



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

Carter Nevill, Mayor
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Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

STAFF REPORT

Council Meeting Date:	January 13 th , 2026.
Agenda Title:	Planning Commission Vacancy- Request to advertise.
Requested Action:	Receive the Information
Department / Agency Lead:	Community Development, Town Clerk
Staff Lead:	Mr. Stephen Clough, Town Clerk.

EXECUTIVE SUMMARY

Mr. Terry Lasher has resigned from the Planning Commission effective January 15th, 2026, due to his appointment as the Commonwealth of Virginia's next State Forrester. His term was set to expire on December 31st, 2026. The Town Council may consider filling the vacancy for the remainder of his term.

BACKGROUND

Per Va. Code §15.2-2210, The Town of Warrenton Town Council established the Planning Commission to facilitate its powers and duties under Title 15.2, Chapter 22, Article 2, Code of Virginia. The Planning Commission has the authority through Virginia State Code and the Town of Warrenton Town Code important duties and responsibilities related to land use, including but not limited to, through a motion to recommend to Town Council: • Comprehensive Plan • Rezoning Map Amendments • Zoning Text Amendments • Comprehensive Permit "2232 Review" • Special Use Permits • Capital Improvement Plan Conformance with the Comprehensive Plan when a new 2 public land use project is proposed or if the Comprehensive Plan has been updated and adopted.

Town Code- Sec. 2-162. - Composition; appointment and terms of members.

The planning commission shall be composed of not less than five (5) nor more than fifteen (15) members, who shall be appointed by the town council, all of whom shall be residents of the town qualified by knowledge and experience to make decisions on questions of community growth and development; at least half of such members shall be freeholders. One (1) member of the commission may be a member of the town council and one (1) member may be a member of the administrative branch of government of the town. The term of each of these two (2) members shall be coextensive with the term of the office to which they have been elected or appointed unless the town council, at the first regular meeting of each year, appoints others to serve as their representatives. Neither of these two (2) members is eligible to vote on any issue before the planning commission, however, they may engage in discussions regarding any item brought before the planning commission and they do not have a conflict with said item. The remaining members of the commission shall serve for four (4) years each.

(Code 1981, § 2-34; Ord. No. 2006-09, 12-12-2006)

State Law reference— Similar provisions, Code of Virginia, § 15.1-437.

PC Bylaws 2-1 The Warrenton Planning Commission are appointed by the Town of Warrenton Town Council per Virginia State Code and Town of Warrenton Town Code, Chapter 2, Article V. The Town Council may require each member of the Commission to take an oath of office. One member of the Town Council may be appointed as a member of the Planning Commission and one member may be a member of the administrative branch of the Town.

STAFF RECOMMENDATION

Receive the Information. Direct staff to advertise to fill this vacancy. Consider providing direction to the Council on the recommendation process for appointment.

Service Level/Collaborative Impact

Service Level impacts have not been reviewed for this item.

Policy Direction/Warrenton Plan 2040

The planning commission acts as the essential intermediary that ensures community-driven vision becomes reality by reviewing individual development projects for consistency with the goals, policies, and future land use maps established in the Comprehensive Plan

Fiscal Impact

Fiscal Impact has not been reviewed for this item.

Legal Impact

Town Code Section 2-162 stated that the Planning Commission shall have no less than 5 members who shall be appointed by the Town Council.

ATTACHMENTS

- 1.
- 2.
- 3.