



## PLANNING COMMISSION REGULAR MEETING

21 Main Street

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

### MINUTES

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A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS  
HELD ON April 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; Ms. Denise Harris, Planning Manager; and Ms. Heather Jenkins, Zoning Administrator

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.

#### REGULAR MEETING - 7:00 PM

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

Chair Stewart reads a statement regarding how public input works during public hearings. Work Sessions are not open to public input; however, the public is welcome to listen in the open meeting.

#### APPROVAL OF THE MINUTES.

Commissioner Lawrence motioned to adopt the March 19, 2024, Planning Commission Minutes.

Commissioner Lasher seconded the motion.

Vote 5-0 to approve.

#### PUBLIC HEARINGS.

1. ZOTA 2023-01 A Zoning Ordinance Text Amendment to Reduce the Setback Requirement for Telecommunication Towers (2ND PUBLIC HEARING - REVISED BY APPLICANT). Zoning Ordinance Section 9-18.10 - Setbacks requires that all telecommunication towers in all zoning districts be set back from property lines at a distance no less than the full height of the tower. The applicant is requesting that the setback requirement be reduced to allow a setback that is less than the height of the tower, with certification provided from an engineer that a lesser setback is appropriate due to the design of the tower. This text amendment application was revised following the February 20, 2024 Public Hearing, where the representative waived the 100-day deadline for Planning Commission action, and requested a deferral to revise the application so that the setback reduction would apply in

all Zoning Districts throughout the Town. Arcola Towers LLC (Applicant)/James P. Downey (Representative)

Ms. Heather Jenkins gave an overview of the application.

Chair Stewart opened the Public Hearing at 7:14 PM.

James Downey, resident 298 Falmouth Street, Applicant's Representative, spoke to the application.

Chair Stewart closed the Public Hearing at 7:17 PM.

Commissioner Lawrence states this is a decision purely for the Zoning Ordinance text amendment application, the fate of a potential future Special Use Permit is not the subject for tonight.

James Downey confirms his understanding.

Chair Stewart clarifies that if the Zoning Ordinance Text Amendment had been initiated by Town Council, then staff would have provided all necessary information requested. However, this application was initiated by an Applicant and the onus is on them to provide information. He finds the application lacking in analysis of impact townwide, Comprehensive Plan conformance, and inventory. No information was provided to demonstrate the need or additional supporting analysis.

Commissioner Ainsworth raised the Cityscape technical memo and stated he is satisfied with what is presented.

Commissioner Lawrence moved to recommend approval of ZOTA 2023-01, the motion was seconded by Commissioner Ainsworth.

Commissioner Lawrence states it is a very technical issue, Cityscape's opinion that technology is in good standing.

Chair Stewart states that expert opinions are valued but he doesn't see the need to modify the Town Zoning Ordinance in every district for the benefit of one applicant in one proposed location without proper analysis of the townwide impact.

**Ayes:** Ms. Darine Barbour, Secretary; Mr. James Lawrence; Mr. Steve Ainsworth

**Nays:** Mr. Ryan Stewart, Chair; Mr. Terry Lasher, Vice Chair

**Abstention:** N/A

**Absent:**

The motion passed.

## WORKSESSION ITEMS.

1. SUP 2022-05 Warrenton Village Center, the Owners, Jefferson Associates LP and Warrenton Center, LLC with the Applicant, New Castle Development Group, seek a Special Use Permit for two parcels totaling approximately 29.05 acres to create a mixed use development in the existing Warrenton Village Center. The proposal includes apartments, 2 over 2s, and townhomes with the addition of central plaza,

parking garage, enhanced internal road network, and pedestrian infrastructure to promote walkability. The properties are zoned Commercial and designated in the New Town Character District of Plan Warrenton 2040. (GPINs 6985-20-7247 and 6984-29-6753)

Chair Stewart explained the next two work sessions would divide topics to be covered by the Applicant. Staff reports are provided at the time of the Public Hearing based on the materials submitted at that time. He then invited the Applicant to begin.

Kendrick Whitmore, Applicant's Representative, gave a detailed presentation covering the following topics.

- Plan Warrenton 2040 Review
- Housing Market & Economic Impacts
- Population & Employment Growth
- Affordable Dwelling Units

The Applicant took a break in the presentation to answer questions.

Commissioner Lawrence asks for an explanation of the 80% AMI.

Mr. Whitmore provides an explanation.

Chair Stewart asks if 10% serves 80% AMI, what happens if the 10% is not filled?

Mr. Whitmore replies stay vacant until filled.

Vice Chair Lasher asks is 80% entry point to access the 10%?

Mr. Whitmore responds Town Zoning Ordinance standards.

Chair Stewart speaks to the Urban Development Areas being established and their assumed growth factors.

Commissioner Ainsworth asks if there will be a sliding scale to incomes within the 80% AMI.

Mr. Whitmore stated they will target the 80% first.

Secretary Barbour expressed concern over the number of 1-2 bedroom vs number of 3 bedroom. She asked if the 2-3 bedroom unit count can be increased to meet housing needs of families?

Mr. Whitmore responds they can work with staff on flexibility to respond to needed demand.

Chair Stewart returns the conversation to Commissioner Ainsworth's previous question, asking how rental rate is set? What is the math behind it?

Mr. Whitmore responds rent is capped based on 30% income.

Chair Stewart asked if the property manager works with individual tenants to allow them to stay if they no longer meet the parameters?

Mr. Whitmore states they will work with renters. He also indicated there would be continuous reporting to Town, work in partnership.

Commissioner Lawrence asks about page 3 of the Market & Fiscal Analysis onsite vs offsite.

Jess Achenbach explains the onsite revenues reference items like property taxes. Offsite revenues reference items like meals tax. Onsite impacts are derived on a capital allocation per capita. Offsite impacts include capital allocation new employees per capita.

Mr. Whitmore then continued the presentation by introducing Mr. Neville Fernandez, the Applicant's Architect, who discussed the following topics.

- Architecture
- Public Improvements

Commissioner Lawrence asks how much of the landscaping is guaranteed.

Mr. Achenbach states the landscaping sheet in SUP plan is conditioned.

Commissioner Lawrence asks if the central plaza is included in Phase 1.

Mr. Fernandez responds the central plaza is but "plaza coffee" building is illustrative and market driven. The Applicant would ideally like an anchor to the central plaza.

Commissioner Ainsworth raises the historical Oak Spring well and spring on the property. He asks if it could be considered for preservation.

Mr. Whitmore responds that they are looking at how to accommodate it.

Chair Stewart asks about the number of stories proposed, and expresses concern over transition to Highland, Oak Springs and adjacent townhomes. Plan Warrenton 2040 states the highest buildings should be in the center towards Lee Highway and then step down to Oak Springs. He requested a cross section be provided.

Mr. Whitmore responds that they will prepare to answer at the following work session.

Mr. Fernandez provides the setbacks of the buildings and width of Oak Springs Drive.

Chair Stewart asks if the two over twos are rear loaded.

Mr. Fernandez responds yes, correct. Parking in back.

Chair Stewart asks about the presence and location of storm water management, and any natural green infrastructure proposed.

Mr. Achenbach replies that civil engineers will be present at the next meeting; however, they anticipate that stormwater will be covered at time of site plan.

Chair Stewart asks about an internal bike network.

Mr. Fernandez and Mr. Whitmore review the interior network of the site and concepts of the SUP Plans.

Chair Stewart asks about a service alley and requests the Applicant walk through landscaping treatments and other proposed treatments.

Mr. Fernandez indicates a six foot high fence will provide residents a screening from service road with green setbacks beyond the fence.

Mr. Whitmore indicated this topic was raised by staff many times and the Applicant is committed to make it work.

Chair Stewart asks about how public open spaces will be managed and public access easements.

Mr. Whitmore responds the Applicant is committed to deliver public spaces and anticipates providing public access easements. The management company will be responsible for maintenance.

Chair Stewart requests shade trees around the proposed splash pad to provide shelter and comfort for users of the central plaza.

Vice Chair Lasher indicated that while redevelopment preferable, he challenged the Applicant to pay attention to the community character and context.

Vice Chair Lasher encouraged the Applicant to look at being daring with their design around green infrastructure.

Mr. Fernandez replied absolutely.

Chair Stewart asks for any closing remarks and states that next week's meeting will involve stormwater management, water & sewer, transportation, and school impacts.

Chairman Stewart closed the work session.

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

Vice Chair Lasher thanks staff for their work.

Secretary Barbour thanks staff for their work.

Chair Stewart thanks staff for their quality and professional work.

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

No comments from Staff.

#### **ADJOURN.**

Vice Chair Lasher moved to adjourn, seconded by Commissioner Lawrence. Chair Stewart, with no further business, this meeting was adjourned at 09:04PM.

**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 16, 2024.**

Darine Barbour, Secretary  
Planning Commission

DRAFT