



PLANNING COMMISSION REGULAR MEETING

Tuesday, January 17, 2023 at 7:00 PM

MINUTES

CALL TO ORDER AND ESTABLISHMENT OF A QUORUM.

Ms. Denise Harris, Planning Manager, calls the meeting to order at 7:00 PM. In attendance were:

Mr. James Lawrence

Mr. Ryan Stewart

Mr. Steve Ainsworth

Mr. Terry Lasher

Ms. Darine Barbour

Absent: None

NEW BUSINESS.

1. After a nomination and second, the Planning Commission shall vote in a Chair to serve until December 31, 2023.

Ms. Denise Harris opens the nominations for the Chair of the Planning Commission who will serve for one year until December 31st, 2023.

Mr. Steve Ainsworth nominates Mr. James Lawrence, Vice Chair as Chair. Seconded by Mr. Terry Lasher all were in favor no discussion.

2. After nomination and second, the Planning Commission will elect a Vice Chair to serve until December 31, 2023.

Mr. James Lawrence opens the nominations for the Vice Chair of the Planning Commission who will serve for one year until December 31, 2023.

Mr. Steve Ainsworth nominates Mr. Ryan Stewart as Vice Chair. Seconded by Chair James Lawrence all were in favor no discussion.

3. After nomination and second, the Planning Commission shall elect a Secretary to serve until December 31, 2023.

Mr. James Lawrence opens the nominations for the Secretary of the Planning Commission who will serve for one year until December 31, 2023.

Mr. Ryan Stewart Vice Chair nominates Mr. Steve Ainsworth as Secretary. Seconded by Chair James Lawrence all were in favor no discussion.

4. The Planning Commission will adopt its meeting schedule for the calendar year of 2023. In the past, the Planning Commission selected meeting for its Regular Meeting on the third Tuesday and a Work Session on the fourth Tuesday of the month at 7:00 PM in Town Council Chambers located at 21 Main Street.

Mr. James Lawrence opens the discussion on the adoption of the schedule for calendar year of 2023.

Mr. Lawrence outlines the schedule for the new Commissioners.

Mr. Lawrence states unless anyone has any reason not to adopt this recommends adopted this schedule as proposed.

Mr. Ainsworth motions to adopt the schedule as proposed. Seconded by Mr. Terry Lasher all were in favor.

Mr. Stewart states the Town Council may be modifying their meeting schedule and the Planning Commission should keep in mind if they need to modify their schedule when the Town Council modify theirs.

Mr. Lawrence states agreed.

All votes Aye, vote carries unanimously.

5. The Planning Commission adopts goals for the upcoming calendar year.

Mr. Lawrence opens discussion for the Planning Commission adoption of goals for the upcoming calendar year.

Mr. Lawrence proposes to delay adopting these goals for the upcoming calendar year for at least 30-days to solicit opinions and suggestions from the new Commissioners.

Mr. Lawrence suggests training for the entire Planning Commission.

Mr. Lawrence explains he has reached out to Michael Chandler who has trained Planning Commissioners in Virginia for decades.

Mr. Lawrence explains Michael Chandler will be able to tailor training for the Town of Warrenton, the Planning Commission duties, responsibilities, and Comprehensive Plan.

Mr. Lawrence opens the floor to discussion on this matter.

Mr. Stewart explains the only concern would be the budget for that.

Mr. Lasher stated in the goals, to continue attend training seminars.

Mr. Lasher asks if in inhouse training may not get a certification or recognition of that training. Credentialing is important in this profession.

Mr. Lawrence states good point.

Ms. Darine Barbour states outside training would give the Planning Commission the opportunity to collaborate with other jurisdictions.

Mr. Ainsworth explains individual training is worthy of consideration.

Mr. Lawrence explains a good point with Ms. Barbour's comment from an outside agency. Mr. Lasher's point for outside certification and would welcome additional training.

Mr. Lawrence directs Ms. Harris to look into having Michael Chandler provide training within the next 60 days.

Ms. Harris confirms direction.

Ms. Harris explains there is the additional opportunity to do field trips with neighboring Planning Commissions.

No more comments for the Commission.

ADOPTION OF MINUTES.

6. December 20, 2022 Regular Meeting Minutes

Mr. Ryan Stewart request's a motion to amendment to the agenda to move the adoption of minutes to our next meeting in February for the Dec 20th, 2022, minutes.

Mr. James Lawrence, Vice Chair Seconds. All were in favor no discussion.

WORKSESSION ITEMS.

7. Code of Virginia states the Planning Commission shall submit to the governing body and annual report concerning the operation of the commission and the status of planning within its jurisdiction. The Planning Commission reviewed the draft 2022 Annual Report for Planning Commission.

Mr. Ainsworth states he sees no issues with the draft.

Mr. Stewart states he has no comments and it is a good looking report.

The Planning Commission directs the Annual Report to be forwarded to the Town Council.

COMMENTS FROM THE COMMISSION.

Mr. Stewart welcomes the New Commissioners.

Ms. Barbour and Mr. Lasher express their thanks and are looking forward to contributing.

Mr. Lawrence welcomes them to the Commission.

COMMENTS FROM THE STAFF.

Ms. Harris informed the Commission of the upcoming SUP for Chick-Fil-A and another SUP on hold for Warrenton Village.

Ms. Ainsworth states asks for clarification on the 100-day Planning Commission review timeline.

Ms. Harris explains the decision deadline for the Planning commission.

Mr. Stewart states being clear on the deadline is paramount.

Mr. Lasher states I concur.

Ms. Barbour states communication is the key.

Mr. Lawrence asks has the Chick-Fil- A application started running.

Ms. Harris states the State Code one-year decision deadline for the Town begins when an application is accepted.

Mr. Lawrence this is why we need training in the area to understand the timelines.

Ms. Harris explains the Planning Commission the 100-day clock begins when an application reaches Planning Commission.

ADJOURN.

Mr. Lasher motion to adjourn. Mr. Ainsworth Seconds. With no further business this meeting was adjourned at 7.24 PM