



Office of the Town Manager

Christopher E. Martino

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Sean Polster, At Large

Renard Carlos, At Large

<b>Council Meeting Date:</b>	<b>October 11, 2022</b>
<b>Agenda Title:</b>	<b>Appointments to Planning Commission</b>
<b>Requested Action:</b>	<b>Appointment of Planning Commission Members</b>
<b>Department / Agency Lead:</b>	<b>Town Manager</b>
<b>Staff Lead:</b>	<b>Christopher E. Martino</b>

## EXECUTIVE SUMMARY

On September 26<sup>th</sup>, 2022, the Chair of the Planning Commission, Susan Rae Helander, sent a letter to the Mayor and Town Council informing them of the end of the terms for Planning Commission members Susan Rae Helander and Ali Zarabi. The letter also informed Council that Gerald Johnston would be moving out of Town this fall and would no longer be able to serve on the Planning Commission. The Town's Bylaws and State Code allow for a minimum of five members of the Planning Commission, as there are currently six members, Town Council will need to appoint two new Planning Commission members to maintain a Quorum.

## BACKGROUND

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.

The Bylaws of the Planning commission state, "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."

At the February 8<sup>th</sup>, 2022, Town Council Meeting, A committee was appointed of Councilman Hamby and Vice Mayor Hartman to review candidates and discuss the recommendation as to whether or not to appoint additional members.

## **STAFF RECOMMENDATION**

---

Identify a plan to appoint at least two Planning Commission Members for the Term of January 1st, 2023-December 31<sup>st</sup>, 2027.

### **Service Level / Policy Impact**

The Planning Commission appointments directly tie into all aspects of the Warrenton 2040 plan as they are one of the first steps to ensure its implementation across the Town of Warrenton.

### **Fiscal Impact**

None

### **Legal Impact**

State and Town Code require a minimum of 5 members for the Planning Commission.

### **Timing**

Appointments will need to be effective by January 1<sup>st</sup>, 2023.

## **ATTACHMENTS**

---

1. Letter Dated 09/26/22
- 2.
- 3.