



**PLANNING COMMISSION REGULAR MEETING
TOWN OF WARRENTON**

MINUTES

**A REGULAR MEETING OF THE TOWN OF WARRENTON PLANNING
COMMISSION WAS HELD MARCH 16, 2021 AT 7:00 P.M. IN THE MUNICIPAL
BUILDING IN WARRENTON, VIRGINIA**

P R E S E N T Ms. Susan Helander, Chair; Mr. James Lawrence, Vice Chair; Mr. Steve Ainsworth; Mr. Ali Zarabi; Mr. Mark Moore; Mr. Gerald Johnston; Ms. Denise Harris, Planning Manager; Mr. Rob Walton, Zoning Administrator/Interim Community Development Director; Whitson Robinson, Town Attorney; Brandie Schaeffer, Town Manager

A B S E N T

CALL TO ORDER AND ESTABLISHMENT OF QUORUM

Ms. Susan Helander called the meeting to order at 7:01PM.

APPROVAL OF MINUTES

FEBRUARY 11, 2021 WORK SESSION MEETING MINUTES

Mr. James Lawrence moved to approve the minutes as presented and Mr. Ali Zarabi seconded. All were in favor, no discussion, vote was unanimous as follows:

Ayes:

Ms. Susan Helander, Chair; Mr. James Lawrence, Vice Chair; Mr. Gerald Johnston; Mr. Ali Zarabi; Mr. Mark Moore; Mr. Steven Ainsworth

Nays:

None

Absent During Vote: *Mr. Ryan
Stewart*
Abstention: *None*

FEBRUARY 16, 2021 REGULAR MEETING MINUTES

Mr. James Lawrence moved to approve the minutes as presented and Mr. Ali Zarabi seconded. All were in favor, no discussion, vote was unanimous as follows:

Ayes: *Ms. Susan Helander, Chair; Mr. James Lawrence, Vice Chair; Mr. Gerald Johnston; Mr. Ali Zarabi; Mr. Mark Moore; Mr. Steven Ainsworth*
Nays: *None*
Absent During Vote: *Mr. Ryan Stewart*
Abstention: *None*

FEBRUARY 23, 2021 WORK SESSION MEETING MINUTES

Mr. Ali Zarabi moved to approve the minutes as presented and Mr. Gerald Johnston seconded. All were in favor, no discussion, vote was unanimous as follows:

Ayes: *Ms. Susan Helander, Chair; Mr. James Lawrence, Vice Chair; Mr. Gerald Johnston; Mr. Ali Zarabi; Mr. Mark Moore; Mr. Steven Ainsworth*
Nays: *None*
Absent During Vote: *Mr. Ryan Stewart*
Abstention: *None*

PUBLIC HEARING

Capital Improvement Plan FY22-27

Ms. Harris gave a brief presentation to the Commission by covering the State Coed stating a governing body may designate the Planning Commission to annually prepare a revise a Capital Improvement Program to determine its conformity with the Comprehensive Plan.

Ms. Harris advised this year the town will continue with flat funding unless a project is deemed necessary.

The next steps are holding the Planning Commission public hearing and forwarding a recommendation to Town Council for their public hearing in May. The Town Council is looking to adopt the budget and CIP in June.

Mr. Lawrence asked for clarification on what the Planning Commission is to be reviewing in the Capital Improvement Plan adding it seems like most of the projects have already been decided.

Ms. Harris suggested reviewing new projects listed first, because existing projects have already been determined to be in conformance with the Comprehensive Plan.

Mr. Lawrence asked where the energy efficiency upgrades to Town Buildings are located within the Capital Improvement Plan.

Ms. Harris advised that item is in the out years section of the plan.

Ms. Helander opened the public hearing at 7:30pm.

No one spoke.

Ms. Helander closed the public hearing at 7:31pm.

Mr. Zarabi asked which category of the Capital Improvement Plan the playground equipment falls into in the plan, and advised he noticed funding for the playground equipment was removed and the amphitheater remains in Eva Walker Park.

Ms. Harris advised the playground equipment is existing and as such, has been moved into the Capital Asset Replacement Program (CARP). She added the Planning Commission does not review items placed into the CARP. The amphitheater is in the CIP as it is a new capital improvement expenditure.

Mr. Zarabi asked questions regarding projects located in Utilities.

Ms. Harris advised the projects speak to the Comprehensive Plan goals of providing safe, reliable, and efficient water and sewer supplies with infrastructure that meets State permitting regulations.

Mr. Zarabi expressed the perception that the Planning Commission reviews the entire CIP document.

Ms. Harris stated this is why both the Resolution and the draft motion include specific language regarding the Planning Commission reviews projects as they relate to land use and conformity with the Comprehensive Plan.

There were no further questions.

Mr. Ali Zarabi moved adoption of the resolution for land use projects conformance with the Comprehensive Plan for the Planning Commission to forward the draft FY22-27 CIP to the Town Council. Mr. James Lawrence seconded. All were in favor, no discussion, vote was unanimous as follows:

Ayes:	<i>Ms. Susan Helander, Chair; Mr. James Lawrence, Vice Chair; Mr. Gerald Johnston; Mr. Ali Zarabi; Mr. Mark Moore; Mr. Steven Ainsworth</i>
Nays:	<i>None</i>
Absent During Vote:	<i>Mr. Ryan Stewart</i>
Abstention:	<i>None</i>

COMMENTS FROM THE COMMISSION

Ms. Helander advised the Commission will cancel this month's work session due to there being no items on the agenda.

COMMENTS FROM THE STAFF

Ms. Brandie Schaeffer Town Manager stepped forward and thanked the Commission for the Capital Improvement Program.

Ms. Schaeffer added she has offered the position of Community Development Director to Rob Walton, and he has accepted the position.

Mr. Walton thanked the Town for the opportunity and added the Commission can reach out to him for questions and concerns.

ADJOURN

With no further business this meeting was adjourned at 7:47 P.M.