



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

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Council Meeting Date:	June 13, 2023
Agenda Title:	Location and date setting for the joint Town Council & Planning Commission Meeting
Requested Action:	Discuss dates and location for Joint TC/PC meeting.
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough

EXECUTIVE SUMMARY

At the May 9, 2023, Town Council meeting, the agenda item Zoning Ordinance Text Amendment Initiation - Churches in the Industrial District was introduced to the Town Council. The Town Council initiated the Text Amendment and requested staff work on a Joint Planning Commission and Town Council meeting to discuss the Zoning Text Amendment. The Text amendment proposes to add churches to the Industrial District in order to meet RLUIPA regulations by allowing the use in addition to other assembly uses.

Due to the volume of individuals involved, the dais would be cramped but doable. Staff can individually mic, with the exception of the Town Clerk, Town Manager, Town Attorney, and a mic would need to be shared at the table in front of the dais and utilize the built-in cameras for this meeting. There would be an increase in Staff time to facilitate this, but no vendor support would be necessary. Staff has identified a table layout to facilitate seating all present members and would be able to facilitate remote participation if necessary.

An off-site meeting at the Warrenton Police Department is a possibility. If the meeting were to be held off site, due to the number of participants staff would recommend AV vendor support at a cost of approximately \$5,000.

The Town Council has one year to act on the initiation after initial action was taken. Town Council is required to act by April 9th, 0224.

Once the Planning Commission has heard the item, a 100-day timer is started for the Planning Commission to make a recommendation to the Town Council. The Planning Commission is required to act within those 100 days. Those 100 days include weekend days as well.

Decisions needed: Date, Timing, Location.

BACKGROUND

The Dais is unavailable on the following dates:

June 14th, 2023: Fauquier Anti Sex Trafficking association. (Could be a late evening start)

June 15th, 2023: Architectural Review Board

June 19th, 2023: Juneteenth

June 20th, 2023: Planning Commission work session.

Work is scheduled to the Dais and audio-visual room this summer. Staff is projecting the work to take approximately 3 weeks. Work is projected to begin on June 21st (starting no later than June 27th) and completed by July 7th.

STAFF RECOMMENDATION

Staff recommends determining the Date, Location, and Time that would work best for both the Town Council and Planning Commission to hold a joint meeting.

Location: Staff recommends holding the meeting in the Dais for ease of setup.

Time: 6:30pm or 7:00pm to align with the start time of the Evening Town Council meeting or the Planning Commission Meetings start times.

Date:

Option 1: July 25th, 2023: This would have the Town Council join the Planning Commission at an already scheduled work session. The Chair of the Planning Commission will be unavailable on this date and would prefer an alternative option.

Option 2: June 21st, 2023: This would have the Joint meeting the day after the Planning Commission work session before the Dias work would begin.

Option 3: Another date in July past July 7th, 2023, that the Town Council identifies.

Fiscal Impact

If the Town Council would like to have the meeting offsite, vendor expenses would be incurred to record and stream the meeting at a cost of approximately \$5,000.00.

Legal Impact

ATTACHMENTS

1. PC_TC Seating