



Office of the Town Manager
Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2 Vice Mayor
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	May 13, 2025
Agenda Title:	Request to Waive Fees for Parklets in 2024
Requested Action:	Provide Direction
Department / Agency Lead:	Frank Cassidy, Town Manager
Staff Lead:	Frank Cassidy, Town Manager

EXECUTIVE SUMMARY

2024 was the last year of our parklet program that was implemented as a response to the pandemic. It was authorized under the RolloutWarrenton! Program. This program has ended.

2024 was the last year parklet were allowed and required a permit process with required fees. The fees were based on square footage of the requested space. For Denim and Pearls, this included the area along First St. During the period of the parklets, First St was still asphalt and closed with temporary blocks (planters). First St. was permanently closed by Council Resolution in 2021. First St was designated to be turned into a public "courtyard" space intended to provide a gateway to Main St.

In early 2024, we proceeded with plans to seal the basement at 21 Main St. This was identified as a required project prior to the Town's Purchase. To seal our basement, we required access to First St. if we had enough funds, we would include improvements to First St as previously approved by Council to turn this into a public courtyard space. In fact, our basement required less work than originally budgeted for, so we used the funds to improve First St.

During our work, we were approached by Denim and Pearls as they needed to seal their basement as well. In short, given the Town already started construction and the contractor was onsite, we allowed Denim and Pearls to "piggyback" with our project. This saved them money and provided them other improvements that included connecting their stormwater to the Towns to prevent drainage onto the surface of First St., the discovery of a coal/ice shoot that required additional sealing, the removal of a telephone pole that interfered with tables in the area, and ADA access improvements. By providing Denim and Pearls with the opportunity to repair their structure while the Town already had the street opened with construction saved them \$30,000.00 to \$40,000.00 but added three weeks to our project timeline. Additionally, Denim and Pearls was afforded the opportunity to set their "parklets" back up after construction and they remained until November, then they were able to keep their tables set up continuously since the end of construction, under the guise of our "Sidewalk Café" Ordinance at no charge.

All this time, there was no charge for the parklets. The outstanding bill for the parklets is only for the months of April through June, the months prior to construction. Additionally, over the last several years, we have been working with Denim and Pearls to manage their dumpster. The dumpster was placed through a verbal agreement and is on Town Property. This dumpster never obtained a permit, is in violation of Town Code, violation of the historical preservation guidelines, and sanitary standards for dumpsters. We

discussed having Denim and Pearls pay for the required slab; however, the discussion moved towards the opportunity of the Town to provide a designated area for Main St businesses to store their trash cans and/or place a dumpster. Therefore, the Town installed the pad and is working to install the required screening. To this date, there has been no cost to Denim and Pearls. We will be discussing fees for the use of space as we move through this year.

BACKGROUND

The outstanding fees represent only those months the parklets were set up and being used prior to construction, and there are no charges for post construction set up and use or the sidewalk café set up.

The other businesses that participated in the parklet program in 2024 have been paid in full.

Waiving fees is contrary to our objective of developing a consistent, and predictable, government.

STAFF RECOMMENDATION

Do not waive the fees as requested.

Service Level/Collaborative Impact

N/A

Policy Direction/Warrenton Plan 2040

Historic Resources Goal:

HR-1: Conserve, reuse, and promote historic resources to enhance the Town's sense of place and grow the economy.

Economic and Fiscal Resilience Goals:

E-1: Grow a strong, diversified, and resilient economy that support residents and businesses alike.

Land Use and Character Districts:

L-2: Old Town Character District: The Old Town Character District will include a mix of infill and new mixed-use development that is designed to maintain, preserve, reuse, and renovate Old Town's historic character.

Fiscal Impact

N/A

Legal Impact

N/A

ATTACHMENTS

1. Copy of request letter from Denim and Pearls
2. Related emails