



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

The regular meeting of Town of Warrenton Planning Commission (PC) convened on Tuesday, August 23, 2016 at 7:00 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 meeting to order at 7:01 PM and a quorum was determined.

### Approval of Minutes

Dr. Harre asked if anyone had changes for the May 24, 2016 Work Session minutes. Mr. Zarabi made motion to approve May 24, 2016 minutes as submitted. Mr. Kip seconded the motion. All were in favor and the motion passed unanimously (6-0-1).

Dr. Harre asked if anyone had changes for the July 26, 2016 minutes. Mr. Zarabi made motion to approve July 26, 2016 minutes as submitted. Mr. Kip seconded the motion. All were in favor and the motion passed unanimously (6-0-1).

### Public Hearing

- **Special Use Permit (SUP) 2016-01 – Detached Garage with Studio Apartment in R-6 District.** The request, per Article 3-4.3.3 of the Zoning Ordinance, is to build a detached garage with an accessory dwelling unit on the second floor at 23 N. Chestnut Street. The parcel is zoned Residential – R-6, and the Comprehensive Plan identifies the property as medium density residential on the future land use plan. PC public hearing was held July 23, 2016 with a recommendation for approval. Town Council referred SUP 2016-01 to PC August 9, 2016 public hearing. The owners are Richard D. Wright and Susan G. Wright.

Ms. Harris presented SUP 2016-01. Town Council held a public hearing on August 9, 2016 with the applicant/owner presenting his proposal. No one spoke for or against the application. However, the Town Council had concerns on the differing definitions related to the Zoning Ordinance for Accessory Structures. The Town Council voted (7-0) to send the application back to the PC to ensure all members were aware of the requirements per the Zoning Ordinance.

Subsequently, staff performed a review of 1) the entire Zoning Ordinance as it relates to accessory dwellings, 2) 10 years of Zoning Determinations, and 3) 12 years of SUPs related to

accessory dwellings. Staff found this application to be consistent with the Town's processing of SUPs for the last 12 years. The applicant wishes to move forward with the SUP as originally proposed. Since the proposal remains unchanged, a new Public Hearing is not required.

Ms. Harris provided examples of inconsistencies in the Zoning Ordinance that will be reviewed for correction. Mr. Robinson received and answered questions concerning the interpretation of existing definitions in the Zoning Ordinance.

Mr. Kip made a motion that the PC reaffirms approval of SUP 2016-01 / PLNG 2016-07 to the Town Council with the following conditions:

- a. A building permit application is submitted.
- b. All accessory structures must maintain conformity with Article 9-1 of the Zoning Ordinance.
- c. Lighting fixtures must be full cutoff unless they use lights that are incandescent 160 watts or less, fossil fuel, any light source of 50 watts or less, as per Article 9-8.6.2.8
- d. The accessory dwelling unit shall be required to have separate connections for water and sewer as required by Sections 17-68 and 17-69 of the Warrenton Town Code.
- e. The development shall be in substantial conformance with the plans submitted on June 13, 2016 and Certificate of Appropriateness 2016-01.
- f. There shall be no waivers from the required setbacks and buffers at the time of site plan review.

Ms. Schaeffer seconded the motion and the motion passed unanimously with a vote of 6-0-1. Dr. Harre noted the reaffirmed approval recommendation would go to the next meeting of the Town Council. Furthermore, Dr. Harre requests staff review of Articles 9 and 12 with plans to return to the PC with changes to clarify definitions.

The meeting was adjourned at 7:15 PM.

Minutes submitted by Karen Kowalski.

Minutes were approved on September 20, 2016.