



PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, November 19, 2024, at 7:00 PM

MINUTES

**A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS
HELD ON NOVEMBER 19, 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

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 Chair opened the meeting at 7:00 PM and declared a quorum present.

ADOPTION OF MINUTES.

1. October 15, 2024, Draft Planning Commission Regular Meeting Minutes

Commissioner Lawrence moved to approve the minutes. Commissioner Ainsworth seconded the motion.

Motion passed 5-0 to approve the minutes.

WORKSESSION ITEMS.

1. Planning Commission Bylaws Update Discussion

Chair Stewart opened the discussion regarding the Bylaw updates with Vice Chair Lasher and Commissioner Ainsworth email suggestions.

Commissioner Ainsworth stated the need to be in compliance with State Code, adding a clause regarding subjectivity, and clarifying how written comments are handled as part of the public hearing legal record.

Vice Chair Lasher suggested a Purpose Statement be added to help explain the responsibilities of the Planning Commission; brought up the subject of Roberts Rules with small board guidance as long as applicable; adding information regarding Code of Ethics; and beginning regular meetings with Pledge of Allegiance.

Commissioner Lawrence spoke to the process of providing staff with direction to review a redline update.

Commissioner Lawrence raised the idea of adding a clause regarding to not seek or provide employment with an applicant for a set period of time and suggested a year.

Secretary Barbour brought up conflicts of interest and ethical behaviors.

Ms. Harris spoke to the documents adopted by Town Council that govern all appointed boards and commissions.

Seeing there was general agreement on the direction of the updates, Chair Stewart asked for a motion. Commissioner Lawrence made a motion to consider the Bylaw updates at the next Planning Commission meeting, seconded by Vice Chair Lasher. The Planning Commission voted 5-0 to provide this direction to staff to create a redline draft.

COMMENTS FROM THE COMMISSION.

Secretary Barbour spoke about a number of community fundraisers and events.

Vice Chair Lasher expressed to the group safe travels and happy holidays.

Commissioner Lawrence seconded Vice Chair Lasher's wishes to all for happy holidays.

Chair Stewart also wished the group well and thanked Town staff for their work.

COMMENTS FROM THE STAFF.

Ms. Harris reviewed the status of a number of development projects in the Town. She asked the Planning Commission to look for confirmation on the December 17th public workshop on the Zoning Ordinance meeting. The Planning Commission was reminded that their January meeting is an Organizational Meeting where they will vote in the officers for the year. Previously the Planning Commission voted to cancel all remaining meetings for 2024.

ADJOURN.

Commissioner Lawrence moved to adjourn the meeting, Vice Chair Lasher seconded the motion. With no further business, the Chair Stewart adjourned at 7:32 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 November 19, 2024.

Darine Barbour, Secretary
Planning Commission

DRAFT