



PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, June 16, 2026, at 7:00 PM

MINUTES

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON June 16, 2026, at 7:00 PM

Regular Meeting

PRESENT

Ms. Darine Barbour, Chair, Mr. Steve Ainsworth, Mr. Raeid Ebrahim, Ms. Heather Jenkins, Zoning Administrator, Ms. Casey DeHaven, Planning Manager

ABSENT

Mr. David McGuire, Mr. James Lawrence, Secretary

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

Commissioner Ebrahim moved to approve the May 19, 2026 meeting minutes with an edit to specify the public speaker comments contain additional detail to state exactly what each speaker was in favor of. The motion was seconded by Commissioner Ainsworth. The motion passed 3-0 (McGuire and Lawrence absent, Vice Chair Stewart, abstained).

UNFINISHED BUSINESS

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 unfinished business item.

Ms. Jenkins provided a detailed recap of the revisions made to ZOTA 26-1 from the deferral at the May 19, 2026 Public Hearing, specifically addressing parking requirements and definitions for types of hotels/inns/tourist homes/etc.

Vice Chair Stewart stated that he is comfortable with edits made by Ms. Jenkins. However, should we include something regarding the loss of residential units. Additionally, should we include a way to incentivize adaptive reuse projects within the CBD.

Ms. Jenkins confirmed this is already an intention within the CBD.

Vice Chair Stewart confirmed he is okay with the ZOTA 26-1 as written.

Commissioner Ainsworth asked for clarification on 30 or 40 rooms.

Ms. Jenkins confirmed she was asked to revise the document to state a total of 40 rooms by the former Town Manager and at the request of the prospective user of the Warren Green Building.

Vice Chair Stewart asked for clarification on any traffic impediments.

Ms. Jenkins confirmed there are none.

Commissioner Ainsworth asked for confirmation on this ZOTA being just for the CBD and not for the entire town.

Ms. Jenkins confirmed.

Commissioner Ainsworth asked for further clarification on how this would impact uses such as tourist homes like Airbnb or VRBO, etc.

Vice Chair Stewart stated that [uses for tourist homes] should be considered.

Commissioner Ebrahim asked for minimum tenant requirement.

Ms. Jenkins confirmed tourist homes and bnb's have maximum requirements – no more than 5 for airbnbs/tourist homes, inns are 12 guest rooms, etc.

Vice Chair Stewart asked if removing the definition of “tourist home” from by-right uses and moving it to permissible uses would be a possibility.

Ms. Jenkins confirmed it is a possibility.

Commissioner Ainsworth stated any tourist home that would require an SUP would be a major hurdle. To make this a by-right use would allow for a more well-rounded tourist industry (they would still require business license, etc.) and is more inclined to say this would be a benefit to leave as it's own use and not include tourist homes with hotels, inns, etc.

Vice Chair Stewart asked about any enforcement issues with existing tourist homes.

Ms. Jenkins stated there are unpermitted businesses in town because they do not want to go through the lengthy hurdle of an SUP process, nor can everyone afford it, so it does happen.

Ms. Jenkins stated that the Planning Commission can move tourist homes to by-right uses as part of this ZOTA 26-1.

Ms. Jenkins stated to Commissioner Ebrahim that you cannot spot rezone (re: 18 Court and 10 Hotel).

Commissioner Ainsworth stated he is inclined to think that because this is just concerning the CBD and surrounding so many businesses, it addressed lodging concerns and makes it less onerous for property owners, and this is an overall win. Keeping the status quo will not benefit the entire CBD. This will not overrun the town, this is a small district. One or two hotels will not impede businesses, traffic, etc.

Chair Barbour confirmed a by-right use for all of these types of lodging so we are not picking and choosing.

Commissioner Ainsworth introduced a motion to approve ZOTA 26-1 as written which accepts the changes to hotels not to exceed 40 rooms and to make tourist homes by-right (Resolution dated June 16, 2026)

Vice Chair Stewart seconded the motion.

All in favor, 3-1 (McGuire and Lawrence absent, Ebrahim no).

NEW BUSINESS

Ms. Jenkins provided an overview of the Zoning Ordinance Update and the public review of Module 1.

Commissioner Ainsworth asked for alternative ways to provide feedback.

Ms. Jenkins stated the website can be used if you are not comfortable using a phone or QR code, it is located on the main page of the website and anyone can provide feedback.

Vice Chair Stewart asked about specific policy decisions.

Ms. Jenkins confirmed the time for the July 16th meeting has not yet been confirmed but it will be live-streamed for those who cannot attend in person.

WORK SESSION ITEMS

Ms. DeHaven provided an overview of ZMA 26-1 and ZMA 26-2 for the request to rezone 18 Court Street and 10 Hotel Street from Public/Semi-Public (PSP) to Central Business District (CBD).

Commissioner Ebrahim asked about the intensity of the PSP zoning district.

Ms. Jenkins confirmed the intent was for government uses, typically.

Commissioner Ebrahim asked about remaining as government uses.

Ms. Jenkins stated PSP is typically reserved just for government uses.

Vice Chair Stewart stated this is a pretty straightforward rezoning, no questions.

Chair Barbour asked about capacity with 40 rooms now confirmed.

Mr. Steven Friend stated the use already associated with these buildings is able to withstand the proposed use.

Commissioner Ainsworth asked Mr. Friend to confirm if by-right versus permissible would require a permit.

Ms. Jenkins stated that if Mr. Friend states they do not have the capacity, they will not be issued a permit.

Commissioner Ebrahim asked when the Applicant would own the property.

Ms. DeHaven stated the Applicant has relayed their ownership depends on whether or not the rezoning is approved.

Chair Barbour asked for clarification on parking for overflow

Ms. Jenkins confirmed they currently meet parking requirements.

Vice Chair Stewart asked if there is potential to improve pedestrian accessibility for adequate infrastructure such as sidewalk improvements.

Ms. Jenkins confirmed that would be a requirement.

Chair Barbour asked if there will be a required loading/un-loading zoning requirements?

Ms. Jenkins confirmed that they must provide .1 spaces per/room requirements and must be near an accessible entrance to qualify.

Chair Barbour confirmed that the next public hearing will be scheduled for Tuesday July, 21st.

COMMENTS FROM THE COMMISSION.

Commissioner Ebrahim mentioned the Juneteenth celebration this weekend at Eva Walker Park.

Commissioner Ainsworth made a motion to cancel next week's meeting work session.

Vice Chair Stewart thanks staff for the on-going sidewalk improvements.

Chair Barbour does the same. Mayoral candidate discussion this weekend. Thanks to staff.

COMMENTS FROM THE STAFF.

None.

ADJOURN.

Chair Barbour moved to adjourn the meeting; Vice Chair Stewart seconded the motion. With no further business, Chair Barbour adjourned the meeting at 7:59 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 June 16, 2026.

James Lawrence, Secretary
Planning Commission

