



PLANNING COMMISSION REGULAR MEETING

Tuesday, January 21, 2025 at 7:00 PM

AGENDA

CALL TO ORDER AND ESTABLISHMENT OF A QUORUM.

Election of Officers

1. The Planning Commission will elect the Chair, Vice Chair, and Secretary to serve for the 2025 calendar year.

ADOPTION OF MINUTES.

2. Draft November 19, 2024 Planning Commission Regular Meeting Minutes

New Business

3. Planning Commission Bylaws Update
4. The Planning Commission will review the proposed 2025 meeting schedule and annual goals.
5. Draft 2024 Planning Commission Annual Report for review.

COMMENTS FROM THE COMMISSION.

COMMENTS FROM THE STAFF.

ADJOURN.



PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, November 19, 2024, at 7:00 PM

MINUTES

**A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS
HELD ON NOVEMBER 19, 2024, at 7:00 PM**

Regular Meeting

PRESENT

Mr. Ryan Stewart, Chair; Mr. Terry Lasher, Vice Chair; Ms. Darine Barbour, Secretary; Mr. James Lawrence; Mr. Steve Ainsworth; Ms. Denise Harris, Planning Manager

ABSENT

N/A

The minutes laid out will be a brief recap of the agenda items. Please see recorded video for more in-depth information.

CALL TO ORDER AND ESTABLISHMENT OF A QUORUM.

The Chair opened the meeting at 7:00 PM and declared a quorum present.

ADOPTION OF MINUTES.

1. October 15, 2024, Draft Planning Commission Regular Meeting Minutes

Commissioner Lawrence moved to approve the minutes. Commissioner Ainsworth seconded the motion.

Motion passed 5-0 to approve the minutes.

WORKSESSION ITEMS.

1. Planning Commission Bylaws Update Discussion

Chair Stewart opened the discussion regarding the Bylaw updates with Vice Chair Lasher and Commissioner Ainsworth email suggestions.

Commissioner Ainsworth stated the need to be in compliance with State Code, adding a clause regarding subjectivity, and clarifying how written comments are handled as part of the public hearing legal record.

Vice Chair Lasher suggested a Purpose Statement be added to help explain the responsibilities of the Planning Commission; brought up the subject of Roberts Rules with small board guidance as long as applicable; adding information regarding Code of Ethics; and beginning regular meetings with Pledge of Allegiance.

Commissioner Lawrence spoke to the process of providing staff with direction to review a redline update.

Commissioner Lawrence raised the idea of adding a clause regarding to not seek or provide employment with an applicant for a set period of time and suggested a year.

Secretary Barbour brought up conflicts of interest and ethical behaviors.

Ms. Harris spoke to the documents adopted by Town Council that govern all appointed boards and commissions.

Seeing there was general agreement on the direction of the updates, Chair Stewart asked for a motion. Commissioner Lawrence made a motion to consider the Bylaw updates at the next Planning Commission meeting, seconded by Vice Chair Lasher. The Planning Commission voted 5-0 to provide this direction to staff to create a redline draft.

COMMENTS FROM THE COMMISSION.

Secretary Barbour spoke about a number of community fundraisers and events.

Vice Chair Lasher expressed to the group safe travels and happy holidays.

Commissioner Lawrence seconded Vice Chair Lasher's wishes to all for happy holidays.

Chair Stewart also wished the group well and thanked Town staff for their work.

COMMENTS FROM THE STAFF.

Ms. Harris reviewed the status of a number of development projects in the Town. She asked the Planning Commission to look for confirmation on the December 17th public workshop on the Zoning Ordinance meeting. The Planning Commission was reminded that their January meeting is an Organizational Meeting where they will vote in the officers for the year. Previously the Planning Commission voted to cancel all remaining meetings for 2024.

ADJOURN.

Commissioner Lawrence moved to adjourn the meeting, Vice Chair Lasher seconded the motion. With no further business, the Chair Stewart adjourned at 7:32 PM.

I hereby certify that this is a true and exact record of actions taken by the Planning Commission of the Town of Warrenton on November 19, 2024.

Darine Barbour, Secretary
Planning Commission

DRAFT

TOWN OF WARRENTON, VIRGINIA

PLANNING COMMISSION

BY-LAWS

PREAMBLE- These By-laws set forth the rules for the transactions of business by the Planning Commission of the Town of Warrenton which operates under the authority of the laws of Virginia and the ordinances of the Town of Warrenton.

ARTICLE 1 – OBJECTIVES

- 1-1 Per §15.2-2210 of the Code of Virginia, every locality shall by resolution or ordinance create a local planning commission in order to promote the orderly development of the locality and its environs. In accomplishing the objectives of § [15.2-2200](#) the local planning commissions shall serve primarily in an advisory capacity to the governing bodies.
- 1-2 The Planning Commission, as established by the Town Council, has adopted the subsequent Articles in order to facilitate its powers and duties under Title 15.2, Chapter 22, 2, Code of Virginia.
- 1-3 The official title of this Commission shall be the Town of Warrenton Planning Commission.

ARTICLE 2 – MEMBERS

- 2-1 The Warrenton Planning Commission shall consist of not less than five nor more than fifteen members, appointed by the Town Council all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. Advisory non-voting members shall include one member of Town Council.
- 2-2 The members shall be appointed for terms of four years. Any vacancy in membership shall be filled by appointment by the Town Council and will fulfill the unexpired term of the member being replaced. Any member missing three consecutive meetings or four meetings within a twelve month period may be removed from office by the Town Council and may be replaced after proper advertising. Members may be removed for malfeasance in office.
- 2-3 The Planning Commission shall inform the Town Council when a member's term is expiring to allow time for the Town Council to advertise a new Planning Commission term

appointment. Seated Planning Commission members may choose to reapply for a new term but reappointment is not assumed without Town Council action.

- 2-4 The Commission members are strongly encouraged to attend training sessions sponsored by the State of Virginia or other planning agencies, in order to more effectively carry out their responsibilities to meet the objectives of the Planning Commission.

ARTICLE 3 – OFFICERS

- 3-1 The Commission shall appoint a Secretary who need not be a member of the Commission.
- 3-2 Nomination of officers shall be made from the floor of the regular meeting held at the first meeting of the calendar year.
 - 3-2-1 Each candidate for office shall be nominated by and seconded by one member of the Commission.
 - 3-3-2 A candidate for an office of the Commission receiving a majority vote of the members shall be declared elected and shall take office immediately upon the conclusion of the regular meeting and serve for one year or until his successor shall take office.

ARTICLE 4 – DUTIES OF OFFICERS

- 4-1 The Chairman shall:
 - 4-1-1 Preside at all meetings and call the meetings to order at the appointed time;
 - 4-1-2 Announce the business in its proper order;
 - 4-1-3 Preserve order and decorum;
 - 4-1-4 State and put all questions properly brought before the Commission;
 - 4-1-5 Rule on all procedural questions. Such rulings may be reversed by a majority vote of the members present.
 - 4-1-6 Be informed immediately of any official communication and report the same at the next regular meeting;
 - 4-1-7 Affix his/her signature to all correspondence issued by the commission and all official minutes; and
 - 4-1-8 Appoint committees as necessary.

- 4-2 The Vice Chairman shall assume the duty of the Chairman in the Chairman's absence or in the Chairman's inability to act.
- 4-3 The Secretary or the Secretary's appointee shall:
 - 4-3-1 Keep a written record of all business transacted by the Commission;
 - 4-3-2 Notify all members of all meetings;
 - 4-3-3 Keep a file of all official records and reports of the Commission;
 - 4-3-4 Certify all records and reports of the Commission;
 - 4-3-5 Attend to correspondence of the Commission;
 - 4-3-6 Serve notice of all hearings and public hearings;
 - 4-3-7 Keep a set of minutes of all meetings which shall become a public record; and
 - 4-3-8 Prepare and be responsible for publishing of advertisements relating to public hearings.
 - 4-3-9 Ensure all meeting packet materials are submitted to Planning Commission members one week prior to a meeting.
 - 4-3-10 Submit minutes of Planning Commission meetings to the Town Council.

ARTICLE 5 – DUTIES OF THE PLANNING COMMISSION

To effectuate this chapter, the local planning commission shall:

- 5-1. Exercise general supervision of, and make regulations for, the administration of its affairs;
- 5-2. Prescribe rules pertaining to its investigations and hearings;
- 5-3. Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the governing body;
- 5-4. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;

- 5-5. Make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction;
- 5-6. Prepare, publish and distribute reports, ordinances and other material relating to its activities;
- 5-7. Prepare and submit an annual budget in the manner prescribed by the governing body of the county or municipality; and
- 5-8. If deemed advisable, establish an advisory committee or committees.

ARTICLE 6 – MEETINGS

- 6-1 When applications or other Commission business are pending, regular meetings of the Commission shall be held the third Tuesday of each month. Work sessions will be held the fourth Tuesday of each month. As a general practice, regular meetings and work sessions shall not be held on the same night unless approved by the Chair of the Planning Commission prior to public notice requirements.
- 6-2 When a meeting falls on a legal holiday, the meeting shall be held on the following Tuesday unless otherwise designated by the Chairman or by a vote of the Commission.
- 6-3 When no application or other business is pending, no meeting will be held. The Commission shall meet at least once a year.
- 6-4 The meetings shall begin at 7:00 p.m.
- 6-5 A regular meeting may be adjourned if all business cannot be addressed on the meeting date set. The meeting may be reconvened at a later date, as set at the meeting, or properly advertised.
- 6-6 Special meetings of the commission may be called by the Chairman or by two members upon written request to the Secretary. The Secretary shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice.
- 6-7 A member, other than the Chairman, may introduce a motion. Any member of the Commission may second a motion. Motions shall be restated by the Chairman before a vote is taken. The names of persons making and seconding motions shall be recorded.

- 6-8 Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order, revised.
- 6-9 A quorum of the Commission shall consist of majority of the members, and no action of the Commission is valid unless authorized by a majority vote of those present and voting.

ARTICLE 7 – ORDER OF BUSINESS REGULAR MEETING

- 7-1 The order of business for a regular meeting shall be:
- A. Call to order by the Chairman and determination of a quorum;
 - B. Adoption of minutes;
 - C. Hearing of public hearing items;
 - D. New Business;
 - E. Worksession items (if approved by the Chair of the Planning Commission);
 - F. Comments from the Commission;
 - G. Comments from the Staff;
 - H. Adjournment.

ARTICLE 8 – PROCEDURES FOR HEARING ITEMS

- 8-1 The order for the public hearing shall be:
- 8-2 A staff presentation on each item prior to the applicant's comments.
- 8-3 The applicant or his representative should appear at the public hearing and shall be afforded the privilege of making a statement.
- 8-4 All interested parties desiring to be heard shall have an opportunity to speak at the public hearing.
- 8-5 The applicant or his representative may have the opportunity for rebuttal and answer further questions by the Planning Commission.
- 8-6 The Chairman shall then close the public hearing and the Planning Commission shall deliberate on the application and make its recommendation to the Town Council. Only input from the staff shall be permitted at this time, however, the Commission may ask specific questions of the applicant or his representative.
- 8-7 The Chairman may impose time limits for presentations by the applicant and other persons wishing to speak at the public hearing. All information relating to a public hearing must be submitted to staff at least eighteen calendar days prior to the public hearing. Any new information submitted after that time will not be considered by the Planning Commission until the next scheduled Regular Public Hearing Meeting, unless waived by the Planning

Commission Chair.

ARTICLE 9 – ORDER OF BUSINESS FOR WORK SESSIONS

9-1 The order of business for work sessions shall be:

- A. Call to order by the Chairman
- B. Work Session Items
- C. Administrative Items
- D. Comments from Commission
- E. Comments from Staff
- F. Adjournment

ARTICLE 10 – AMENDMENTS

These by-laws may be amended by a majority vote of the entire membership of the Commission at a regularly scheduled meeting, provided notice of intent to amend these by-laws has been given at a prior regularly scheduled meeting by at least two members.

ADOPTED: December 17, 1996
Revised December 16, 1997
Revised December 20, 2013
Revised September 20, 2016

2024 Planning Commission Goals

- Provide the Town Council with recommendations on land use applications, policies, and plans that will result in balanced, equitable, orderly growth.
- Ensure recommendations are well informed and legally defensible.
- Be transparent and open to the public on all matters related to land use.
- Base recommendations on the adopted policy and plans that set forth the vision for the Town.
- Develop a best practice process for the adoption of the Capital Improvement Program.
- Be engaged and informed on the Comprehensive Plan goals in reviewing current land use applications.
- Continue to examine and attend training seminars.
- Collaborate with adjacent Planning Commissions.
- Perform site visits, as appropriate, for land use applications.
- Be engaged and informed on the activities of the Town and community.
- Learn from the success stories of other jurisdictions that are applicable to Warrenton.



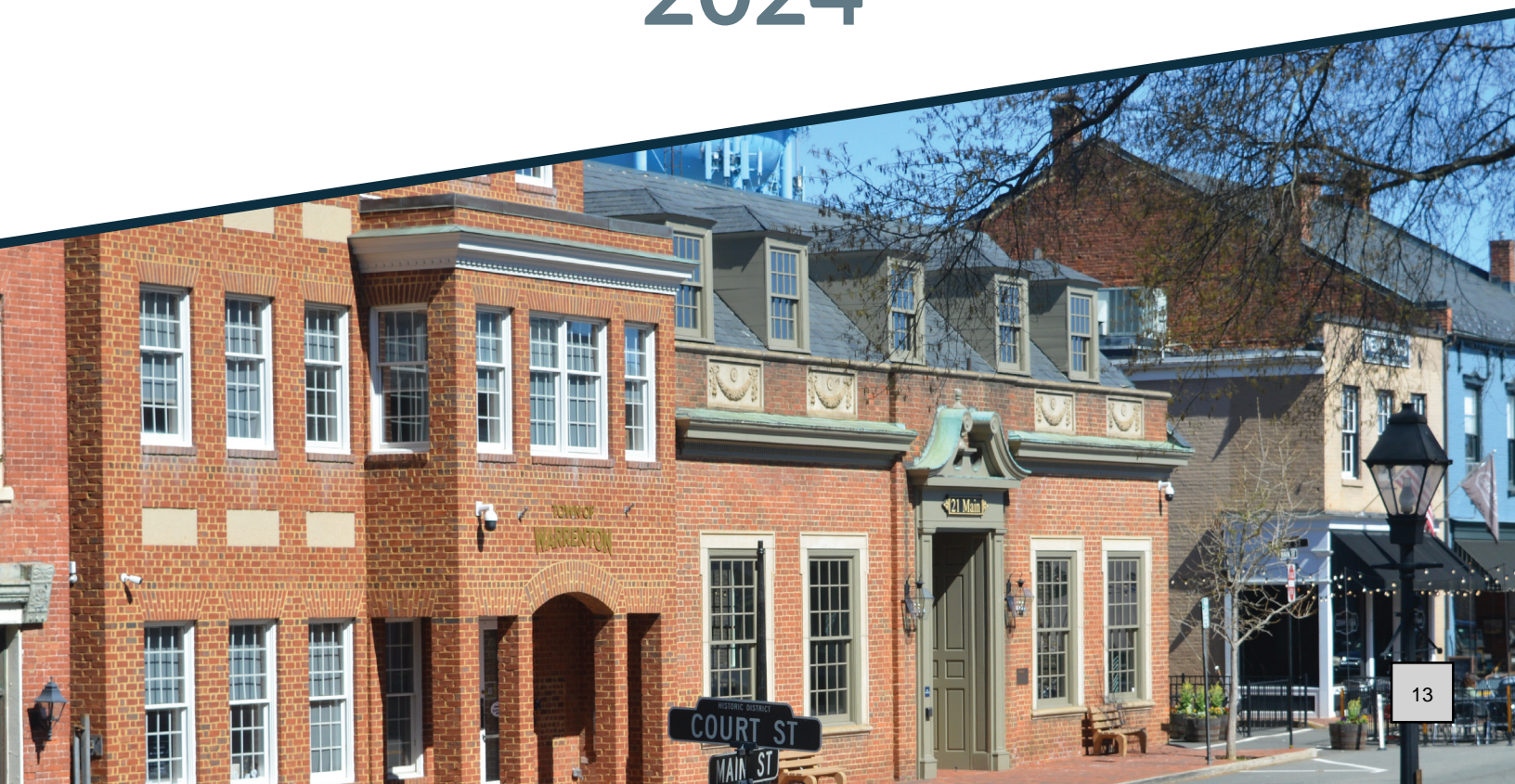
DRAFT 2025 Planning Commission Meeting Dates 21 Main Street Warrenton, Virginia		
Month	Regular Meeting 7:00 PM Regular Meeting (3rd Tuesday of the Month)	Work Session 7:00 PM (4th Tuesday of Month)
January	21 st	No Meeting - Zoning Ordinance Update Public Workshop
February	18 th	25 th
March	18 th	25 th
April	15 th	22 nd
May	20 th	27 th
June	17 th	24 th
July	15 th	22 nd
August	19 th	26 th
September	16 th	23 rd
October	21 st	28 th
November	18 th	--
December	16 th	--

NOTE: Per the By-Laws the Chair of the Planning Commission may add work session items to the Regular meeting. Meetings may also be amended, postponed, or a special meeting may be called per the notice requirements of the Code of Virginia.



PLANNING COMMISSION

Annual Report 2024



PLANNING COMMISSION MEMBERS

Item 5.



Left-to-right: Steve Ainsworth, Darine Barbour, Ryan Stewart, Terrance Lasher, & James Lawrence

Ryan Stewart, Chair

Serving Since 2017

Terrance Lasher, Vice Chair

Serving Since 2023

Darine Barbour, Secretary

Serving Since 2023

James Lawrence

Serving Since 2018

Steve Ainsworth

Serving Since 2021

9
Public Hearings

14
Work Sessions

MEETING HIGHLIGHTS

Item 5.

JANUARY

ZOTA 2023-03 FDP Zoning Ordinance Text Amendment Article 3-5.1 of the Town of Warrenton Zoning Ordinance and Floodplain Maps **PUBLIC HEARING**

Public Utilities update on water and sewer facilities **WORK SESSION**

Town Attorney Local Governments and State Code 15.2 – 3203 **WORK SESSION**

FEBRUARY

ZOTA 2023-01 A Zoning Ordinance Text Amendment to Reduce the Setback Requirement for Telecommunication Towers in the PSP (Public Semi-Public) Zoning District **PUBLIC HEARING**

SUP 2023-04 Taylor Middle School **WORK SESSION**

MARCH

SUP 2023-04 Taylor Middle School **PUBLIC HEARING**

ZOTA 2023-01 A Zoning Ordinance Text Amendment to Reduce the Setback Requirement for Telecommunication Towers **WORK SESSION**

SUP 2022-03 Warrenton Village Center **WORK SESSION**

APRIL

ZOTA 2023-01 A Zoning Ordinance Text Amendment to Reduce the Setback Requirement for Telecommunication Towers **PUBLIC HEARING**

SUP 2022-05 Warrenton Village Center **WORK SESSION** (2 Meetings)

JUNE

ZOTA 2024 - 02 - Zoning Text Amendment to Remove Articles 4 and 5 per State Code **PUBLIC HEARING**

ZOTA 2024 - 02 - Zoning Text Amendment to Remove Articles 4 and 5 per State Code **WORK SESSION**

JULY

SUP 2022-05 Warrenton Village Center **PUBLIC HEARING**

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge: A Zoning Map Amendment **WORK SESSION**

AUGUST

SUP 2024-01: 71 S. 5th Street **WORK SESSION**

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge **WORK SESSION**

SEPTEMBER

SUP 2024-01: 71 S. 5th Street **PUBLIC HEARING**

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge **PUBLIC HEARING**

By-Laws Update **WORK SESSION**

OCTOBER

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge **PUBLIC HEARING**

By-Laws Update **WORK SESSION**

NOVEMBER

By-Laws Update **WORK SESSION**

LEGEND

ZOTA | Zoning Text Amendment ZMA | Zoning Map Amendment SUP | Special Use Permit

2024 Planning Commission Goals

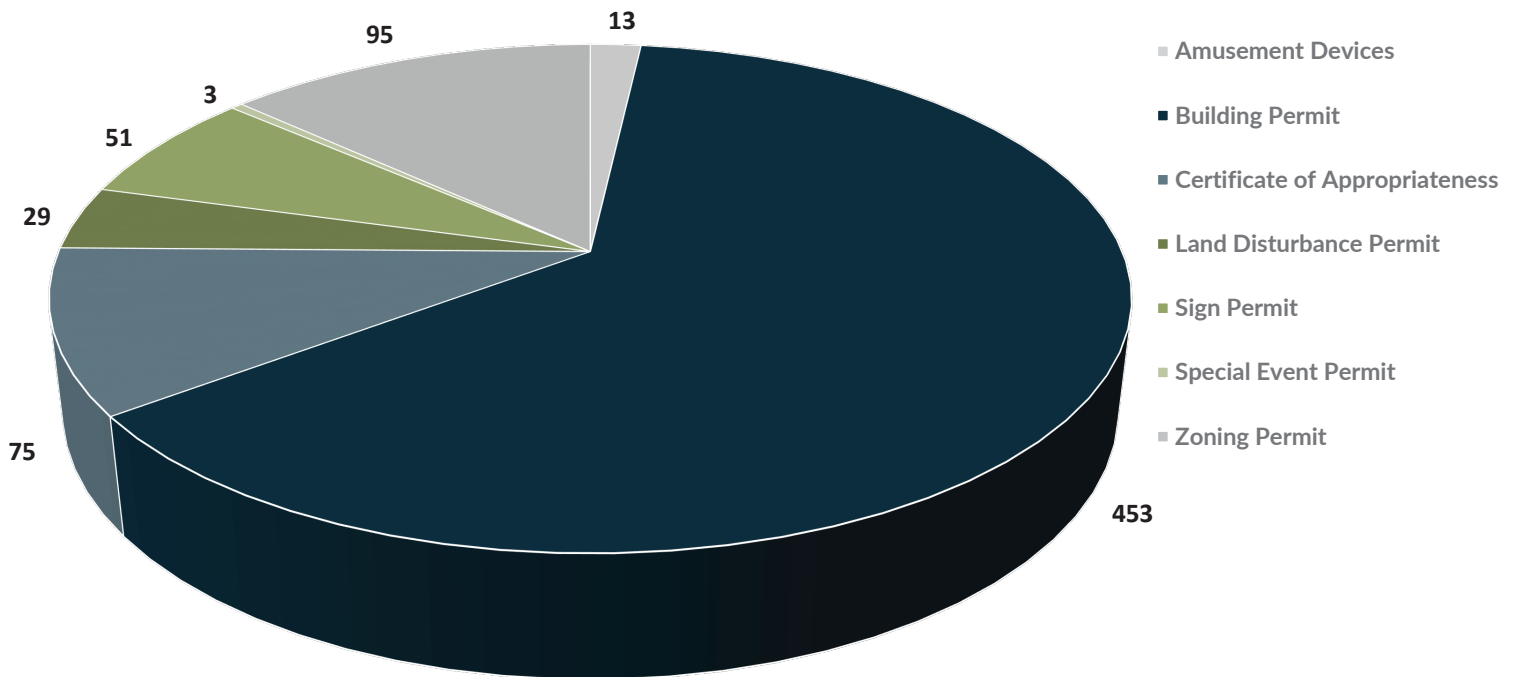
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PERMIT PROCESSING

Item 5.

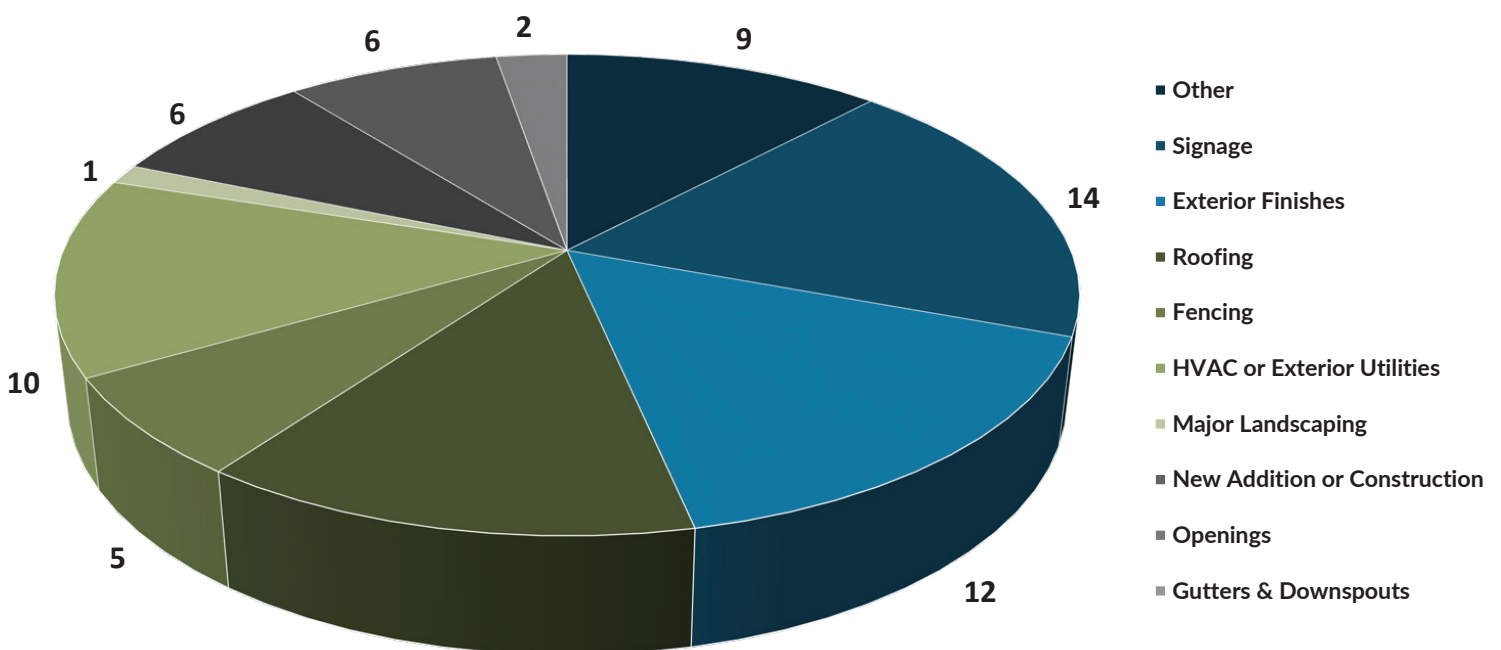
2024 Permit Applications

719 TOTAL



2024 Certificates of Appropriateness

75 TOTAL



PLANNING COMMISSION TRAINING AND OUTREACH

Item 5.

Each year, the American Planning Association's Virginia Chapter holds an annual conference for professional, citizen, and academic planners. In 2024, Vice Chair Lasher and Secretary Barbour joined staff to attend the multi-day conference hosted by the City of Williamsburg. During the conference, there were opportunities to network with Planning Commissioners from other localities, attend training sessions on key topics impacting the Town, and learn about legislative actions from the General Assembly.



Left-to-right: Vice Chair Terry Lasher, Planning Manager Denise Harris, and Secretary Darine Barbour.

STRONG TOWNS VISIT



Speaker Edward Erfurt.

In September of 2024, members of the Planning Commission participated in a key stakeholders meeting and a public workshop with a representative from Strong Towns, a national non-profit dedicated to providing resources to communities on how to be financially strong and resilient. Part of the focus of the conversations centered around the housing affordability crisis and the need for incremental change to create communities of lasting value.

STRONG TOWNS

ZONING ORDINANCE KICK-OFF

In July of 2024, members of the Planning Commission participated in the community kick-off meetings of the Zoning Ordinance update. Commissioner Darine Barbour was appointed by the Town Council to serve on the Steering Committee that will help guide the two-year project before it reaches the Planning Commission for public hearings and a recommendation to the Town Council.





Town of Warrenton

Community Development Department
21 Main Street
Warrenton, VA 20186
(540) 347-1101