



PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, August 19, 2025, at 7:00 PM

MINUTES

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS
HELD ON AUGUST 19, 2025, at 7:00 PM

Regular Meeting
PRESENT

Mr. Ryan Stewart, Chair; Ms. Darine Barbour, Secretary; Mr. Steve Ainsworth; Mr. James Lawrence; Ms. Denise Harris, Planning Manager; Ms. Heather Jenkins, Zoning Administrator; Mr. Patrick Corish, Associate Town Attorney

ABSENT

Mr. Terry Lasher, Vice Chair

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 Stewart and declared a quorum present.

ADOPTION OF MINUTES

Commissioner Lawrence moved to approve the May 20, 2025, meeting minutes. The motion was seconded by Commissioner Ainsworth. The motion passed 4-0 (Lasher absent).

WORK SESSIONS.

1. LWAV-25-2 – Daniels Property – An Exception to Authorize a Dead-End Street (Cul-de-Sac) for an Eight-Lot Residential Subdivision Per Subdivision Ordinance Section 2.7 *Variations and Exceptions* and Section 4.2.10 *Streets*. The Applicant is requesting approval of an exception to the Subdivision Ordinance prohibition of dead-end (cul-de-sac) streets for an eight-lot residential subdivision, located at 545 Old Meetze Road, PIN's 6984-60-9026-000, 6984-70-1108-000 and 6984-70-2394-000. Consisting of a total of 5.34 acres split-zoned to the R-6 and R-15 Residential Districts, the proposed subdivision consists of a by-right development of the subject property, with the sole exception of the requested cul-de-sac exception. (William Daniels LLC, Owner; Marc Simes, Tricord Inc., Applicant).

Ms. Heather Jenkins, Zoning Administrator, gave an overview of the application.

Chair Stewart opened the floor up to questions of staff.

Commissioner Lawrence inquired about the design standards of the future John Williams Way.

Commissioner Ainsworth sought confirmation that John Williams Way will intersect with E. Lee Street at Walker Drive.

Chairman Stewart confirmed that Monroe Estates and Warrenton Crossing were both envisioned to be interconnected.

Commissioner Lawrence reviewed how the residents are notified for the future public hearings.

Commissioner Ainsworth questioned Mr. Corish if the impact of a road connection to Falmouth Street on the two adjacent properties could be considered a hardship.

Mr. Corish indicated that hardships are normally considered for the applicant; however, in this case the external factors of a hardship on the adjacent properties could be a consideration.

Commissioner Lawrence asked if the road connection was made to Falmouth Street would the two adjacent properties be forced to rectify the non-conformities on their properties.

Ms. Jenkins stated no. The adjacent properties would become non-conforming if a connection was made to Falmouth Street. The impact would be if there was a future desire to improve the properties with home additions or decks as the setbacks are impacted.

Chairman Stewart asked if the Planning Commission was ready for a public hearing next month. With no objections, staff was directed to schedule the public hearing for the application in September.

2. Zoning and Future Land Use Map Update –

Ms. Denise Harris reviewed that effective June 1, 2025 the Town of Warrenton increased its boundaries. The Zoning Ordinance Article 2-5.4 states the Planning Commission shall prepare and present recommended zoning classification to the Town Council within twelve (12) months of the effective date of the annexation or boundary line adjustment. Some parcels in this boundary line adjustment are subject to a court ordered zoning classification. She gave a presentation highlighting each subject parcel and asked the Planning Commission for guidance on how they would like to proceed.

Commissioner Ainsworth asked for clarification on the Character Districts of Plan Warrenton 2040. Ms. Harris reviewed the adopted Urban Development Areas and Character Districts history.

The Planning Commission questioned what the intent was for the two parcels owned by Van Metre but not part of the Arrington rezoning with the court order to be administered as PRD and Commercial.

Tom Marble, representative for Van Metre, explained the northern parcel was boundary lined adjusted to allow for the connector road to be adjusted to the west to avoid environmentally sensitive areas, while the southern 0.5 acre parcel was boundary line adjusted to create a consistent western border.

Commissioner Lawrence expressed an interest in reviewing the land uses with photos of each parcel. Van Metre agreed to provide an overview at the next work session of their properties.

The Planning Commission directed staff to schedule a second work session and stated the intent to move the recommended zoning and Future Land Use Map amendment forward concurrently.

3. Training Budget Discussion.

Chairman Stewart reviewed the Planning Commission is budgeted funds for training each fiscal year and asked how the Planning Commission might like to move forward this year. In previous years the Planning Commission has attended professional planning conferences, participated in certified planning commissioner training, and conducted field trips to other jurisdictions to meet with local planning commissioners and learn from peer communities. Secretary Barbour expressed interest in attending the VML conference in early October. Chairman Stewart asked the Planning Commission to think about training options and come back to the September meeting prepared to discuss further.

COMMENTS FROM THE COMMISSION.

Secretary Barbour asked for an update on the Broadview Safety Improvement Project regarding the newly installed lights.

COMMENTS FROM THE STAFF.

Ms. Denise Harris reviewed the Ward 2 community meeting from August 18th with the Commission, covered the applications coming before the Planning Commission, and gave an update on the Zoning Ordinance update.

ADJOURN.

Commissioner Lawrence moved to adjourn the meeting; Secretary Barbour seconded the motion. With no further business, the Chair Stewart adjourned at 8: 13 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 August 19, 2025.

Darine Barbour, Secretary
Planning Commission

DRAFT