



**MINUTES
PLANNING COMMISSION
TOWN OF WARRENTON**

**November 15, 2016
7:00 PM**

The Town of Warrenton Planning Commission (PC) convened a work session on Tuesday, November 15, 2016 at 7:00 PM in the Municipal Building.

The following members were present: Dr. John Harre, Chair; Ms. Susan Helander, Vice-Chair; Mr. Ali Zarabi; Mr. John Kip; Ms. Christine Dingus; Mr. Jeremy Downs; Mr. Brett Hamby, Town Council Liaison; and Mr. Whitson Robinson, Town Attorney. Ms. Brandie Schaeffer, Director of Planning and Community Development represented staff. Ms. Anna Maas and Mr. Lowell Nevill were absent.

Dr. Harre called the meeting to order at 7:00 PM and a quorum was determined. Dr. Harre welcomed Mr. Jeremy Downs as the newest Planning Commission member and Ms. Schaeffer in her first meeting as the new Planning and Community Development Director for the Town of Warrenton.

Approval of Minutes

Dr. Harre asked if anyone had changes for the October 18, 2016 Meeting minutes. Mr. Kip made motion to approve October 18, 2016 minutes as submitted. Ms. Dingus seconded the motion. All were in favor and the motion passed unanimously (6-0-2 Maas and Nevill absent).

Regular Meeting

- a. **Special Use Permit 2016-04 – Walker Drive Cross Parking Agreement.** The request, per Article 7-12 Cooperative Parking of the Zoning Ordinance, is to establish a cross parking agreement between a new building located at 321 Walker Drive with existing buildings located at 331 and 361 Walker Drive. The parcel is zoned Industrial and the Comprehensive Plan identifies the property as Light Industrial on the Future Land Use Plan. The owners are Walker Investment Group, LLC, F & R Development, LLC, JL Woodside Properties, LLC, CCMK, LLC, Hirshman Hoover, LLC, RAM Holdings, LLC, and JS Woodside Properties, LLC. GPINs 6984-74-5565-000, 6984-74-8242-001, 6984-74-8242-002, 6984-74-8242-003, 6984-74-8242-004, 6984-74-8242-005, 6984-74-8242-006, 6984-74-8242-007, 6984-73-6957-101, 6984-73-6957-201, 6984-73-6957-202, 6984-73-6957-203, and 6984-73-6957-204.

Ms. Schaeffer presented Special Use Permit (SUP) 2016-04, which included a detailed analysis of parking spaces at OTAC I and OTAC II, showing the buildings currently have 37 spaces over the amount required. OTAC III (SDP 2015-02) is a new building under construction to the north and west of OTAC I and II. This request is to create a cooperative parking agreement to allow existing additional parking on OTAC I and II to be used as part of the required parking calculations for OTAC III.

Mr. Zarabi inquired about the timing of the SUP, with Ms. Schaeffer responding that this was the appropriate time for SUP submission. Mr. Kip asked about connections between the parking lots. Ms. Schaeffer detailed the existing and proposed connections between the three buildings. Mr. Downs inquired if the SUP was equivalent to an easement between neighboring owners. Ms. Schaeffer confirmed the SUP would function like a secured easement, protecting the use over time if ownership changes.

Dr. Harre opened the floor to comments at 7:08 PM and invited Mr. Mike Forsten, applicant, to the podium. Mr. Forsten commented on how Ms. Schaeffer did a wonderful job summarizing the application and he had nothing to add. There were no other comments so Dr. Harre closed the public hearing at 7:08 PM.

Ms. Schaeffer explained that the zoning requirement to track uses and square footage for buildings is near impossible without input from the owner. She requested the Planning Commission agree to a condition that the applicant be responsible for submitting proof of compliance with the parking agreement, by providing occupancy and parking tabulations data, with each plan submission and/or business license request.

Dr. Harre asked what would happen if use change was requested that resulted in a shortage of parking. Ms. Schaeffer responded the permit would be denied based on non-compliance with the SUP and Zoning Ordinance. Ms. Schaeffer noted there is the possibility of adding additional parking on site if the applicant so chooses, but he prefers not to build the additional parking at this time.

Mr. Kip made motion to approve SUP 2016-04 with the following conditions:

1. The property shall be in substantial conformance with the approved Site Development Plan dated June 13, 2016, allowing sheets 3, 4, 5, 7, and 10. Subject to review and approval of applicable Federal, state, and local regulations.
2. The property owner shall provide the Town with documentation of Use, Area (sq ft) and Required Parking to aid in the tracking of parking for changes in tenant/use.

Ms. Helander seconded the motion. Dr. Harre asked if there was any discussion on the motion presented. Mr. Zarabi approved the buffering of existing trees to reduce the environmental impact. All were in favor and the motion passed unanimously (6-0-2, Maas and Nevill absent).

- b. Walkability Audits** – Town of Warrenton/PATH Foundation “Healthy Lifestyles – Complete Streets and Active Transportation” Memorandum of Understanding scope of work calls for five (5) walkability audits to be conducted. Review of purpose, routes, and next steps will be discussed with the Planning Commission.

Ms. Harris provided background on the Walkability Audits. On December 8, 2015 the Town Council passed the Healthy Eating Active Lifestyle (HEAL) Initiative that recognizes the impact policies and practices of the Town have on the health of its residents. The combination of the adoption of the HEAL Initiative with the need to update the Comprehensive Plan led to the Town collaborating with the PATH Foundation, who approved a grant on June 17, 2016. On July 12, 2016, Town Council authorized the Town Manager to enter into an agreement with the PATH Foundation for \$100,000 in consulting services provided by the PATH Foundation, resulting in a contract with Toole Design Group on September 23, 2016 for the following:

- Complete Street Assessment and Recommended Policy Approach
- Five (5) Walkability Audits
- Trails Plan Update
- Community Engagement and Stakeholder Education Events

The first component is the Walkability Audits, a technique used for the last 30 years in the United States as an unbiased, on the ground, audit to identify what is working, while also identifying pedestrian concerns related to safety, access, comfort, and convenience of the walking environment of a community. These audits provide implementable design treatments the Town may be able to use going forward. A Walkability Audit consists of a one-day gathering of stakeholders, with a technical presentation in the morning before going out into the environment, walk it, assess it, and have almost a visioning process before coming back together as a group to discuss lessons learned. Ms. Harris explained the focus is not about sidewalks, but instead about our land, land use, and how we design our communities to travel between activity centers.

The Warrenton Health, Parks & Recreation Committee; Public Safety and Transportation Committee; and Town Council identified the following five (5) proposed routes:

1. Old Town
2. Shirley Avenue from Culpeper Street down to Falmouth Street
3. Waterloo Road
4. Alexandria Pike/Blackwell Road Oak Springs Shopping Center towards Old Town
5. Walker Drive

The next step is to identify one or two Planning Commissioners who would be interested in being the point-of-contact who could go on one or more of these routes. The second step is to request help with identifying which key stakeholders should be at these locations. Dates will then be set and invitations will be sent out to participate. Ms. Harris then answered various questions.

Ms. Helander requested examples of stakeholders. Ms. Harris provided examples and mentioned wanting to include Town staff representatives and Town Council. Dr. Harre asked for Planning Commission volunteers. Ms. Helander and Mr. Kip volunteered while others were interested if held on the weekend.

Comments from the Staff

Ms. Schaeffer told the Planning Commission about the Virginia Tech Extension Program offering 89th Annual Certified Planning Commissioner Program, beginning March 3, 2017 in Purcellville, VA. She encourages commissioners and Town Council members to attend. Ms. Schaeffer will send details in an email. The Fauquier County Planning Commission had been working on a joint work session with Culpeper County Planning Commission and extended an invitation for the Warrenton Planning Commission. Originally scheduled for September, the joint work session will be held Thursday, November 17, 2016.

Ms. Schaeffer confirmed with Dr. Harre there is nothing for the November 22, 2016 Work Session. Dr. Harre made decision to cancel.

Meeting adjourned at 7:45 PM.

Minutes submitted by Karen Kowalski.

Minutes were approved on December 20, 2016.