



PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, May 19, 2026, at 7:00 PM

MINUTES

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON MAY 19, 2026, at 7:00 PM

Regular Meeting

PRESENT

Ms. Darine Barbour, Chair, Mr. James Lawrence, Secretary, Mr. Steve Ainsworth, Mr. Raed Ebrahim, Ms. Heather Jenkins, Zoning Administrator

ABSENT

Mr. David McGuire, Vice Chair Ryan Stewart

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.

ADOPTION OF MINUTES

Secretary Lawrence moved to approve the April 28, 2026 meeting minutes. The motion was seconded by Commissioner Ebrahim. The motion passed 3-0 (McGuire and Stewart absent).

PUBLIC HEARING 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 public hearing 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.

Ms. Jenkins provided an overview of answers and comparisons to applicable research questions that were posed by the Planning Commission at the April 28th work session, including parking, water and sewer

usage, lighting, noise, other performance standards, and examples of by-right hotel uses within similar mixed districts in other localities.

Ms. Jenkins provided an outline of three potential resolution examples for consideration – as initiated by Town Council, maintaining the status quo, and revising all lodging uses to permitted uses – and outlined the process moving forward.

Chair Barbour opened the public hearing.

Two citizens spoke in favor of ZOTA 26-1.

Chair Barbour declared public hearing closed at 7:32pm

Secretary Lawrence asked what the Comprehensive Plan currently says about hotels in the CBD.

Ms. Jenkins stated there is nothing specific about hotels but there is language about adaptive reuse of existing buildings and wanting to attract pedestrian traffic.

Secretary Lawrence asked staff what number of rooms should be suggested.

Ms. Jenkins stated the final version of the text amendment will need to specify the number of rooms.

Secretary Lawrence asked about the definitions between hotels and bed and breakfasts/inns, etc. and for clarification on the legislative process for small operators versus larger operators, as well as the water/sewer capacity requirements and the 2017 parking study.

Commissioner Ebrahim asked if the Town has reached a point where it is ready to expand its parking needs.

Ms. Jenkins confirmed that the Town has not, and that the parking study is outdated but the takeaway is that there is still parking available to be sufficient for new businesses.

Commissioner Ainsworth stated he is inclined to go with 30 for the total amount of rooms.

Commissioner Ainsworth asked for further clarification on the parking study.

Ms. Jenkins stated that typically parking studies are over-compensating and suggest more parking than necessary for businesses, which can harm them in the long-term.

Chair Barbour discussed alterations to current parking time limits and water/sewer capacity.

Commissioner Ebrahim asked for clarification on room numbers.

Ms. Jenkins stated that currently anything over 75 rooms would not be allowed in the CBD and anything under 45 would require an SUP.

Ms. Jenkins provided clarification on the difference between bed and breakfasts versus hotels and inns.

Commissioner Ebrahim asked for clarification on tourist home restrictions under the proposed Scenario A.

Ms. Jenkins confirmed there currently are a lot of tourist homes (i.e. VRBO, Airbnb, etc.) in town, but the Town's approval process for those is lacking and those who want to do that with their homes are likely already doing it.

Commissioner Ainsworth asked if there are any major issues that arise from these types of uses.

Ms. Jenkins stated that occasionally issues arise, largely about parking, but not many.

Commissioner Ainsworth asked what the enforcement process is if an SUP is not acquired for said use.

Ms. Jenkins stated that first is zoning enforcement, which consists of a courtesy letter, then official Notice of Violation, and if no action is taken, the Town can seek legal action.

Commissioner Ainsworth asked if we make that [tourist homes] a by-right use, do property owners need a business license?

Ms. Jenkins confirmed that it would require a zoning permit and a business license.

Commissioner Ebrahim asked if other types of businesses like private clubs would also need a business license.

Ms. Jenkins confirmed.

Chair Barbour suggested ZOTA 26-1 be deferred until the June meeting.

Commissioner Ainsworth introduced a motion to defer ZOTA 26-1 to the Tuesday, June 16, 2026 Regular meeting.

Commissioner Ebrahim seconded the motion.

All in favor, 3-0 (McGuire and Stewart absent).

COMMENTS FROM THE COMMISSION.

Secretary Lawrence introduced a motion to cancel next week's work session.

Commissioner Ebrahim seconded the motion.

All in favor, 3-0 (McGuire and Stewart absent).

COMMENTS FROM THE STAFF.

None.

ADJOURN.

Secretary Lawrence moved to adjourn the meeting; Commissioner Ebrahim seconded the motion. With no further business, Chair Barbour adjourned the meeting at 8:09 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 May 19, 2026.

James Lawrence, Secretary
Planning Commission

