



**TOWN COUNCIL OF THE TOWN OF WARRENTON  
TOWN HALL  
18 COURT STREET  
WARRENTON, VIRGINIA 20186**

**MINUTES**

**A WORK SESSION OF THE COUNCIL OF THE TOWN OF WARRENTON WAS HELD ON  
SEPTEMBER 5, 2019 AT 7:00 P.M. IN WARRENTON, VIRGINIA**

**PRESENT** Mr. Carter Nevill, Mayor; Mr. Robert Kravetz, Vice Mayor; Mr. Sean Polster; Mr. Jerry Wood; Mr. Brett Hamby; Mr. Kevin Carter; Mr. Renard Carlos; Ms. Brandie Schaeffer, Town Manager; Mr. Whitson Robinson, Town Attorney

**ABSENT** Mr. Alec Burnett

**CALL TO ORDER**

The meeting was called to order at 7:08 p.m.

**WORK SESSION**

**Comprehensive Plan Update**

Ms. Harris let Council know tonight was a culmination of the work completed thus far on the Comprehensive Plan. The team is here to present where we are in the comprehensive plan. After tonight the actual implementation strategies begin.

Sachin Kalbag with Michael Baker International, Kyle Talente with RKG Associates and Kate Ange with Renaissance Planning are present. Mr. Kalbag began the presentation, he notes there have been three concepts and they now have a consensus and a recommendation for Council.

Ms. Ange relayed the team has come up with a series of scenarios. They got a key on the trends and the key issues that are affecting our area. She notes they have spoken to the public and the citizens relay this is a great place to live with character and a historic feel. The citizens want to see more vitality in the town, such as more things to do as well as to see new things happening. While they want more vitality they recognize this means new development. Whatever the form is they don't want new growth that looks like 'anywhere USA.' Keep the form of the existing conditions. Making sure the town retains the rural buffers and the canopy of trees.

The town needs more people and diverse housing options, different types of households. Economic drivers for business growth are things like character, health and fiscal and economic resilience. From these drivers the Warrenton scenarios were developed.

Mr. Kalbag explained what the three scenarios looked like and Mr. Talente explained the financial component of the scenarios.

Mr. Kalbag wrapped up the presentation and relayed the team is asking to move forward with the recommended scenario named, Strong Livable Work Community. Mr. Polster inquired about numbers. Mr. Talente clarified numbers are not being presented tonight because they would change. If Council decides to proceed with the recommended scenario those numbers will be presented at the public hearing there will be hard numbers put into the model. It was pointed out there was not a net positive until scenario two. Mr. Talente pointed out Council could find other ways to bridge the gap if they choose to go in a different direction, such as cutting amenities or increasing taxes.

Mr. Wood asked if it would be possible to have a hybrid we could have a scenario 2.5 not 2 or not 3, Ms. Ange said they are looking at a few options on paper but at the end of the day where we end up could be between but we need a direction. Mr. Talente said to boil it down to a single thought, if we want to provide what they are asking for without cutting other services or increasing taxes then Council will have to find a way to offset. At the end of the day, it is the policy decisions that the community makes. It will be the investment strategies. He went on to say "You can't require the property owner to do development; so it is about what are we trying to accomplish." A fiscal impact model is only one strategy.

Ms. Schaeffer explained the team has made these scenarios based off of the feedback they received from the citizens. Ms. Harris also added by saying going back to the beginning there needed to be a fiscal impact model, the purpose of this comprehensive plan was to have implementable tool. To make sure we are making reality based decisions.

Ms. Ange added what they have presented is based on growth rates and the detailed analysis, in order to make this happen Council will have to change the rules. Showing some best practices and mixed use policy. Are there other incentives that can be done? It is important to note having policy is the first step but this will require further action for the next step.

The consultants were clear that the town has to change as a whole to get business here. The consultants can help but want to make sure the town is willing to do this change. Mr. Kalbag noted zoning is one part of it. It allows flexibility and is pedestrian friendly. He posed the questions how does Warrenton lure those investors that can invest anywhere to choose Warrenton. He notes it is having the right policies in place.

Ms. Schaeffer said we are losing population in the town, we are a dying town. The 'do nothing' option/scenario is a loss. The reason that is important to not it because the county is not losing population. The consultants showed a graph noting the surrounding areas and how they are growing compared to Warrenton.

Between now and the end of the year the team will give Council the recommended policy changes. The planning staff is doing research on mixed use and they will give more 'best practices' to ensure Council is prepared and informed to adopt a plan that will point you in the right direction.

Ms. Harris says this will provide us an Economic Development road map. This will give us a tool kit to best get the town there. The next and potentially last community meeting is tentatively set for November.

#### Employee Handbook

Ms. Miller is here to get feedback from the Council. It is not coming before Council this month. She went over the proposed changes. Mr. Hamby noted in other jurisdictions spouses can donate sick leave to each other and wondered if this addition would be possible. Mr. Hamby also said the table of contents

are hard to navigate. He also asked for there to be clarification on how a complaint is filed as the EAP does not have to go through the HR Manager.

Ms. Miller explained staff has added a draft social media policy.

Mr. Carter asked about the employment reference checks. He would like providing the ending salary of the employee struck from the handbook.

Ms. Schaeffer pointed out they will take these recommendations into consideration. She continues by saying this has already been reviewed by outside legal, inside legal and the insurance carrier.

Ms. Miller notes a lot of our issues at this point are ensuring it captures our current practice.

#### Sign Ordinance Six Month Update

Mr. Cassidy recapped the Signage update and discussed the changes.

Mr. Wood asked what the thinking was behind the change from 12 feet to 9 feet. Mr. Cassidy said it was to do with the consistency of signs and the content neutral sign requirement. When the content neutral component came into play we went with an average size. He pointed out these provisions are for new signs, older signs will be grandfathered in.

Ms. Schaeffer noted at this time the town is at about 98% compliance. She thinks a 6 month review is a good way to move forward when new ordinances are implemented.

Ms. Schaeffer notes there is discussion points for additional gateway signage. Council could reallocate that money to wayfinding signs. The money is there but if Council will need to reallocate it is that is the will of Council.

Mr. Hamby asked about the businesses that are on the side streets being able to advertise. These signs can go on the light poles. More discussion will need to be had on how wayfinding signs can be implemented in the town.

Mr. Polster suggested maps in the parking lots to direct people, he does not know where the priority for that lies. Ms. Schaeffer says staff is looking for direction on how to spend the money; on signs in Old Town or to proceed as directed in the original CIP.

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Development Standards Text Amendment

Based on the conversations with Council staff requests a 60 day deferral at this time for reevaluation.

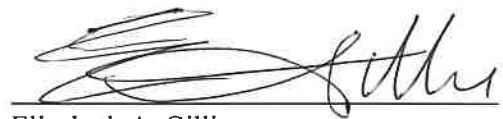
Review of the September 10, 2019 Regular Meeting Agenda

Ms. Schaeffer reviewed the agenda with Council, there were no questions.

ADJOURN

With no further business this meeting was adjourned at 8:54 p.m.

*I hereby certify that this is a true and exact record of actions taken by the Town Council of the Town of Warrenton on September 5, 2019.*

A handwritten signature in black ink, appearing to read "Elizabeth A. Gillie", is written over a horizontal line.

Elizabeth A. Gillie  
Town Clerk