



PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, January 16, 2024, at 7:00 PM

MINUTES

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON January 16, 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; Mr. Frank Cassidy, Town Manager; Mr. Martin Crim, Town Attorney; Mr. Rob Walton, Community Development Director; Ms. Denise Harris, Planning Manager; and Mr. Steven Friend, Assistant Director Public Works.

ABSENT

None

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

REGULAR MEETING - 7:00 PM

At 7:00 PM on Tuesday, January 16, 2024. The Planning Commission meeting was called to order by the Planning Manager and a quorum was established.

NEW BUSINESS

Ms. Denise Harris asked for a motion to nominate the Chair of the Planning Commission to serve until December 31, 2024.

Commissioner Lawrence nominated Commissioner Stewart as Chair of the Planning Commission for 2024.

Commissioner Ainsworth seconded the nomination.

Vote 4-0-1 (Stewart abstained)

Chair Stewart took over the meeting and asked for a motion to nominate the Vice Chair of the Planning Commission to serve until December 31, 2024.

Commissioner Lawrence nominated Commissioner Lasher as Vice Chair of the Planning Commission for 2024.

Commissioner Barbour seconded the motion.

Vote 4-0-1 (Lasher abstained)

Chair Stewart asked for a motion to nominate the Secretary of the Planning Commission to serve until December 31, 2024.

Commissioner Ainsworth nominated Commissioner Barbour to serve as Secretary of the Planning Commission for 2024.

Commissioner Lawrence seconded the motion.

Vote 4-0-1 (Barbour abstained)

APPROVAL OF THE MINUTES.

Commissioner Lawrence motioned to adopt the December 19, 2023, Planning Commission Minutes.

Commissioner Barbour seconded the motion.

Vote 5-0 to approve.

PUBLIC HEARINGS.

1. ZOTA 2023-03 FDP - Zoning Ordinance Text Amendment Article 3-5.1 of the Town of Warrenton Zoning Ordinance and Floodplain Maps to reflect the Federal Emergency Management Agency's model ordinance and map changes. A Letter of Final Determination was issued to the Town of Warrenton on October 25, 2023, from FEMA which provides notification that the floodplain changes will take effect on April 25, 2024. Adoption of the changes allows the Town to maintain eligibility in the National Flood Insurance Program.

Mr. Rob Walton gave an overview of the application.

Chair Stewart opened the Public Hearing at 7:10 PM.

No one from the public spoke to the application.

Chair Stewart closed the Public Hearing at 7:10 PM.

Commissioner Lawrence moved to recommend approval of ZOTA 2023-03 to Town Council; the motion was seconded by Commissioner Ainsworth.

Ayes: Mr. Ryan Stewart, Chair; Mr. Terry Lasher, Vice Chair; Ms. Darine Barbour, Secretary; Mr. James Lawrence; Mr. Steve Ainsworth

Nays: N/A

Abstention: N/A

Absent: N/A

The motion passed.

WORKSESSION ITEMS.

1.

Public Utilities will present to the Planning Commission an update on water and sewer facilities.

Town Manager Frank Cassidy and Assistant Director of Public Utilities Steven Friend gave a presentation on the public facilities infrastructure.

Commissioner Lawrence inquired about capacity vs aging infrastructure.

Mr. Cassidy explained the operational permit, the reserve requirements, modernizing of infrastructure, and the need for planning to be able to serve all Town parcels.

Chair Stewart inquired about what the capacity estimates take into account.

Mr. Cassidy explained Plan Warrenton 2040 lays out a vision with capacity accounting for existing and anticipated needs using reasonable assumptions.

Commissioner Lasher asked how utilities are funded.

Mr. Cassidy explained the Enterprise Fund and there is a user system that requires user rates to cover maintenance of the systems. All rates and maintenance needs go through the annual Town Council budgeting and Capital Improvement Program approval process.

Commissioner Ainsworth asked if the plan covers life cycle costs.

Mr. Cassidy stated the Facilities Maintenance Department is new and will be incorporating this moving forward.

Chair Stewart asked about how infrastructure is designated between maintenance and new.

Mr. Cassidy and Mr. Friend explained how the Capital Improvement Plan incorporates projects.

Commissioner Ainsworth asked if projects will take into account a new DEQ permit at 3.0 mgd.

Mr. Cassidy explained capacity is not the main driver and there is limited space for expansion on the existing Town property.

Mr. Friend explained that while infrastructure is being replaced for maintenance, the goal is to do it once since it will take six years to complete.

Commissioner Lawrence asked if this means fix the infrastructure while allowing for potential future growth.

Mr. Cassidy indicated yes.

Vice Chair Lasher asked if the infrastructure would be capped at 3 mgd regardless.

Mr. Cassidy stated yes, if DEQ approves a permit. He went on to encourage tours of the facilities for anyone who is interested.

Commissioner Lawrence asked if the water utility infrastructure is alright.

Mr. Cassidy stated it is in better shape than the sewer infrastructure; however the Town is dealing with the clear well, dam inspections, water main breaks, and I&I needs.

Vice Chair Lasher asked if the state monitors the dam.

Mr. Cassidy said yes and indicated that projects being in the Capital Improvement Plan enables the Town to pursue grants as well.

2. The Planning Commission will receive an overview from the Town Attorney regarding the Virginia Commission on Local Governments and State Code 15.2 - 3203.

Town Attorney Martin Crim gave a briefing on how boundary line adjustments and annexations are addressed in the Virginia State Code. Mr. Crim pointed out the distinction between counties, cities, and towns. He walked through the concepts of Voluntary Settlement Agreements and Citizen Initiated Annexation applications. Mr. Crim explained the process of a three-judge panel entering an order with requirements. Counties and Towns are defendants in Citizen Initiated Annexations where ultimately the court makes a decision based on items like land use, utilities, cost sharing, length of agreements, and zoning.

Chair Stewart asked if proffers between a County and an applicant are revisited.

Mr. Crim indicated the court is limited in rewriting proffers. All parties would have to agree.

Commissioner Lawrence asked about the public process.

Mr. Crim stated the Commission on Local Government holds public hearings and anyone with standing could intervene in the courts.

Commissioner Lawrence asked if there is a role for the Planning Commission in a Citizen Initiated Annexation.

Mr. Crim indicated there is no formal role.

Commissioner Lawrence inquired about the role of the Planning Commission in boundary line adjustments.

Mr. Crim indicated the role for the Planning Commission occurs after the land is brought under its jurisdiction by amending the comprehensive plan and Future Land Use map.

Commissioner Lawrence explained the reason for this work session is to clear up any confusion surrounding the Planning Commissions role in a Citizen Initiated Annexation application like the Arrington property located in the county.

Chair Stewart asked about the resolutions passed by the County and the Town regarding Arrington.

Mr. Crim indicated the property owner requested the resolutions before moving forward with the Commission on Local Government. However, there is an opportunity in the future if the Town decides to reject it.

Chair Stewart reiterated that there is no role for the Planning Commission.

Mr. Crim stated this was correct.

COMMENTS FROM THE COMMISSION.

The Planning Commission reviewed its 2024 meeting schedule.

Commissioner Lawrence moved to adopt the meeting dates and cancel the January work session.

Vice Chair Lasher seconded the motion.

The motion passed unanimously.

The Planning Commission reviewed its draft goals for 2024 and determined they would like more time for edits.

Chair Stewart disclosed he and Commissioner Lawrence met with the applicant for Warrenton Village SUP.

COMMENTS FROM THE STAFF.

Staff reviewed the work surrounding the Historic District survey, the upcoming National Register public meeting, and the goal to align the existing local and national districts.

Staff provided an update on the procurement process for the Zoning Ordinance update.

Staff reviewed the current land use applications in process.

ADJOURN.

Commissioner Lawrence moved to adjourn, seconded by Commissioner Ainsworth. Chair Stewart, with no further business, this meeting was adjourned at 8:45 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 January 16, 2024.

Darine Barbour, Secretary
Planning Commission

