

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF WARRENTON  
HELD ON OCTOBER 11, 2016

The regular meeting of the Council of the Town of Warrenton was held on October 11, 2016 in the Town Council Chambers and was called to order by Mayor Powell Duggan at 7 p.m.

Councilmembers present: Mayor Powell L. Duggan, presiding, Sunny Reynolds, Vice Mayor, Councilmembers Sean M. Polster, Jerry M. Wood, Alec P. Burnett, Brett A. Hamby, Robert H. Kravetz and Kevin T. Carter.

Also present: Brannon Godfrey, Town Manager, Whitson W. Robinson, Town Attorney, and Evelyn J. Weimer, Town Recorder.

Invocation was given by Councilman Jerry M. Wood.

**APPROVAL OF THE AGENDA.**

The agenda was approved as presented.

**CITIZENS TIME.**

Presentation of Proclamation declaring the weekend of October 29-30, 2016 “Habitat Days”

Mayor Duggan came forward and read a proclamation declaring the weekend of October 29-30 as “Habitat Days.”

Presentation of Proclamation Recognizing Titans Baseball for Their Contributions and Efforts to Renovate the Academy Hill Ball Field

Mayor Duggan presented a proclamation to members of the Titans Baseball team for their contributions to renovate the Academy Hill Ball Field.

Awards

The Mayor noted that he was in Virginia Beach for the annual Virginia Municipal League annual meeting and the Town had been awarded an innovation awards for the Town’s postcard program.

Mayor Duggan asked Mr. Polster to come to the podium and notify all of the awards the Town had been awarded on behalf of the HEAL program. Mr. Polster explained the one of the initiatives that the Mrs. Rice, Director of Parks and Recreation, had initiated was the “WARF on Wheels” program and the Town had been given an award for doing four initiatives and that program was among the four. Another award was for Warrenton being a “Health Eating, Active and Lifestyle City.”

Mayor Duggan called for citizens wishing to speak.

Robert L. Walker

Mr. Walker, resident at 395 Curtis Street, came forward and noted that citizens and business people on Third Street were opposed to the changing of the direction of S. Third Street. He stated they failed to see how it would improve those on Lee Street. He stated that he had not heard a reasonable reason why all of a sudden it became an issue. He stated that there would still be no available parking.

Amelia Stansell

Ms. Stansell came forward and noted that she was speaking as a resident of Ward 4. She stated she had talked with people on Main Street and some of the side streets and most felt the change made a lot of sense since there was already a parking issue to try to get to the parking on Third, Fourth and Fifth Streets going up. She stated most people use the parking lot alley to get to parking. She noted that with the St. James Church School expansion and the opening of Wort Hog Brewery it would be more difficult to find parking.

Dink Godfrey

Mr. Godfrey, resident of Chappell Street, came forward and noted that he was opposed to changing the direction of Third Street. He stated he goes to the post office several times a week and sees people incorrectly heading up the street and feels that it would be an inconvenience for people trying to cross the street and people coming down Main Street. He felt it dangerous and inappropriate to make the change.

**HEAR FROM CENTER DISTRICT SUPERVISOR.**

Supervisor Granger came forward and noted that the Board of Supervisors would be discussing the pros and cons of the Fletcher tract and Alexandria Pike property for the library. He stated that the Board of Supervisors would hold two public hearings. One public hearing would be to decide whether to purchase video monitoring cameras for school bus arms and another to animals seized by animal control officers and enforcement and bonding out for the animal's care.

**PUBLIC HEARINGS.**

Special Use Permit 2016-03 –Advanced Automotive Use in Industrial District. The request per Article 3-4.12.3 of the Zoning Ordinance, is to reuse the existing building on 655 Industrial Road as an automotive repair facility. The parcel is zoned industrial and the Comprehensive Plan identifies the property as light industrial on the future land use plan. The owner is Scott Virginia Properties, LLC. GPIN 6983-67-4889-000.

Ms. Denise Harris, Interim Director of Planning and Community Development, came forward and noted that there are no proposed exterior changes and the existing parking would be used. She stated the proposed use is an auto repair facility on a 2.74 acre zoned Industrial. She indicated that the business would have five employees. Hours of operation would be Monday through Saturday. She noted that the Planning Commission had a public hearing on September 20 and there were no objections. They voted to recommend approval of the request to the Council with the nine conditions.

Mayor Duggan opened the public hearing at 7:25 p.m. and called for those to speak in favor.

Dink Godfrey

Mr. Godfrey came forward and noted he was in favor of the request.

Mayor Duggan called for those opposed and there being no one else to speak, he closed the public hearing at 7:26 p.m.

On a motion by Mr. Kravetz, seconded by Ms. Reynolds, Council voted 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter; against: none) to approve Special Use Permit 2016-03 –Advanced Automotive Use in Industrial District with the nine conditions noted by the Planning Director.

**CONSENT AGENDA.**

- a. Approval of Council minutes of the regular meeting held on September 13, 2016.
- b. Staff reports and Board and Commission minutes.
  - (1) Miscellaneous staff reports.
  - (2) Receive minutes of the Planning Commission meeting held on September 20, 2016 and Architectural Review Board on September 22, 2016.
- c. Approval of Delinquent Tax lists.

Mr. Kravetz asked how long the Town staff would wait if the delinquent tax list was published in the paper and the bill goes unpaid. Ms. Miller noted she was already pursuing collection.

On a motion by Mr. Wood, seconded by Mr. Kravetz, the Consent Agenda was approved on a 7-0 vote of Council (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter; against: none).

## **NEW BUSINESS.**

- a. Finance Committee Recommendations:

- 1) Approval of August Financials
- 2) Approval of FY16 Carry-over Items
- 3) Increase Purchase Order and reporting threshold from \$3,500 to \$5,000

The Manager noted that the process has changed from Council approving the financials as a whole to review by the Finance Committee in advance. He stated that the FY 16 carry-over items had been discussed in the worksession and there were some capital project items included and they were referred to the Finance Committee. The Finance Committee removed three projects amounting to \$127,321. The third item was to increase the purchase order and reporting threshold from \$3,500 to \$5,000 and the Manager noted that other jurisdictions had been asked what thresholds they use and the survey was attached.

Mayor Duggan noted he would ask for individual approval for each of the three items.

On a motion by Mr. Wood, seconded by Mr. Kravetz, Council approved the August financials on a 7-0 Council vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter; against: none).

Mr. Wood moved for approval of the FY 16 Carry-over items and Mr. Kravetz seconded the motion. The Mayor asked if there was discussion. Mr. Wood noted that the reason for carry-overs was to give more transparency.

Mr. Burnett asked that paid items have a consistent message underneath them so that the public can understand what these are and why they are on the carryover list. Mr. Kravetz commented that the funds would just go back into the general fund and require action of Council to use them.

On a 7-0 Council vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter; against: none) the motion passed as presented.

On a motion by Mr. Kravetz, seconded by Mr. Wood, Council voted 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter; against: none) to increase Purchase Order and reporting threshold from \$3,500 to \$5,000.

Acceptance of a \$7,500 grant from the Nicolaas and Patricia Kortlandt Fund at the Northern Piedmont Community Foundation for the WARF on Wheels program and accordingly amending the FY17 Budget and appropriating the allocation.

Mr. Godfrey noted that the WARF of Wheels program was started with a grant from the Path Foundation and the staff had sought out additional grant funding. The Kortlandt Fund at the Northern Piedmont Community Foundation awarded the WARF a \$7,500 grant to fund the WARF on Wheels program. Mr. Godfrey stated that his recommendation was to accept the grant and amend the budget for \$7,500 to administer the WARF on Wheels program.

On a motion by Mr. Polster, seconded by Mr. Kravetz, Council voted 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none) to accept the \$7,500 grant from the Kortlandt Fund at the Northern Piedmont Community Foundation for the WARF on Wheels program and amend the FY 17 budget and appropriate the allocation.

Consideration of resolution to amend the charter agreement of the Rappahannock-Rapidan Regional Commission.

The Manager noted that as a Town representative of the organization the Town should by resolution amend the group's charter to allow appointment of elected officials. He stated that currently the charter only allowed one elected official and the other had to be appointed. He indicated that in order to amend the charter resolutions had to be adopted by 2/3 of the member jurisdictions.

The following resolution was presented for consideration:

**RESOLUTION TO AMEND  
THE CHARTER AGREEMENT OF THE  
RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION**

**WHEREAS**, the Rappahannock-Rapidan Regional Commission has been duly organized under the laws of the Commonwealth of Virginia and duly chartered by the Counties of Culpeper, Fauquier, Madison, Orange, and Rappahannock, and the Towns of Culpeper, Gordonsville, Madison, Orange, Remington, The Plains, Warrenton, and Washington; and

**WHEREAS**, the Town of Warrenton is a current member in good standing of the Rappahannock-Rapidan Regional Commission; and

**WHEREAS**, the Rappahannock-Rapidan Regional Commission has completed a review of Charter Agreement of the Rappahannock-Rapidan Regional Commission; and

**WHEREAS**, the Rappahannock-Rapidan Regional Commission has authorized a proposed Charter Amendment for presentation to current members in good standing relating to Article II – Membership and Article III – Terms of Office and Voting Rights; and

**WHEREAS**, the Rappahannock-Rapidan Regional Commission has presented current members in good standing with a Charter Amendment which would amend the above sections of the existing Charter Agreement; and

**WHEREAS**, the Charter Agreement of the Rappahannock-Rapidan Regional Commission may be amended only after concurring resolutions have been adopted by the governing bodies of two-thirds of the member governmental subdivisions of the Rappahannock-Rapidan Regional Commission;

**NOW, THEREFORE BE IT RESOLVED**, as a current Charter Member in good standing of the Rappahannock-Rapidan Regional Commission, having reviewed the proposed Charter Amendment, and having no objections thereto, the Town Council of Warrenton recommends, and deems it to be in the best interest of the Rappahannock-Rapidan Regional Commission and its Members; and

**FURTHERMORE, BE IT RESOLVED**, the Town Council of Warrenton does hereby concur with the proposed Amendment to the Charter Agreement of the Rappahannock-Rapidan Regional Commission.

On a motion by Mr. Wood, seconded by Mr. Polster, the resolution was approved on a 7-0 vote of Council (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter; against: none). Ms. Reynolds asked if a Planning Commission would be prohibited from being appointed in the future. Mr. Godfrey noted that under the change anyone could be appointed.

Consideration approval of Christmas on Main Street events to begin on December 9, 2016 and conclude on December 23, 2016.

Mr. Godfrey noted the events would occur on Fridays December 9, 16 and 23. He stated that it would open Main Street to pedestrians and close it to vehicles at 4 p.m. on the afternoons and be open no later than 9 p.m.

On a motion by Mr. Carter, seconded by Mr. Hamby, Council vote 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter; against: none) to approve the Christmas on Main Street events on the noted dates.

Approval of the addition Ms. Diane Roteman and Mr. Paul Schmeling as citizen members of the Committee on Health, Parks and Recreation.

Mr. Polster noted that Ms. Roteman works for Fairfax Parks and Recreation and Mr. Schmeling has volunteered to put together a group to help with the dog park.

On a motion by Mr. Polster, seconded by Mr. Kravetz, Council voted 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none) to add Ms. Roteman and Mr. Schmeling as citizen members of the Committee on Health, Parks and Recreation.

Consideration of approval of 2016 First Night Event in Old Town Warrenton.

Mr. Godfrey noted that it was a routine event and the 24<sup>th</sup> for First Night – Warrenton.

On a motion by Mr. Carter, seconded by Mr. Hamby, Council voted 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none) to approve the 24<sup>th</sup> annual First Night event.

## **UNFINISHED BUSINESS.**

Ordinance 2016-07, An ordinance amending Chapter 10, “Motor Vehicles and Traffic,” Article 1, Section 10-06, entitled “One Way Streets.” specifically “(9) Third Street,” of the Code of the Town of

Warrenton. The proposed ordinance will change the direction of vehicle traffic to allow for one-way traffic from the south to the north, on South 3<sup>rd</sup> Street between Main and Lee Streets.

Ms. Reynolds moved to approve Ordinance 2016-07, An ordinance amending Chapter 10, “Motor Vehicles and Traffic,” Article 1, Section 10-06, entitled “One Way Streets.” specifically “(9) Third Street,” of the Code of the Town of Warrenton. The proposed ordinance will change the direction of vehicle traffic to allow for one-way traffic from the south to the north, on South 3<sup>rd</sup> Street between Main and Lee Streets and Mr. Carter seconded the motion.

Mayor Duggan asked if there was discussion. Mr. Godfrey asked that the effective date be specified. Mr. Carter suggested the date be December 15. Ms. Reynolds noted that date was all right with her. Ms. Reynolds noted that her motion could be amended to include that date and Mr. Carter was in agreement since he was seconder of the motion.

Mr. Wood noted that if you step out of the front door of Mt. Zion Church you are almost in the street. He suggested that the church look into making a road behind the church to be used for parking. Mr. Carter also noted that the street parking would be moved to the other side of the street (the church side). Mr. Kravetz indicated he knew there were people present in opposition to the change but the Council had heard from many, many more who were in favor of the change. He suggested Council revisit the matter in a year to see how it has worked. Ms. Reynolds noted she has done a lot of work on the matter and that there would be a right turn only onto Main Street and a parking space in front of Framcraft will be removed due to a fire hydrant being there. She stated that the main goal of the change is those drivers coming down Third Street to be able to turn into the parking lot rather than going around the block.

On a vote of 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none) Council passed the motion as amended.

## **REPORTS AND COMMUNICATIONS.**

### Report from Town Attorney.

Mr. Robinson reported noted that Appleton Campbell had sent a letter to the Town Manager asking that the boundary adjustment be withdrawn due to some financial costs with infrastructure. He noted he had spoken to the County Attorney and it had not been submitted before the Court so there has been no court order. He stated that it was his thought if it would happen within the next six months it could be held open but it did not look like it would. He noted that he would be preparing a resolution withdrawing the boundary adjustment for the next Council meeting.

He stated that the appraisers that DHR had sent to him for the Mosby House were associated with the scenic world and not historic houses. He had gotten some recommendations from them for appraisers and had responses they would be interested in doing the appraisers. He stated that one had sent him a proposal which cost more than he expected. There was another from Henrico who would be forwarding a proposal. Ms. Reynolds asked if there was an estimate of cost. Mr. Robinson noted that that the one he had received was for \$4,500. Ms. Reynolds asked if he felt that was high and the Town Attorney noted that some appraisals in the past were about \$1,500 but they were not for a historic structure. Mr. Carter asked it could begin with the market value of the property. Mr. Robinson noted that both appraisers had appraised historic houses and they realize that it is more than a fair market value which goes into a study like this than with a residential home or commercial building. He stated that they would have to review the easements and find comps. There was discussion that there was a lot of work involved and did not seem unreasonable. Ms. Reynolds felt it more important for it to be a qualified company. Mr. Kravetz noted that the Council had just voted to raise the threshold to \$5,000 so there would be no need to vote.

### Report from Finance Committee.

Mr. Wood, Chairman, noted that the next committee meeting is scheduled for Monday, October 17 at 7 p.m.

Report from the Public Safety and Transportation Committee.

Mr. Kravetz noted that the committee last met on September 21 and talked about fire hydrant issue where they were near parking spaces because the code states that you cannot park within 15 feet of a fire hydrant. The fire company will evaluate all fire hydrants in Town to see if there are others in violation of the code. He stated that the next meeting is scheduled for November 2 at 10 a.m. Crosswalk designs were discussed as well as a parking study. Handicapped parking spaces to be added to Main Street was discussed and it was determined that a handicapped person could park wherever they wished for four consecutive hours. The committee recommended that the yield sign from Madison Street onto Shirley Avenue be changed to a stop sign.

Report from the Public Works and Utilities Committee.

Ms. Reynolds noted that the committee will meet at 5:00 p.m. prior to the Council worksession due the inability of some members to attend daytime meetings. The next meeting is scheduled for November 3 at 5:00.

Report from Planning District 9 Representative.

Mr. Wood noted that he and the Town Manager would be attending the annual meeting. Mr. Polster noted that the representatives had conversations with the Executive Director, Patrick Mauney regarding the HB 2 funding for Broadview Avenue to find out who the Town could talk to.

Report from Committee on Health, Parks and Recreation.

Mr. Polster noted that the next committee meeting will be on October 19 at 7 p.m. at the WARF.

Report from Liaison Committee representative.

Ms. Reynolds noted the next meeting will be the fourth Monday of the month and the biggest thing on the agenda should be the cost for the new library.

Report from the Town Manager.

The Manager had nothing further to report.

**COUNCILMEMBERS' TIME.**

Mr. Burnett thanked the Titans for the work they had done at Academy Hill Park. Ms. Reynolds was also excited about the baseball field. Mr. Kravetz reminded all of the upcoming Halloween HappyFest.

There being no further business, the meeting adjourned at 8:25 p.m.

Evelyn J. Weimer, Town Recorder