



# PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, April 28, 2026, at 7:00 PM

## MINUTES

**A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON APRIL 28, 2026, at 7:00 PM**

### Regular Meeting

PRESENT

Ms. Darine Barbour, Chair; Mr. Ryan Stewart, Vice Chair, Mr. James Lawrence, Secretary, Mr. Steve Ainsworth, Mr. Raeid Ebrahim, Ms. Heather Jenkins, Zoning Administrator

ABSENT

Mr. David McGuire

**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 meeting opened at 7:00 PM by Chair Barbour and declared a quorum present.

Chair Barbour welcomed Commissioner Raeid Ebrahim as the newest appointed member of the Planning Commission.

### **ADOPTION OF MINUTES**

Secretary Lawrence moved to approve the March 17, 2026 meeting minutes. The motion was seconded by Vice Chair Stewart. The motion passed 4-0 (McGuire absent).

### **WORK SESSION ITEMS**

During the March 10, 2026 Town Council work session, the Council requested the initiation of a Zoning Ordinance Text Amendment to allow Hotels (up to 30 rooms) and associated Club facilities as a by-right use in the Central Business District. This Zoning Ordinance Text Amendment initiation will take place on April 14, 2026 during the next Town Council Regular Meeting. The Zoning Ordinance Text Amendment is anticipated to include Article 3 and possibly Articles 9 and 12.

Chair Barbour introduced the work session item.

Ms. Jenkins provided a detailed overview of the ZOTA 26-1. This work session now begins the 100-day timeclock; Town Council must review ZOTA 26-1 within those 100 days. Ms. Jenkins provided some staff-posed questions as to what type of club/lounge should be considered “stand-alone” versus accessory to another use, such as attached to a restaurant and what should be considered a by-right use versus

permitted use within the CBD district. Is the proposal consistent with the Comprehensive Plan? Ms. Jenkins asked for any comments from the Planning Commission.

Commissioner Ebrahim asked for a point of clarification on parking requirements within the CBD.

Ms. Jenkins responded that typically within the CBD there are no on-site parking requirements.

Vice Chair Stewart asked about use of municipal lots to accommodate businesses.

Ms. Jenkins responded that the last time the town did a parking study, there was adequate parking available. It would be possible to add standards to Article 9 that Applicants must prove they will have adequate parking on-site.

Commissioner Ebrahim asked if 18 Court Street and the Warren Green Building are currently zoned CBD.

Ms. Jenkins confirmed those buildings are currently in PSP and the property owner will have to request to rezone them to include within CBD.

Commissioner Ebrahim asked if that requires a separate application process.

Ms. Jenkins confirmed that it does. That is a rezoning application that will require two work sessions and two public hearings, and a traffic study.

Secretary Lawrence asked if there is a way to predict what parking requirements an Applicant would need prior to the owner having to go through the rezoning process.

Ms. Jenkins stated she will gather the previous parking study information for reference.

Vice Chair Stewart clarified that they are looking at this broadly and not as one specific project.

Ms. Jenkins discussed that this is by-right currently, but if someone wanted to convert their building into a hotel, they would be required to go through the legislative application process. Any exterior changes would require a COA, since this is in the historic district.

Secretary Lawrence asked if we have any legal restriction on the use as presented to assume this text amendment stems from recent Town Council proceedings.

Ms. Jenkins stated that anyone can come forward and ask for this, but if there are legal questions, please refer to Mr. Strother.

Vice Chair Stewart made remarks on the potential to cause more traffic/noise impact than something like a restaurant.

Ms. Jenkins confirmed that in terms of traffic, the roadways are outdated, this is the historic district, so trucks do impede traffic and we do have noise restrictions, as well. Staff works with property owners, police can enforce certain nuisance noise complaints after hours. Again, it's possible to amend Article 9 to include additional standards.

Secretary Lawrence asked for examples that reference Article 9.

Ms. Jenkins stated that for impacts from large events, the County does have noise requirements for after 9pm but will pull together more examples.

Secretary Lawrence asked if this would apply to a retrofitted building as well as a “new” building? How many sites in the CBD could be developed as hotels? Is there a limit to this? How do we control this?

Ms. Jenkins stated there are not a lot of undeveloped parcels in the CBD and additions to existing buildings could be conceivable; 2-3 story buildings could be possible but there are height restrictions.

Commissioner Ebrahim asked if there are no minimum hotel requirements, could any apartment owner turn their spaces into a hotel space?

Ms. Jenkins confirmed.

Chair Barbour asked about parking requirements and about the 70% capacity for hotel rooms included within wastewater.

Ms. Jenkins replied that she will check with Steven Friend; most recent study should have accounted for this, but any new development will be required to meet utility requirements.

Chair Barbour also asked about the additional usage of the restaurant and club, which adds more requirements.

Ms. Jenkins stated that accessory uses to hotel or two principle uses, could be small restaurant with a continental breakfast, that could be “accessory” but if it’s a stand-alone restaurant, that is its own use.

Vice Chair Stewart - looking at current CBD permissible uses; asked for an explanation on the difference in hotels vs. bed & breakfast.

Ms. Jenkins stated that the ZO is restrictive and requires legislative process for many uses where other localities have those as by-right uses. We wanted the option to determine which uses were appropriate for the CBD.

Ms. Jenkins stated the Planning Commission could initiate another text amendment. However, we’re currently going through a major ZO re-write which could still be evaluated within that instead of initiating a whole new amendment process.

Ebrahim – should we even consider 18 court and warren green at this point since it’s not yet CBD?

Jenkins – correct, consider those as a part of this approach holistically

Chair Barbour and Commissioner Ainsworth asked about considerations for changes to the Article 12 definition for hotels/motels and inns/bed and breakfast.

Ms. Jenkins confirmed that it is possible to change the definitions and will consult the Town attorney if that could be added to this text amendment.

Commissioner Ainsworth asked for clarification on the number of rooms proposed.

Ms. Jenkins stated that number is uncertain, but we do need a specific number to propose for total hotel rooms.

Commissioner Ebrahim asked for clarification on club vs. lounge, is that the same definition?

Ms. Jenkins confirmed.

Commissioner Ebrahim asked about the impact of parking on different businesses – such as overnight for a hotel vs. for a restaurant or residential.

Ms. Jenkins confirmed that all town parking lots are currently first come first serve – generally when you're looking if there's adequate parking, you're looking at residential vs. non-residential.

Secretary Lawrence stated that if you're near a public parking lot (within 300'), you don't need to provide parking but you need to be able to prove that you could provide additional parking requirements.

Commissioner Ebrahim asked if we allow hotels by-right does that mean there is less land for other businesses?

Ms. Jenkins stated that the Comprehensive Plan, Old Town Character District describes needs for future development.

Chair Barbour asked if we would look at each project individually?

Ms. Jenkins confirmed.

Vice Chair Stewart stated that the next steps should include amending Article 9 and to draft criteria as a Commission.

Chair Barbour reiterated the need for clear information on utility/water/sewer requirements from Steven Friend.

Ms. Jenkins advised that the Planning Commission can cancel the public hearing and have another work session or they can move forward with the public hearing in May.

Ms. Jenkins reiterated the research topics that Planning Commission requested prior to the public hearing.

Vice Chair Stewart made a motion to advertise and hold public hearing May 19, 2026.

Commissioner Ainsworth seconded the motion.

All in favor, 4-0 aye (McGuire absent).

#### **COMMENTS FROM THE COMMISSION.**

The Planning Commissioners all welcomed Mr. Ebrahim to his first meeting as a newly appointed Commissioner.

#### **COMMENTS FROM THE STAFF.**

Staff had no comments.

**ADJOURN.**

Chair Barbour moved to adjourn the meeting; Commissioner Ainsworth seconded the motion. With no further business, the Vice Chair Stewart adjourned the meeting at 8:18 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 April 28, 2026.**

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James Lawrence, Secretary  
Planning Commission

