MIDDLEBURG TOWN COUNCIL
Regular Monthly Work Session
Thursday, June 25, 2009
Town Office, 10 W. Marshall Street

6:00 p.m.

PENDING APPROVAL

PRESENT: Mayor Betsy A. Davis
Vice Mayor Darlene Kirk (arrived late)
Councilmember Trowbridge Littleton
Councilmember Catherine "Bundles" Murdock
Councilmember Lisa Patterson
Councilmember Judith Pryor Plescow
Councilmember Kathy Jo Shea
Councilmember Mark Snyder

STAFF: Jerry M. Schiro, Town Administrator
Rhonda S. North, MMC, Town Clerk
Elizabeth D. Whiting, Town Attorney
Cindy C. Pearson, Economic Development Coordinator
Steve Webber, Chief of Police
David M. Beniamino, AICP, Town Planner

The Town Council of the Town of Middleburg, Virginia held their regular work session on Thursday, June 25, 2009 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Davis called the meeting to order at 6:00 p.m.

Council Discussion – Farmer's Market

Economic Development Coordinator Pearson reported that meetings have been held by the Middleburg Area Farmers' Market Committee; and, advised that they were working on guidelines. She noted that they have agreed they would like to start the local market on July 1st. Ms. Pearson advised that she has notified LVHMA that the Town would no longer sponsor their farmers' market; and, noted that she has already received calls from their Vice President and Market Manager who were not happy with the Town's decision to pull out mid-year. She explained that they have a new board of directors, who were not aware of the problems experienced last year; and, who were unhappy that someone from the market had not spoken to them about the problems this year. She advised Council that she listened to LVHMA's concerns; and, explained that they would like for the Town to continue to use their services this year and transition out next year.

Economic Development Coordinator Pearson advised Council that she has checked with the Community Center; and, learned that they have no contract with LVHMA. They also have no problem with the Town using their space for a local farmers' market. She noted that the market could not operate on July 4th at the Center due to their holiday celebration. (Vice Mayor Kirk arrived at the meeting). Ms. Pearson advised that Sally Bolton was checking to see whether it was possible to use the Middleburg Bank parking lot for the day. She reported that the Middleburg Area Farmers' Market Committee was moving along quickly; and, invited Council to attend their meeting on July 30th. Ms. Pearson advised that she has prepared a rough draft of the operating guidelines, as well as their terms of agreement. She noted the need to list the Community Center on the Town's insurance; and, to obtain a certificate of liability insurance.

Councilmember Snyder expressed his opinion that the Committee was off to a great start. He noted that he was glad they were moving quickly.

Economic Development Coordinator Pearson reported that the County was no longer involved in LVHMA, as they have stopped funding their budget. Councilmember Snyder suggested this set the precedent for the Town not supporting LVHMA as well. Mayor Davis asked which other towns handled their own farmers' markets. Ms. Pearson confirmed that Lovettsville, South Riding and Sterling handle their own.

Councilmember Shea asked whether the Tomato Festival was back on track for this year. Economic Development Coordinator Pearson confirmed it was; and, advised that it would be held August 29. She explained that the committee was planning on holding a smaller version of the festival this year; and, advised that it would feature music, food, and a 5k run, with a majority of the activities occurring on Madison Street. Ms. Pearson advised that they would expand the festival next year.

Council Discussion – Request to allow permit parking – Kevin Passarello

Mayor Davis noted the letter from Mr. Passarello; and, advised that the Town Clerk responded indicating that the letter was received and that it would be on a future work session agenda. Councilmember Snyder noted that the last time permit parking was discussed, the Council tabled it as they wanted to think about it; and, suggested they did not always want to stop issuing permits. Mayor Davis reminded Council that they had two issues; and, advised that while they thought it was a good idea, they could not decide on the best way to determine who would get the permits and how many each would receive. Councilmember Snyder recommended the figure be based on the total number of permits the Town was willing to sell. He suggested the permit fee should be higher than the hourly meter receipt for a typical business day since the Town would be selling the permits for convenience. Mr. Snyder noted that the permit would be no guarantee of a parking spot in a public lot.

Mayor Davis noted that the letter also expressed concern about vehicles that were parked in the lot; and, advised that these vehicles belonged to the Town's landscape contractors. She noted that Mr. Passarello has requested a parking spot for his building; however, she reminded Council that the Town did not provide this for anyone else. Councilmember Snyder expressed his opinion that the Town could not do so. Vice Mayor Kirk asked whether the firm of Yount, Hyde & Barbour wanted all of the parking permits when the Town issued them last. Chief Webber confirmed they had over twenty permits. Councilmember Murdock noted that she used the Liberty Street Parking Lot often; and, advised that it was cheap and she only had to feed the meter once. She noted that if she parked on the main street and had to leave to show a house, she would lose the money in the meter, whereas nine times out of ten, no one took her spot in the parking lot. Ms. Murdock suggested it would be nice to sell permits for spaces in that lot, although she understood there was a difference between that and the other parking lot. She recommended the Council determine the number of parking spaces available in the Liberty Street Parking Lot; and, limit the number of permits, to be sold at a certain price. Ms. Murdock noted that availability of the spaces in the lot would not be guaranteed. She recommended that the permits be awarded based upon a lottery to be fair, with the recipients changing every year. Ms. Murdock reminded Council that the problem that was previously encountered was fairness; and, suggested a lottery would be fair. Mayor Davis recommended that once the Council decided the number of permits to be sold, that they be advertised. She noted that if only nine people applied for ten spaces, this issue would be resolved. Ms. Davis suggested the price for the permits be at a premium.

Councilmember Littleton asked whether the permits would be limited to Town citizens; and, noted that their taxes paid for the lot. Councilmember Snyder noted that the Liberty Street Parking Lot was developed through the use of a grant and fees. Mayor Davis suggested the lot not be allowed to turn into a commuter parking lot. Councilmember Snyder recommended the permits be restricted to employees, business owners or residents. Vice Mayor Kirk reminded Council that the lot was developed for residents and businesses. Town Administrator Schiro asked whether there were any stipulations associated with the grant. Councilmember Snyder expressed his opinion that even if there were, they would still be met since the Council would only allow half of the spaces to be permitted. Vice Mayor Kirk agreed with the need to check the grant documents. Councilmember Snyder expressed his opinion that there would be no issues; and, noted that the Town would be selling the spaces for cash on a first-come-first-serve basis. Vice Mayor Kirk reiterated her suggestion that the staff check the grant stipulations; and, noted that they may prohibit the Town from permitting the spaces.

Councilmember Murdock asked whether the Police Chief saw any problems with the permit system. Chief Webber expressed concern over the issue of fairness; and, asked what would happen if forty people wanted a permit. Councilmember Murdock reiterated that the lottery would address the issue of fairness. Councilmember Snyder noted that the Council would limit the number of spaces that it sold permits for; and, reminded Council that if a motorist put money in the parking meter, the permittee would lose their spot. Chief Webber noted that Yount, Hyde & Barbour was the only business that purchased permits in the past; and, advised that there were usually only four parking spaces available in the church parking lot during the week. He noted that if those employees showed up late after the lot was full, they wanted to park on the street using their permits; with the expectation that they would not be ticketed. Mayor Davis stressed that the permits would be strictly for the parking lot only; and, the employees would have to be told that if they continued to park on the street without feeding the meters, they would be ticketed. Vice Mayor Kirk suggested they also be told that if they did so, their permits could be revoked. Councilmember Snyder suggested that if this became an enforcement problem, the Council could revoke the program at the end of the year. Chief Webber expressed his opinion that if the Council approved a permit system for the Liberty Street Parking Lot, people would be interested in purchasing one for the church lot as well. He reminded Council of how busy that lot was due to the food bank at the church. Councilmember Snyder noted that the Town did not have to guarantee a parking spot or a particular lot; and, suggested it could offer xxx permits at both lots. Mayor Davis suggested the need to apply permits to each lot. Town Administrator Schiro noted that the Liberty Street Parking Lot was a public lot, whereas the church lot may be different in the sense that it was leased by the Town. He suggested that if the intent of the Liberty Street Parking Lot Grant was to provide parking for business customers, a permit system may be taking away from that intent. Mr. Schiro noted that he understood the concept of first-come-first-serve; however, if the Town permitted ten spaces, they would be gone. Mayor Davis noted that the same individuals use these spaces anyway. Town Administrator Schiro reiterated that these were public spaces the Council would be restricting. Councilmember Littleton noted that the Council waived the meter fee during the holiday season; and, if the lot was full, no spaces would be available for the permittee. Vice Mayor Kirk advised that, under a permit program, if space was available, the permittee would have a space; and, if not, they would not get to use one.

Mayor Davis noted that the Town previously tried the program; and, eliminated it when it became too difficult to assign spaces. Councilmember Murdock expressed her opinion that the Council offered too many permits at that time. Councilmember Snyder asked how many parking spaces were available in the church parking lot. Chief Webber estimated there were twenty-seven spaces; and, advised that the lot was not large. He reminded Council that each parking lot had its own personality. Chief Webber noted that the church parking lot was used by the employees of Yount, Hyde & Barbour and the Corner Garden – which were the two largest employers in Town. He further noted that the church also used the lot for its events, as well as the food bank. Chief

Webber expressed his opinion that this lot experienced major traffic problems three times per week. He advised that the Liberty Street Parking Lot was off the beaten path. Chief Webber expressed his opinion that if the Council opened one lot for permit parking, they would be asked to open the other as well. Councilmember Shea asked why the Council would have to open both lots to permit parking. Chief Webber reiterated his opinion that if the Council opened one for permit parking, people would ask for permitted spaces at the other. Councilmember Shea noted that the Town was trying to get businesses to use the Liberty Street Parking Lot. She asked why the Council could not restrict the permit program to that lot. Councilmember Snyder confirmed they could. Chief Webber confirmed they could; and, advised that the Police Department would enforce whatever they agreed to do. He noted that he was only looking at the potential issues.

Town Administrator Schiro asked whether the intent of the parking lot was for businesses or customers. Mayor Davis confirmed it was both. Councilmember Murdock noted that the parking lot got people like her off of Washington Street, leaving those spaces for customers. She expressed irritation at business owners that park in front of their shops. Councilmember Snyder expressed his opinion that the Council could provide more permit parking at the Liberty Street Lot and fewer at the church lot since that lot was already well used. He suggested the Council could develop the program as they wanted in order to incentivize the use of the lots.

Councilmember Littleton asked how much revenue the Town would lose. Councilmember Snyder confirmed there would be no loss. Councilmember Littleton asked why the Town would permit the spots when the motorists could use them anyway.

Town Planner Beniamino reminded Council that the parking lots were located in the C-2 Zoning District. He further reminded them that the Comprehensive Plan and Zoning Ordinance promoted retail and restaurant uses in the core downtown area; and, explained that this was accomplished by providing public parking. Mr. Beniamino noted that office uses were incompatible in the core district, which was why the Town was pushing the use elsewhere. He suggested the problem was the complaints from office users about the lack of parking in this area. Mr. Beniamino advised Council that Mr. Passarello was a member of the Planning Commission that passed these regulations; and, suggested that what he was asking went against the Comprehensive Plan, as well as the promotion and creation of a healthy retail environment. Councilmember Murdock advised Council that this issue was not about Mr. Passarello; and, noted that it was easy to keep quarters in the vehicle. She advised that she was more sympathetic to the employees of Yount, Hyde & Barbour who had no place to park. Chief Webber reiterated his opinion that the Town could not add to the problems at the church parking lot because it was already overflowing.

Town Planner Beniamino reminded Council that the Chinn's Crossing Project included fifty-nine parking spaces behind the buildings. He advised that while this would be a private lot, he has held some discussions with the property owner about leasing any excess spaces that may exist to the Town. Mr. Beniamino explained that the use of the property must first be determined before it was known whether there would be excess capacity in the lot.

Councilmember Murdock requested the Town Administrator's thoughts on the request. Town Administrator Schiro advised Council that the staff would implement whatever they wanted; however, he suggested the need to determine the intent of the parking lots. He noted that the Town Planner's point about the Comprehensive Plan was a good one; and, advised that if the intent of the C-2 District was retail, the Town needed parking that turned over more frequently. Mr. Schiro agreed the problem was office space. He concurred that the Liberty Street Parking Lot was under-utilized; however, he expressed concern that if approved, other businesses would seek the same consideration.

Mayor Davis asked whether the Town had received a lot of calls about parking. Vice Mayor Kirk asked whether the Town had received requests for parking permits. Mayor Davis noted that when the Town previously offered permits, the Yount, Hyde & Barbour employees were upset at the fee. She further noted that they were paying less for the permits than they would have at the meter. Ms. Davis advised Council that she spoke with the business owner regarding the permits; and, when she told him that if the Town re-instated the permit system it would be at a higher price, he said they would continue to pay the meter. She asked whether the Town has heard from them seeking permits. Ms. Davis further asked whether they fed the meters. Town Administrator Schiro confirmed parking meter receipts were down. Chief Webber expressed his opinion that this was due to vacations and the lack of foot traffic. He advised that when the police officers were walking the beat, they were not finding as many parking meter violations. Vice Mayor Kirk expressed her opinion that this could not be true as she observed flashing meters. She asked how often the officers were going through Town. Chief Webber confirmed they checked the meters a couple of times a day, weather permitting. Vice Mayor Kirk noted that she has received complaints regarding vehicle parking and meters flashing.

Councilmember Snyder asked how much time could a motorist purchase at the meters in the parking lots. Chief Webber confirmed they could purchase eight hours at a time. Councilmember Snyder expressed his opinion that a problem did not exist. Councilmember Littleton agreed. Councilmember Patterson explained that when she fed the meter for eight hours at 7:00 a.m., she had to feed it again around 3:00 p.m.

Mayor Davis asked whether Mr. Passarello had a parking spot available for his use along his building. Town Planner Beniamino confirmed that parking was not required as a part of the building's site plan. He noted that Mr. Passarello was on the Planning Commission at the time the site plan was approved. Chief Webber advised Council that there were seven unmetered parking spaces in front of the building, as well as a private gravel lot on the back side of the building. He wondered why someone hasn't talked to Karen Jackson about using those spots.

Councilmember Littleton noted that Mr. Passarello expressed concern regarding the van that was parked in the Liberty Street Parking Lot. He expressed his opinion that Mr. Passarello did not realize this contractor was working for the Town. Mr. Littleton suggested the system in place was a good one; and, noted that no one else was complaining. He noted that he remembered the previous permit situation, which was a nightmare. Councilmember Snyder expressed his opinion that it sounded as if the Council wanted to table the request.

Councilmember Patterson advised Council that in watching the tourists, they did not believe there was parking available on Federal Street; and, explained that they tend to look to the right, missing the Liberty Street lot. She noted that there were no public parking signs to direct traffic off the main road; therefore, motorists kept going. Chief Webber advised Council that if they allowed him to do so, he would work with the Street Superintendent to develop directional signage. Council agreed they would like such signage installed. Councilmember Shea suggested the Town's contractors be given bags for the parking meters when they were in the lot. Council agreed with this as well. They further agreed to leave the parking system as it existed.

Mayor Davis asked whether the Council needed to respond to Mr. Passarello. Town Clerk North expressed her opinion that he was expecting a response. Chief Webber advised Council that he would have the officers keep an eye on the Liberty Street Parking Lot; and, make suggestions for parking alternatives. Councilmember Patterson noted that the contractors were in the parking lot today; and, were using seven spaces. Chief Webber confirmed he would look at that as well; and, see if improvements could be made. Councilmember Snyder recommended the Chief talk with the contractor; and, explain that they could not use the lot like that. Mayor Davis asked whether it would be possible for the contractor to do their work before business hours. Chief Webber

advised Council that he would talk with them. He noted that if Council was clear on the third paragraph in Mr. Passarello's letter about a reserved parking space, he would not address that matter. Councilmember Patterson reminded Council that the reserved space was for the contractors who were cleaning the restroom; and, advised that this reservation has been removed. Chief Webber confirmed that neither the Police Department nor Town Council approved this reservation; and, advised that it was now a handicapped space. He stressed that the reservation was not attached to the office building. Councilmember Snyder reiterated his opinion that no problem existed. Councilmember Shea asked the Town Administrator to check on the terms of the Liberty Street Parking Lot Grant.

Councilmember Patterson noted that while no funding existed, she would like for the Town to move forward with paper parking meters for the lots. She explained that this meter allowed individuals to pay for as much time as they needed, with the paper then being left in the car. Ms. Patterson noted that if motorists had to leave the parking lot and return prior to the expiration of their paid period, they would not lose their money. She explained that as the situation now existed, if she paid for eight hours and had to leave the lot for some reason, the next person received the benefit of her money; whereas, with a paper meter, she would get to use a space upon her return. Ms. Patterson expressed her opinion that there were a lot of problems with the existing parking meters. She noted that the Planning Commission discussed the use of the paper system as a test in the Liberty Street Parking Lot; however, the heads for the existing meters were ordered without exploring this possibility. Town Administrator Schiro confirmed the paper system was a good one; however, he noted that it was expensive. Councilmember Patterson advised Council that the Street Superintendent did research these meters; however, the former Town Administrator disregarded the Planning Commission's recommendation. Councilmember Murdock noted that she remembered the recommendation. Mayor Davis noted that she remembered discussing the meters; however, she did not remember agreeing to purchase them. Town Administrator Schiro noted that they have not been discussed during his tenure. He advised Council that the parking meter systems have improved since the Planning Commission's last discussion. Councilmember Patterson reiterated that the Commission recommended the meters to Council; however, the new meters were ordered before the Council could approve the paper system. Councilmember Snyder asked whether it was correct that the paper system would only involve one piece of equipment at the front of the lot. Councilmember Patterson confirmed this was correct. She noted that this system would also be aesthetically friendly by not having a lot of individual meters. Town Administrator Schiro advised Council that if the Town could afford the system, it would work well. Councilmember Shea asked what needed to be done to investigate the cost of a paper system. Town Administrator Schiro noted that he has checked into such systems in other jurisdictions; and, has talked to vendors. He reiterated that the systems were expensive. Councilmember Patterson noted that the system made more sense when there were no meters in the parking lot. Town Administrator Schiro reminded Council that the Town would save money by not having to maintain the meters. He noted that some systems were so sophisticated now that if an individual put two hours on the space and the meter ran out of out of money, it would send a message to the Police Department. Councilmember Patterson noted that some systems would even call the motorist on their cell phone so they could pay more. Mayor Davis noted that some jurisdictions issue tickets thirty minutes before the meters expire, anticipating that the motorist would not return in time to feed the meter. Councilmember Patterson noted that such systems could even alert the motorist to the number of spaces that have been paid for and were occupied. Mayor Davis recommended the staff research this type of system. She asked that the Chief pursue the directional signage for the parking lot. Chief Webber advised Council that he would bring back a sign design; and, suggested it be blue to be consistent with other parking signs. Vice Mayor Kirk asked that it be easy to read.

Council Review – Report on Loudoun County Community Action Board

Councilmember Shea reported that LCCAB was in transition; and, advised that one of the suggestions made during their last meeting was to put the program under an existing one that covered Fauquier County, the City of Manassas, Manassas Park and Prince William County. She noted that the organization needed to be placed under a private agency that was already a 501(C)(3) organization or they needed to form one with the existing members.

Councilmember Shea reported that there would be a conference on Rethinking Poverty; and, advised that they were asking the question of "if an individual had two minutes to talk to Governor Kaine, what would they recommend to reduce poverty and why." She challenged the members of Council and the citizenry to respond; and, asked that they e-mail their responses to her or Karen Valez at Loudoun County. Ms. Shea explained that they would like for as many people as possible to answer the question for the conference. Council asked that Councilmember Shea send them an e-mail reminder of the question.

Council Discussion – Renewal of parking lot lease – Middleburg United Methodist Church

Mayor Davis noted that the church has proposed to increase the rent to $5,500, up from $4,900. She suggested the question was whether the Town was making or losing money on the lease. Councilmember Snyder noted that not only did they want to increase the rent, they also wanted to split any money made from the meters at the lower amount of anything above $5,000. Town Administrator Schiro noted that the split was the same as existed in the current lease. Vice Mayor Kirk agreed with Councilmember Snyder that the numbers should be even. Councilmember Snyder recommended that the split be based upon an amount higher than the rent. Councilmember Littleton recommended that the Town make a counter offer.

Mayor Davis asked how much revenue was being collected from this parking lot. Town Administrator Schiro reported that last year, the Town received $9,500 from the lot, resulting in a split of $2,250 and a total amount paid to the church of $7,200. He further reported that this year, as of May, the Town had only collected $5,228 in parking meter receipts, meaning the Town would break even. Mr. Schiro advised that the Town would have lost revenue if the rent had been $5,500. He estimated that the Town would pay the church approximately $5,250 this year based upon projections. Councilmember Snyder suggested there should be a cushion for the Town. He further suggested the split be for anything over $6,000 in parking meter receipts.

Vice Mayor Kirk reminded Council that the Town was paying for the maintenance of the lot. Councilmember Littleton noted that the church owned the land. Vice Mayor Kirk reminded Council that without the parking meters, the church would make no money on the lot. Town Planner Beniamino confirmed that, under the Town Code, the church could only rent the lot through a shared parking agreement with the Town. He explained that the church could not rent the lot as a private parking lot themselves, unless they first obtained a special use permit. Councilmember Littleton expressed his opinion that the church could sell the lot. Town Planner Beniamino confirmed they could not as they must have parking for their use. He explained that they did not have to comply with today's parking standards; however, they could not sell off what spaces they had. Councilmember Snyder noted that they could pay the Town the $15,000/space fee in order to construct a building on the lot.

Councilmember Littleton asked what would be the Town's negotiating position. Mayor Davis recommended the Town let them rent their own parking spaces. Town Planner Beniamino reiterated that they could not do so. He noted that they may have extra spaces and could sell those; however, they could not sell the required spaces without going through the Town.

Mayor Davis expressed concern that the meter receipts were way down; and, the church was asking for more rent. She noted that the church may not realize this; and, suggested the lease be renewed as it existed. Councilmember Littleton volunteered to talk to Mr. Armfield to explain the Town's position. He noted that not only would he talk about the money aspect, but he would raise the staff's concerns. Chief Webber suggested that Council also factor in the Town's maintenance costs for items such as plowing, police enforcement, and street maintenance. He noted that the Town also gave the church two free spaces in the lot it was renting. Chief Webber expressed his opinion that when people rent a property, they usually did not split their profits.

Mayor Davis asked whether the Council was in agreement to let Councilmember Littleton talk with Mr. Armfield about leaving the lease terms as they currently exist or whether they were interested in asking that the Town pay a fixed amount. Councilmember Murdock suggested the Town should negotiate the rent down. Councilmember Littleton suggested the rent amount be left as is for the next couple of years. He asked whether the property was taxed. Town Planner Beniamino confirmed that churches were not taxed. Councilmember Murdock expressed concerned that if the terms were left as is, the Town could lose money. Councilmember Shea recommended the Council ask the church to consider a flat rate. Councilmember Littleton recommended that if the Council pursued a flat rate that they offer $5,500. He advised that he would recommend seeking the current terms; and, noted that if the Town did not receive $5,000 in parking meter revenue, it would not have to pay the split. Councilmember Patterson noted that given this year's numbers, the church would receive $4,900 in rent plus $125 for the meter split. She further noted that the church was only receiving $5,000 this year. Councilmember Snyder noted that the Town would only make $50, while spending $1,000 on maintenance.

Vice Mayor Kirk recommended that Councilmember Littleton talk over the issues with the church. Councilmember Littleton advised Council that he would try to obtain the same terms. He asked how many years the Council would like the lease to cover. Town Administrator Schiro noted that the church has proposed a three year lease. He further noted that the current lease was a five year one. Mr. Schiro recommended the Council try for a three year lease.

Councilmember Shea asked the Mayor to get a sense of each member of Council's feelings. She suggested they were not in agreement. Councilmember Plescow expressed her opinion that the Council should pursue a flat rental fee; and, suggested it be at a reduced rate. She noted that the Town was taking a hit on this item. Councilmember Littleton asked how much the rental fee should be. Councilmember Plescow proposed it be $4,900. Councilmember Shea noted that in all of the figures, the Town's maintenance costs were not covered. She suggested the Town could not lose money on the contract. Vice Mayor Kirk noted that it has been losing money for a while. Councilmember Snyder noted that the Town could not afford to replace the meters when they go bad. Councilmember Murdock noted that everyone was tightening their belts, including the Town. She suggested the Council open the door for discussion; and, that it not settle on anything. Vice Mayor Kirk agreed. Councilmember Murdock advised that she did not want to lose money on the contract; however, she did not know what the figure should be. Councilmember Shea noted that the Town knew how much it received in meter revenue, excluding expenses. She further noted that the Town knew the parking lot was operating at a deficit. Councilmember Patterson noted that there were only five days left in the fiscal year; and, the Town basically only had the revenue from the month of June to add.

Chief Webber noted that if the public parking were eliminated, the church could only use the lot for church parking. Town Planner Beniamino reiterated that a municipal parking lot was the only allowed use in the C-2 District, which made the Town sponsorship the only allowed use of the parking lot. He explained that without the Town, they could not lease the spaces.

Councilmember Murdock asked where the Council stood with regard to numbers. Councilmember Littleton reminded Council that under the current lease, the Town paid the church $4,900 in rent and one-half of the parking meter revenue over $5,000. He estimated they would receive $5,200 this year, with the Town receiving $100. Councilmember Murdock noted that the Town lost $1,000, while the church gained $5,000. Mayor Davis noted that another option would be that the church receives half of the parking meter receipts period. Councilmember Shea advised that she was fine with either half of the receipts or a flat rate. Vice Mayor Kirk and Councilmember Snyder agreed. Councilmember Patterson noted that she was happy with the option of half of the receipts. Councilmember Murdock agreed. Councilmember Littleton asked what the number would be if the option selected were a flat fee. Councilmember Snyder recommended it be $2,500 if a flat figure were desired. He noted the cost to the Town to replace the meters.

Town Administrator Schiro recommended the Council develop a back-up plan in the event the church declined to accept the Town's offer. He asked whether the Council was willing to walk away from the parking spaces. Councilmember Patterson noted that the Town would have an additional twenty cars parked on the street. Councilmember Littleton expressed his opinion that the offer needed to be fair. Vice Mayor Kirk proposed a flat fee of $4,000 or one-half of the parking meter proceeds. Councilmember Murdock asked whether the Town would lose money under that option. Councilmember Snyder confirmed it would come close to breaking even. Councilmember Murdock suggested the need to explain the situation to the church. Councilmember Littleton confirmed he would do so. Mayor Davis asked that he remind them about the maintenance costs. Councilmember Littleton advised that he would note that it was good that when it snowed, the parking lot was already cleared for the church's use. He reminded Council that the church's congregation has gotten smaller; and, they have less revenue, while experiencing the same expenses. Mayor Davis noted that the Town was in the same situation. She reminded Council that they were not trying to hurt the church, but rather must protect the public. Councilmember Shea suggested that Councilmember Littleton take the Council's comments to the church and work with them. Councilmember Littleton advised Council that he would send them an e-mail outlining his discussions with Mr. Armfield. Mayor Davis asked whether the Council wanted to discuss the lease during the July 6th work session. Councilmember Littleton noted that he would not be at that meeting; however, he would send the information to the Council and Town Administrator. He reiterated that he would explain the revenues and expenses to Mr. Armfield; and, ask what they think was fair.

<u>Council Discussion</u> – Follow-up on Community Workshops

Town Planner Beniamino asked that Council set a time to meet with the Planning Commission; and, advised that he would like to know how the Council would like to proceed. He reminded Council that the Planning Commission was the genesis for the workshops; and, advised that the HDRC has said they would be willing to do whatever the Council told them. Mr. Beniamino further reminded Council that during their last meeting, they asked the Planning Commission and HDRC to tell them what they thought; and, suggested that they needed input from the Council before they could develop something. He suggested that the question was whether the Council wanted to meet with the Planning Commission and HDRC or have the Commission meet with the HDRC to formulate a recommendation and then present their findings to the Council. Councilmember Snyder advised Council that he preferred the latter approach. Councilmember Shea advised that she preferred the former. Councilmember Snyder expressed his opinion that to have all three bodies in the same meeting would be inefficient. Councilmember Littleton expressed his opinion that the Planning Commission and HDRC needed to talk amongst themselves. Councilmember Shea expressed her opinion that they had done so. Town Planner Beniamino advised Council that they did talk at the beginning of the process; however, they have not talked as one group since that time. He noted that some of the members attended some of the

workshops. Mr. Beniamino recommended the two boards meet to develop a recommendation, with two representatives from each then coming to Council. Mr. Beniamino suggested it would be easier for the Council to interact with four people rather than both full boards. Mayor Davis, Councilmember Snyder and Councilmember Littleton agreed with this suggestion. Councilmember Murdock suggested an informal round table discussion with as many members as possible. Councilmember Littleton recommended that any member of Council who wished to participate could attend the joint meeting with the Planning Commission and HDRC. Councilmember Murdock noted that she learned more by listening to the Planning Commission and HRDC; and, suggested the need for more talk than presentation. Councilmember Shea asked whether Councilmember Murdock would be comfortable with a joint meeting of the Commission and HDRC that was open to the public. Town Planner Beniamino reminded Council that there would be minutes and an audio recording of the joint meeting. Councilmember Murdock expressed a desire for a work session type setting. Town Planner Beniamino expressed his opinion that when too many people attended a work session, there were a lot of people with a lot of different ideas. He asked whether the Council wanted to set the direction or whether they wanted the two boards to make a recommendation. Councilmember Patterson suggested that one option would be to have the two bodies meet for a brain storming session, but that they not make a recommendation. She agreed there were a lot of ideas floating around; and, suggested it may be better to get the two boards together to talk them out and develop a list of ideas that the Council could then review and determine which should be explored. Councilmember Murdock agreed with this option. Councilmember Snyder advised Council that he has had discussions with some Ridgeview residents who were confused. He expressed his opinion that there was no support in the Ridgeview area for a historic district overlay; and, advised that all were saying the Town should make zoning changes to prevent large houses. He reiterated that the residents do not want a historic overlay. Vice Mayor Kirk expressed her opinion that Councilmember Patterson's idea was good; and, noted that it would not require the two boards to go down the road too far. Town Planner Beniamino noted that he was okay with this suggestion; however, he asked what the next step would be. Vice Mayor Kirk noted that the representatives of the two boards would come back to the Council to report their findings. Mayor Davis asked that when the Planning Commission and HDRC met that they evaluate what was said during the workshops. She noted that she kept reading in the minutes that attendees were asking what the Town was doing; and, advised that she got the impression that they believed the Town should do nothing. Ms. Davis reminded Council that the point of holding the workshops was to find out what the residents wanted the Town to do; however, she noted that only six people who were not members of a Town committee attended. Town Planner Beniamino advised Council that there were approximately fifteen attendees. Councilmember Murdock advised Council that she analyzed the data; and, advised that there were not fifteen residents present. Mayor Davis advised that the point was that the workshops were held to see if the residents wanted the Town to do something or not. Town Planner Beniamino expressed his opinion that the workshops were a good exercise to get residents involved; and, noted that they did result in some support that the Town has not had in the past. Mayor Davis confirmed the Planning Commission and HDRC should meet to discuss what they thought people were saying; and, then have two representatives come before the Council. She suggested that once the two boards have met, the Council could then set a date to meet with the representatives. Ms. Davis further suggested that they not set the date until the two boards have finished their work. Councilmember Murdock noted that there was no rush to hold the meetings. She further noted that she did want to keep the item moving; however, it did not need to be done immediately. Town Planner Beniamino advised Council that he would notify them of the date for the brain storming session.

Discussion

Mayor Davis reported that she and Councilmember Plescow participated in the recent Habitat for Humanity Project. She noted that she was inside hanging doors, while Councilmember Plescow worked outside in the mud and rain installing siding. Ms. Davis expressed her opinion that the day was fun; and, noted that the Habitat representatives appreciated the assistance. She expressed her opinion that it was good to have the different towns working together. Ms. Davis noted that Supervisor Scott York was present; and, installed headers and footers for the kitchen cabinets.

Mayor Davis announced that there would be a Night of Bingo on June 29th at the Community Center, with the proceeds to benefit Kathy Humphrey Collette.

Town Administrator Schiro reported that he was working with VDOT on the Marshall Street Water Line Replacement Project; and, advised that the infrastructure was complete. He noted that the contractor was having difficulty disconnecting the old line. Mr. Schiro reminded Council that the Transportation Enhancement Grant included a paving component; and, explained that he was talking to VDOT about delaying the water line paving, particularly on Madison Street, and instead allowing this to be done using the grant money. He noted that he has also talked to VDOT about replacing the curb on Marshall Street, between the intersection and the Safeway property. Mr. Schiro reiterated that there was paving money included in the water line contract; and, advised that if VDOT agreed to his proposal, this would give the Town some flexibility in that it could either save the money or could use it to do a milling and overlay of Marshall Street between North Madison and Pendleton Street if the Council desired. He expressed his opinion that VDOT was very generous on the limits of paving they imposed; and, explained that they have required much less paving than was estimated in the project's bid documents. Mr. Schiro reiterated that this would allow the Town to have a good bit of paving money if the Council was interested in paving Marshall Street. He reiterated that the new water line was in place; therefore, there was no need to cut the pavement. Mr. Schiro reiterated that the street would get new curb. Councilmember Littleton recommended that the Town wait a year or so to see if the water line cuts settle; and, that the Town then pave the street. Town Administrator Schiro advised Council that the Town could not require the contractor to wait that long to make the patches. Councilmember Snyder asked whether the Town lost anything by waiting. Town Administrator Schiro confirmed it did not; and, reiterated that it would save money. Councilmember Shea asked whether it would take away from the street paving if the contractor made the patches. Town Administrator Schiro confirmed it would not. Councilmember Snyder asked how the work to disconnect the old line went last night. Town Administrator Schiro advised that it could not be done. He explained that the line coming off Washington Street consisted of three different, odd sized pipes; and, noted that there was a seven-inch pipe that appeared to be one-inch thick. Mr. Schiro advised that even though the contractor was ready to make the cut, he did not have the proper sized cap; therefore, he simply refilled the hole. He reported that it would be July 6 before the contractor was ready to try again. Mr. Schiro advised that the work would be performed late since the water needed to be turned off to disconnect the line.

Vice Mayor Kirk noted that she received reports that the contractor would take an hour in the morning and an hour in the afternoon to open and close the water line hole. She suggested this was a waste of time; and, asked whether they could have used steel plates to cover the holes. Town Administrator Schiro explained that VDOT would not allow the use of steel plates.

Councilmember Patterson reported that the four vendors from the farmers' market appreciated the Town's support. She noted that after this coming weekend, the market would be Town sponsored.

Councilmember Snyder proposed an update to the meeting calendars that were distributed monthly; and, presented a sample. He noted that the numbers for the day of the week were larger; and, the Town Council meeting dates were highlighted. Mr. Snyder asked whether the Council was interested in making this change; and, advised that if they were, he would send the Town Clerk his electronic template. Council agreed they would like to use the updated template.

There being no further business, the Council moved to adjourn the meeting at 7:20 p.m.

APPROVED:

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Betsy A. Davis, MAYOR

ATTEST:

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Rhonda S. North, MMC, Town Clerk