



PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, January 21, 2025, at 7:00 PM

MINUTES

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS
HELD ON JANUARY 21, 2025, 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; Ms. Denise Harris, Planning Manager; Patrick Corish, Associate Town Attorney

ABSENT

N/A

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 Mr. Stewart and declared a quorum present.

ELECTION OF OFFICERS

Commissioner Ainsworth motioned to nominate Commissioner Stewart as Chair; Commissioner Lawrence seconded the motion. The motion passed in a 4-0-1 vote (Stewart Abstain).

Commissioner Lawrence motioned to nominate Commissioner Lasher as Vice Chair; Commissioner Ainsworth seconded the motion. The motion passed in a 5-0 vote.

Commissioner Lawrence motioned to nominate Commissioner Barbour as Secretary; Commissioner Ainsworth seconded the motion. The motion passed in a 5-0 vote.

ADOPTION OF MINUTES.

November 19, 2024, Draft Planning Commission Regular Meeting Minutes . Commissioner Lawrence moved to approve the minutes. Vice Chair Lasher seconded the motion. Motion passed 5-0 to approve the minutes.

NEW BUSINESS

Planning Commission Bylaws Update Discussion

Ms. Harris walked the Planning Commission through the redline draft bylaws that has been developed over the course of several months of Planning Commission discussions.

The Planning Commission offered additional thoughts related to the Purpose Statement and clarifying language in various Articles. Staff was directed to modify the draft Bylaws and redistribute to the Planning Commission. The updated Bylaws are anticipated to be adopted at the next Planning Commission meeting.

The Planning Commission proposed 2025 meeting schedule and annual goals.

The Planning Commission reviewed the meeting schedule for the 2025 calendar year. Commissioner Ainsworth moved to keep the meetings at 7:00 PM on the third and fourth Tuesdays of the month; Commissioner Lawrence seconded the motion. The Planning Commission voted 5-0 to adopt the 2025 meeting schedule.

The Planning Commission reviewed the draft 2025 goals for the year. One grammatical error was found and there was discussion on updating the fifth bullet point related to the Capital Improvement Program. Commissioner Lawrence motioned to adopt the 2025 Planning Commission goals per the updated language; Commissioner Ainsworth seconded the motion. The Planning Commission voted 5-0 to adopt the 2025 Planning Commission goals.

Draft 2024 Planning Commission Annual Report for review

The Planning Commission reviewed the draft 2024 Annual Report. Commissioner Ainsworth motioned to approve the 2024 Planning Commission Annual Report; Commissioner Lawrence seconded the motion. The Planning Commission voted 5-0 to approve the 2024 Planning Commission Annual Report.

COMMENTS FROM THE COMMISSION.

Each of the Planning Commissioners wished the room a Happy New Year, welcomed the new Associate Town Attorney, and thanked staff for their work. The Commission expressed they were looking forward to working together in the coming year.

COMMENTS FROM THE STAFF.

Ms. Harris spoke to the Public Forum and meetings scheduled for January 28th and 29th on the Zoning Ordinance Update, the bills in the General Assembly, and potential future land use applications.

ADJOURN.

Commissioner Lawrence moved to adjourn the meeting; Commissioner Ainsworth seconded the motion. With no further business, the Chair Stewart adjourned at 8: 40 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 21, 2025.

Darine Barbour, Secretary
Planning Commission

DRAFT