because the system has been under stress for a long time from infiltration and inflow. There has been some flow monitoring, but Public Works/Utilities needs to proceed into more isolation work to identify key areas to target for rehabilitation at a cost of \$800,000.

The third item, which is currently under review with the Virginia Department of Health, is the activation of Well #3 for \$415,000. The well is located at the end of Academy Hill Road near the wastewater station. This well has been retired for a period of time and it needs to be brought online as

it would provide about 300 gallons a minute. The well was taken off-line because of some radio nuclides that were present in the water, which can be removed with a proposed treatment process.

The fourth item is the Wastewater Treatment Plant Improvement for \$175,000. The current process involves rotating biological contactors that have been in service for a long time. These are large discs that carry a media and a biogrowth that circulate around on a shaft. The shafts are starting to breakdown and need to be replaced. New technology is available for the denitrification process so the proposal is to modify the Wastewater Treatment Plant to include a moving bed bioreactor (MBBR) system that will replace the current process while improving treatment levels.

Mr. Bernard then presented the Public Works summary sheet of capital improvements totaling \$809,900. The first item is Broadview Avenue for \$10,000 that initially represented the Town's 2% fee with VDOT, covering the remaining balance under the HB2 Program. However that funding is not looking good because of state-wide significance, so other funding mechanisms such as revenue share are being considered. The \$10,000 is a place holder to keep the project alive until funding is found.

Next item is a Traffic Signal for the intersection of Falmouth Street and East Shirley Avenue, near Walmart. There is an application for 50% VDOT Revenue Sharing in process, which would bring the cost down to \$217,000. Funding from Walmart still needs to be locked-up. The first portion of funding available from Walmart is from proffers with an additional \$60,000 when the traffic impacts are demonstrated to be a result of Walmart activities. There is a traffic consultant we are working with to provide information to Walmart so we can claim our money to offset the cost of a traffic signal.

Ms. Schaeffer commented that funding from the Walmart proffer was brought to their attention by an applicant through a rezoning. She asked Mr. Bernard if there had been a concerted effort to identify any other situations sitting out there where the town was proffered money for transportation improvements that subsequently were not used. Mr. Bernard replied that he was not aware of any other proffered monies, but would certainly be willing to investigate.

There is a Drainage Improvement project for \$125,400 that has been needed for pipe deteriorations at the intersection of Cleveland Street and East Shirley Avenue and running diagonally through the church parking lot. This drains a fairly good area of the town and is inadequate in size along with its deterioration.

Next is a Truck Scale for the shop at \$70,000. This is to help tie street sweeping into the storm-water permitting criteria for nutrient removal. This requires that the town document the amount of street sweeping to help make the case.

Ms. Schaeffer then asked about the location of Parking Lot E on the list for \$48,500 of improvements. Mr. Bernard replied that Parking Lot E is located behind the Post Office, which currently has some fairly good sized ruts from surface runoff because the drainage system is not functioning.

#### POLICE DEPARTMENT

Chief Louis Battle, Town of Warrenton Police Department, presented four items totaling \$412,913 for the Police Department. The first item is the replacement of three (3) high-mileage police cruisers for \$215,727. The fleet averages 9 years old and 90,000 miles. The vehicles being replaced are: a 2004 Crown Victoria with 108,000 miles; a 2004 Crown Victoria with 110,000 miles; and a 2008 Crown Victoria with 84,000 miles that was lost when it was transferred over to the new IT Director's position. Funding includes equipping vehicles with laptops, wireless camera systems, first aid, and emergency equipment.

The second item is for the P25 Compliant Radio System Upgrade which is actually a placeholder as it will soon be coming online for the county. The town's portion is \$185,656 and could come due anytime in the next three years. The P25 Compliant Radio System Upgrade is a new \$13 to \$16 million dollar system and our portion covers the replacement of all vehicle radios and some handheld radios.

The third item is Base Mobile Server/Field reporting Upgrade for \$3,828 that covers the licensing for a block of 5 laptops. With the purchase of the three vehicles with laptops, we will exceed the current licensing so we need to cover the licensing for those laptops.

The fourth and final item is \$7,720 for the VA Supreme Court Citation Data Software that will allow wireless upload of citations written using vehicle laptops. While this will be a convenience for now, it will soon be a requirement for all municipalities using the e-Summons System.

## PARKS & RECREATION

Ms. Margaret Rice, Director of Parks & Recreation provided information on eight items totaling \$1,190,258. The Warrenton Aquatic & Recreation Facility (WARF) opened in 2007 and has began replacing and refurbishing some of the equipment this year. The first item is \$35,000 to replace some of the original equipment that is heavily used with an estimated life-cycle of five years, but which has been in place from the beginning. Next year we would like to refurbish the Woodway Treadmills and add Arc Trainers. The Arc Trainers would add a new dimension to what is offered and clientele that the WARF is trying to attract. There are some world-class runners using the facility now and one is an Olympic hopeful who has brought ESPN to the facility to film her.

WARF Facility Upgrades for \$49,500 to improve the facility and service. This item includes the installation of a permanent wall between the classroom and fitness room. Currently there is a temporary wall that moves when someone bumps into it. The other is replacing the touch-pads for the timing system as they have gone beyond their life cycle and the manufacturer will not service them next year because they are so old. We also would like to put a fence with gate around the trash area behind the WARF because what is there does not work and allows trash to blow around. Surveillance camera upgrades as those are used all the time. Also to switch from paper towels to hand dryers with the expectation to recoup investment in about three years along with being environmentally friendly.

The next project is a Micro Golf Course that the Recreation Committee has been investigating. It would be located to the left-side of the WARF so existing staff can manage it. Patrons would come to the frontdesk, purchase their game and receive the ball and club, then exit through the left-side door. Micro Golf is like mini-golf and we would like to phase that in over two years. The first year cost of \$50,000 would be for design, installation of fence and the first 9 holes with the second year adding the second 9 holes at \$35,000.

Mr. Nevill and Mrs. Schaeffer questioned the feasibility of a Micro Golf Course that was not mentioned in the Comprehensive plan or from a citizen survey. Ms. Schaeffer stated golf is a sport that is dying fast with country clubs having problems staying open and the county has taken this off their Parks initiative feeling without a demand for someone to privately install Putt Putt Golf then it will probably not generate enough revenue to cover associated maintenance costs. Ms. Rice suggested checking with Larry as they are planning to install with the pool at the Marshall Center. Mrs. Schaeffer said she was at Marshall's last Park Board Meeting and it was removed from their project list citing maintenance and inability to find any public sector investment. Mr. Nevill and Mrs. Schaeffer feel without some sort of survey from the citizens survey or ranking/understanding, this sort of popped out of nowhere without being mentioned in the comprehensive plan and moved to the top of the list. Ms.

Rice responded that there was not a Parks section in the comprehensive plan, which is why they are so excited to become a part of it as the last time the comprehensive plan was updated there was not a Parks & Recreation Department for the Town because the WARF just opened and the parks were managed by the county. The Recreation Committee has been looking for ideas to generate revenue and while there has not been a formal survey, they have been talking to other Parks Departments that have them and in general all report positive results. Staff has been actively talking with youth in the community to see if there was interest and results have been positive. That stated, it is there for your consideration and any feedback is appreciated and welcome.

The next item is Vehicle Replacement at a cost of \$27,000. The vehicle being replaced is 20 years old and the police department and public works had it prior, but because of reliability issues it was passed on to the Parks Department. The check engine light stays on and it does not have heat or air conditioning, but they are grateful to have had something other than personal vehicles. Since it is getting to the end of its life, they would like to replace it with a new vehicle.

Timber Fence Trail is in the CIP because an application has been filed for a VDOT TAP grant, which could fund 80% of this project. If the grant is received, the Town would pay expenses for the project and be reimbursed for the 80%. Fauquier County has committed to half of the remaining funding leaving the Town's net commitment at \$91,876. While it does seem unlikely we will get this grant funding, we have kept it on the list until the grant final determination letters come out mid-June.

Mr. Kip remarked that the Planning Commission was familiar with the Timber Fence Trail as it was discussed about three years ago when it was not in the CIP. He understands the funding is high, but knows this is a project the community has been wanting that would benefit many citizens so it needs to be considered instead of the Micro Golf.

Ms. Rice said this is a project she would like to see completed, but given the lack of funding it does not look promising because it is so large. Completing this project in phases would be difficult since the trail would need to run from the WARF across wetlands, across Fauquier High School property, around the athletic fields and through woods to connect to the Timber Fence Parkway. The project does not contain any fluffy items like call boxes. Fauquier County has committed \$91,876 (10%) toward this project. Ms. Rice says she is open to any funding suggestions.

The Depot Park is the next item for \$50,000 and would be located behind the Town's former train depot. They asked for a phased approach to get all the elements discussed during the concept stage that went through the Recreation Committee. The money in the out years would possibly add a restroom.

Parking for Soccer Fields at \$20,000 would cover the improvements such as adding gravel to the area off of US Route 211. They are trying to accommodate as many cars as possible because there is a parking problem at the WARF every weekend and they want to exist peacefully especially with the hockey league gaining in popularity.

Ms. Schaeffer asked if the leagues had been asked to assist by scheduling the games further apart, thinking this would help alleviate the overcrowding of the parking area. Ms. Rice responded that she has reached out to the leagues without any success and will definitely address when it comes time to renegotiate the lease that has four years remaining. The leagues have taken the financial responsibility for maintaining the fields and offer a great service for the local children and families. Ms. Rice also mentioned the overflow parking available at the high school that is advertised via large signs during the weekend, but many families do not want to use the overflow parking.

The last item is Fields Trail Completion for \$40,000 that would finish asphalt paving of a ¼ mile portion of the trail loop that goes around the soccer fields. As Mr. Kip knows as a user, a portion of the trail is still gravel and would be nice to have one surface. Mr. Kip asked if there was any way they could get a Boy Scout to revitalize the signs put in five years ago that have been knocked down. Ms. Rice said she was sure she could find someone to take on that project.

- **Update on the Comprehensive Plan** – Ms. Denise Harris’s update on the RFP Work Group meeting and status of the process.

Ms. Harris began by prefacing the Comprehensive Plan update would be an ongoing conversation. As stated at the last Planning Commission meeting on January 19, 2016, she would be presenting the Work Group’s recommendations. The Work Group developed and considered an exhaustive list of comprehensive plan deliverables. The Work Group was surveyed on their priorities to determine items were “essential” to the comprehensive plan update or not deemed as “essential” by a majority of those surveyed. The Attachment I of the Staff Report for the Planning Commission, dated February 12, 2016, contains the Work Group Essential Scoping Items and Prioritization Survey percentages from each theme.

At the conclusion of the Work Group activities, the members stressed the overall importance that, in their opinion, the scope emphasizes demographics, housing, public utilities, economic resources, design, and multi-modal transportation. It was expressed that the comprehensive plan should continue to be aspirational in nature with a vision that is forward reaching in terms of goals and strategies. Finally, the Work Group strongly recommended the comprehensive plan emphasize data and implementation components to enhance Knowledge-Based Governance.

The 2016 Timeline for the Comprehensive Plan Update is as follows:

- MARCH – Presentation to Town Council on scoping and resources needs for the comprehensive plan update.
- APRIL / MAY – Town Council Work Sessions and Budget adoption.
- MAY / JUNE – Comprehensive Plan Request for Proposal is drafted based on budget and released.
- JUNE / AUGUST – Comprehensive Plan proposals accepted finalist interviews, scoping negotiations, and final contract award.
- LATE SUMMER – Comprehensive Plan work launched with consultant team.

Ms. Harris shared she is starting the public engagement process now. During the month of March she will be going to all the schools in Warrenton to ask students (Kindergarten – 12<sup>th</sup> grade) what they value most, what are their favorite places, and what would they like in the future. Come April she is expecting to get back hundreds of responses and will try to do a presentation possibly tied to some sort of large event in the community. The point being to share the student provided information then tell the adults it is their turn to provide input. The public engagement starts now while working with consultant team will begin late summer.

The next step is for the Planning Commission to have a discussion about what you think came out of the Work Group. Do you agree with it? Are there things that give you concern? Are there things that you see missing? And again this is an ongoing conversation so we do not need to solve everything tonight as the RFP will not be going out for a few more months, but I wanted to provide you with an update and get your thoughts.

Mr. Nevill commented how he liked the use of Survey Monkey and a few artfully designed questions to gather useful information. Ms. Harris replied that when she is ready for the presentation to the community she would like to have a survey ready to go for the community. She will also be asking department heads and the Planning Commission if there are questions they want the community to answer, which will help her to refine the survey for the community.

The meeting was adjourned at 9:50 PM.

Minutes Submitted by Karen Kowalski.

Minutes Approved on May 17, 2016.