



MINUTES  
PLANNING COMMISSION  
TOWN OF WARRENTON  
August 23, 2016 – 7:00 P.M.

The Town of Warrenton Planning Commission convened on Tuesday, August 23, 2016 at 7:16 PM in the Municipal Building.

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

Dr. Harre called the work session to order at 7:16 PM.

A. **Planning Commission Bylaws** – Review of the Planning Commission (PC) Bylaws and proposed amendments.

Ms. Harris stated staff had begun to review and draft updates to the PC Bylaws in response to the PC direction at the July 26, 2016 meeting. Each member had been provided a draft PC Bylaws (Blue-lined copy and clean copy) along with the State Code relating to the powers and duties of the Commission. The draft is a starting point that contains PC requested revisions along with edits to match Town and State Codes. Ms. Harris walked members through the changes with the following of particular note for discussion:

- 2-1 The membership is updated to match State Code.
- 2-3 Provision was written at the request of the Planning Commission for term limits. However, the Town Attorney and staff will review the State Code with the Planning Commission to ensure all provisions are viable.
- Art. 5 Inserted State Code provision for Planning Commission. Not included are additional, separate provisions related to the Comprehensive Plan, Capital Improvement Plan, and other items that the Commission may or may not choose to specifically include in the Bylaws. The general statement of Article 1 covers all duties per State Code.
- 8-7 The Planning Commission requested this provision. Staff based on public notice deadlines picked the 18-calendar day schedule as a starting point for discussion.
- Art. 9 Created to provide similar guidance as the Order of Business for Regular Meetings. The Planning Commission will decide if this addition is necessary or not.

Ms. Harris said staff would incorporate suggested changes to the draft Bylaws. Dr. Harre concurred with adding the Bylaws to the next PC agenda.

**B. Article 12 - Definitions** – Begin review of the definitions contained in Article 12 of the Zoning Ordinance as it relates to signs.

Staff received direction at the May 24, 2016 Work Session to begin reviewing the Zoning Ordinance as it relates to signs in response to the U.S. Supreme Court’s direction for localities to become “content neutral.” After research and review, staff prepared a matrix of the current Town of Warrenton definitions compared to the Model Ordinance of the Local Government Attorney’s of Virginia, the City of Norfolk, and the ISA’s Best Practices in Temporary Signage definitions. Highlighted sections represent staff recommendation for consideration.

Ms. Schaeffer suggested having two Commissioners conduct a review of the matrix instead of everyone reviewing. Ms. Maas and Mr. Kip volunteered to review the matrix then return recommendations to the PC for approval. Mr. Robinson thought work to amend Article 6 of the Zoning Ordinance could be accomplished in conjunction with definition review and everyone agreed. Ms. Harris wants PC members to be aware of unsettled case law preventing resolution at this time of definition for ‘a sign,’ but asks them to begin thinking about how to define a sign and if a sign can be a person (i.e., mascot) or not.

The meeting was adjourned at 8:17 PM.

Minutes submitted by Karen Kowalski.

Minutes were approved on September 20, 2016.