



MINUTES
PLANNING COMMISSION
TOWN OF WARRENTON
June 21, 2016 – 7:00 P.M.

The regular meeting of the Town of Warrenton Planning Commission (PC) convened on Tuesday, June 21, 2016 at 7:00 PM in the Municipal Building.

The following members were present: Dr. John Harre, Chair; Ms. Brandie Schaeffer, Vice-Chair; Mr. White Robinson, Town Attorney; Mr. Ali Zarabi, Mr. Lowell Nevill, Ms. Susan Helander, and Mr. Brett Hamby. Ms. Sarah Sitterle, Director of Planning and Community Development represented staff. Mr. John Kip and Mr. Yakir Lubowsky, Ex-Officio member, were absent.

A Quorum was present.

Approval of Minutes

Dr. Harre asked if anyone had changes for the May 17, 2016 minutes. Mr. Lowell Nevill made motion to approve May 17, 2016 minutes as submitted. Ms. Susan Helander seconded the motion. All were in favor and the motion passed unanimously (7-0).

Work Session

Dr. Harre stated the first two work session agenda items would be presented together as they both deal with Mobile Food Vendors. He went on to state it was a work session to review changes resulting from a work session to resolve various issues from the May 17, 2016 PC meeting.

- **Town Code Amendment – Mobile Food Vendors** – Discussion of proposed amendments to Section 9-69 (d) of the Itinerant Merchant regulations that would allow Mobile Food Vendors to locate on specified properties within certain areas per the Mobile Food Vendor Policy and Procedures document through the Town Manager’s office. The applicant is the Town of Warrenton.
- **ZTA 16-01 – Mobile Food Vendors** – Discussion of proposed amendments to the Public Semi-Public and Industrial District in Articles 3-4.9.2 (PSP), 3-4.12.2 (I) and Article 12 - Definitions of the Zoning Ordinance to add Mobile Food Vendor as a use with the condition that the site must meet the requirements of the Mobile Food Vendor Policy and Procedures document through the Town Manager’s office. The applicant is the Town of Warrenton.

Ms. Sitterle presented the proposed changes to the Town Code and Zoning Amendments resulting from the meeting held May 31, 2016 with stakeholders to address PC requested updates to the Mobile Food Vendor Policy documents and Text Amendment. She reported no changes were made to the Town Code. However, staff did adjust the Text Amendment to contain more

details while retaining in the policy and procedure document the administrative application details and allowable public locations for Mobile Food Vendors to operate. Additionally, staff removed references to the operation of Mobile Food Vendors within the Commercial and Central Business (C and CBD) districts. The emphasis is on private property locations within the Industrial (I) and Public Semi-Public (PSP) districts.

Dr. Harre asked Ms. Sitterle to walk the PC through several questions remaining so they can discuss as they go and come to a consensus. Ms. Sitterle said the first item up for discussion is the question of permit renewal and if everyone was comfortable with the split out between the policy and text amendment. The policy document and text amendment suggests June 30 as deadline for permit renewal so it would align with the renewal of business licenses and the PC members were in agreement.

The next item was the identification of public sites. The resulting discussions determined that public sites should include the WARF parking area and parks with parking areas, which could include Rady Park. A possible location was the public parking spaces on Alexandria Pike in front of Eva Walker Park. Mr. Nevill expressed his concerns about excluding some parks because of not having a parking lot. Ms. Schaeffer thought review of sites meeting certain standards is better than going by zoning districts, which can open up a variety of locations zoned public that are not parks. Ms. Schaeffer said she recently met with the Manager and Zoning Administrator for the City of Manassas who were in the process of reviewing key standards for their Mobile Food Vendor program.

Ms. Schaeffer brought up the reference to fitting into a parking space, which she recommended changing since many Mobile Food Vendor vehicles require more than one parking space. Mr. Nevill said he thought discussions mentioned use of two parking spaces like a pull through. Mr. Robinson mentioned the possibility of having a permit/placard issued with license that will allow them to use more than one space. Ms. Schaeffer made the point of at least one vendor wanting to set-up a pizza oven outside of the truck. Mr. Godfrey referred everyone to Section 9-24.4.1 (see below) that he interprets as two parking spaces:

The entire operation of a Mobile Food Vendor/ trailer must fit in the allowable public parking spaces. Vehicles that do not fit within the designated spaces will not be permitted to operate in the program.

Mr. Robinson said he agrees and does not see allowing vehicles to use more than two spaces. Ms. Schaeffer thinks this needs more clarity, knowing some Mobile Food Vendors require additional space. Mr. Nevill suggested updating Section 9-24.6.2 because it specifies trucks or trailers must be sized to fit into designated parking areas with dimensions as 9' x 18' (one parking space). Dr. Harre suggests wording for parking space(s) needs to be consistent throughout document. Mr. Robinson said he would work with Ms. Sitterle to correct references to parking spaces, removal of requirement for generators to be attached to mobile unit and add reference to noise nuisance instead of 75 decibels, allow waste receptacles to be placed on ground near Mobile Food Vendor, and correction of items identified by PC members and inconsistencies in documents. Ms. Schaeffer explained how use of Mobile Food Vendors for Special Events will remain with the Special Events Permit and not fall under Article 9-24 Mobile Food Vendors. The approval of locations for Mobile Food Vendors will remain with the Town Manager and subject to the Warrenton Mobile Food Vendor Program Policies and Procedures. Review of changes will be reviewed by a PC work session before coming back to PC for approval.

- **Breweries** – Discussion of Zoning Ordinances specific to brewery uses and the proposal for a text amendment.

Ms. Sitterle said a text amendment is necessary with the upcoming Wort Hog Brewery and increased in popularity of microbreweries. Staff compiled a comparative table of various local brewery ordinances that shows land use regulations along with code sections on breweries. The Town of Culpeper appears to have the least complex, while the City of Fairfax, Town of Leesburg, Loudoun County, and City of Manassas each have very detailed ordinances to guide the location of breweries. Staff recommends an evaluation of each of the examples and a discussion regarding direction for framing a proposed text amendment for the Town of Warrenton.

Dr. Harre asked about output projections for Wort Hog Brewery, which were unknown at this time. He said without that information it would be difficult to make a decision since it could be easy to locate breweries with large output in the Industrial District and those with lower output in the CBD. Mr. Robinson said he would meet with the Town Manager and representatives of Wort Hog Brewery to discuss their plans for output and distribution with the potential of locating large-scale distribution operation in Industrial district. Everyone agrees now is the time to determine strategy for future breweries and keep distribution operations within Town of Warrenton. Mr. Robinson does not think Wort Hog Brewery was planning to have large-scale production, but the meeting will provide insight and help for future planning.

Ms. Schaeffer recommends a simple ordinance, except that a simple ordinance may not provide the desired controls for a by-right use. Mr. Godfrey said he asked Ms. Sitterle to begin working on brewery ordinance because he recently had contact from another brewery wanting to locate in Town of Warrenton. Everyone likes the Brewing Ordinance in Leesburg, but it requires further investigation. Mr. Robinson and Ms. Sitterle said to expect updates back to PC soon.

Mr. Godfrey noted this was Mr. Hamby's last PC meeting and said they have received two applications with hope of having seat filled for August meeting.

The meeting was adjourned at 8:19 PM.

Minutes submitted by Karen Kowalski.

Minutes were approved on July 26, 2016.