



Office of the Town Manager
Frank Cassidy

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
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	November 12 th , 2024.
Agenda Title:	Planning Commission appointments.
Requested Action:	Informational- Receive the update from Staff
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough

EXECUTIVE SUMMARY

The Members of the Planning Commission are appointed for four-year terms by the Town Council.

Under the bylaws of the Planning Commission-

***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.*

As is customary, the Chair of the Planning Commission, Ryan Stewart, addressed a letter to Town Council communicating the expiring member terms and which members are interested in reappointment.

To appoint members of the Planning Commission historically the Town Council has appointed a review committee and sought applicants from the Community. Staff is seeking direction on the process the Town Council wishes to undergo for the appointment of the members. The Terms Expire on December 31st, 2024.

BACKGROUND

Planning Commission: Current members-

- **Ryan J. Stewart, Chair**
Term expires December 31, 2024
- **James Lawrence**
Term expires December 31, 2024
- **Steve Ainsworth**
Term expires December 31, 2024
- **Terry Lasher, Vice Chair**
Term expires December 31, 2026
- **Darine Barbour, Secretary**
Term expires December 31, 2026

STAFF RECOMMENDATION

Determine the path forward to review applicants for the Planning Commission.

Service Level/Collaborative Impact

Planning Commission- with two out of five members, a quorum cannot be reached, and no meetings would be held of the planning commission.

Policy Direction/Warrenton Plan 2040

The Planning Commission impacts all aspects of Warrenton Plan 2040.

Fiscal Impact

Minimal fiscal impact would be incurred for advertising and staff time to facilitate the appointments.

ATTACHMENTS

1. Letter to the Town Council from the Chair of the Planning Commission