



PLANNING COMMISSION
MEETING MINUTES
TOWN OF WARRENTON
September 20, 2016

The regular meeting of Town of Warrenton Planning Commission (PC) convened on Tuesday, September 20, 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; Ms. Christine Dingus; Mr. Brett Hamby, Town Council Liaison; 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. Dr. Harre welcomed Ms. Christine Dingus as the newest Planning Commission member.

Approval of Minutes

Dr. Harre asked if anyone had changes for the August 23, 2016 Meeting minutes. Mr. Kip made motion to approve August 23, 2016 minutes as submitted. Ms. Helander seconded the motion. All were in favor and the motion passed unanimously (7-0-1).

Dr. Harre asked if anyone had changes for the August 23, 2016 Work Session minutes. Mr. Kip made motion to approve August 23, 2016 Work Session minutes as submitted. Ms. Helander seconded the motion. All were in favor and the motion passed unanimously (7-0-1).

Regular Meeting

- **Bylaws** – Discussion of proposed revisions to the Planning Commission Bylaws

Ms. Harris provided a brief overview of the PC Bylaws that were last amended in December 2013. In response to PC direction at the July 26, 2016 meeting, staff began to review and draft updates. At the August 23, 2016 Work Session staff presented suggested amendments to match Town and State Codes. The final draft PC Bylaws are based on the outcome of the August Work Session and contains two slight changes from the one in the PC packet (Blue-lined copy and clean copy):

1. 2-1 - change wording of the last sentence that identifies “Advisory non-voting members shall include one member of Town Council.”
2. 3-3-2 - remove the words “upon the close of a regular meeting.”

In addition, there were edits to match Virginia State Code. 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 The Planning Commission revised the intent to be at the end of each term the Planning Commission encourages the Town Council to advertise the seat.
- 4-3-9 Inserted the Secretary will provide Planning Commission meeting information one week prior to the members.
- 4-3-10 Inserted the Secretary will provide Planning Commission meeting minutes to the Town Council.
- 6-9 Modified the quorum to be a majority of members.
- 7-1 Reinserted work session per approval of the Chair of the Planning Commission.
- 8-7 This provision was modified as requested to allow the Chair of the Planning Commission to waive the requirement in special circumstances.

Ms. Harris asked if the PC was comfortable with the suggested changes for approval or if there any other suggested revisions. Town Council member Mr. Wood wanted to make sure the change to a quorum in section 6-9 contained “those present and voting” that Ms. Harris did confirm. There were no other questions or discussions.

Mr. Kip made a motion for the Planning Commission to approve and adopt the revised Planning Commission Bylaws as of September 20, 2016. Ms. Helander seconded the motion. All were in favor and the motion passed unanimously (7-0-1).

Public Hearing

- **Special Use Permit (SUP) 2016-03 – Advanced Automotive Use in Industrial District.** The request, per Article 3-4.12.3 of the Zoning Ordinance, is to reuse the existing building on 655 Industrial Road as an automotive repair facility. The parcel is zoned Industrial and the Comprehensive Plan identifies the property as light industrial on the future land use plan. The owner is Mr. Donnie Scott, Scott Virginia Properties, LLC. GPIN: 6983-67-4889-000.

Ms. Harris presented SUP 2016-03 stating staff has reviewed the application and finds that the submission is an acceptable use in the Industrial District. The proposal is in keeping with the surrounding uses and is consistent with the Comprehensive Plan. The presentation included various pictures of the 2.74-acre property. The existing building does not require exterior construction, with the exception of new signage that will require a permit. The property was developed per Site Development Plan (SDP) 06-20 and still meets the Zoning Ordinance requirements for landscaping and lighting with full cut-off fixtures.

The proposed automotive repair facility will operate with five (5) employees, seven (7) service bays, and hours of operation will be 8 am to 6 pm Monday – Friday; 8 am to 1 pm Saturday; and closed on Sunday. The applicant plans to utilize existing parking spaces that exceed requirements, with customer parking in the front of the building, employee parking in the rear of the building, and vehicles waiting for service/pick-up will be parked inside the secured fence area to the rear of the building. The applicant anticipates no other outside storage.

It is staff’s recommendation that the Planning Commission approve the applicant’s request for a Special Use Permit for an automotive repair facility with the following conditions:

1. The property shall be in substantial conformance with the Special Use Permit Plan dated June 20, 2016, received September 7, 2016 submitted for SUP 2016-03, prepared by

DRH Engineers, PLC. Subject to review and approval of applicable Federal, state, and local regulations.

2. Within 30 days of approval of the SUP 2016-03, the applicant shall submit to staff a long-term Stormwater Management Maintenance Plan per Section 5-11 of the Zoning Ordinance to be approved by staff and recorded in local land records.

Ms. Helander asked if the applicant would be required to replace any plants that die. Ms. Schaeffer stated she shared this concern while asking Ms. Harris for clarification of conformance regarding sheet plans. Ms. Harris added the “Landscaping Plan (sheet 2)” as a specified condition.

Dr. Harre opened the floor to comments at 7:15 PM and invited Mr. Donnie Scott, applicant, to the podium. Mr. Scott stated he had been a resident of Midland since 1997, operating a family-owned auto repair business in Chantilly. Working long-hours six-days a week on top of a long commute led to his decision to open a second auto repair business closer to home. While he will be hiring new employees, a few existing employees will work at the new location since they live in Mineral, VA. Mr. Scott answered questions from commissioners to their satisfaction. Dr. Harre closed the public hearing at 7:18 PM.

Ms. Schaeffer stated she visited the site and noted a concern with what appeared to be a water drainage problem that appears to be causing erosion to an area of the parking lot. She was happy to learn the applicant and staff were addressing Stormwater Management for the site through the conditions. She provided Ms. Harris with a list of items to she would like added as conditions, items that the applicant was already in agreement with, as shown in the application and staff report. Ms. Schaeffer also recommends using ‘general conformance’ instead of ‘substantial conformance’ to allow more flexibility to the applicant since this is an existing site.

Ms. Helander asked if Advanced Automotive had plans to sell vehicles or if they would be allowed to sell cars. Mr. Scott said he had no interest in selling cars and had not done so from his business located in Chantilly. Her concern was that similar businesses in the Town of Warrenton have been found selling vehicles even though their SUP did not allow it. Ms. Helander was told a new application for an SUP would need to be submitted before such change would be approved.

Mr. Kip made a motion to recommend approval of SUP 2016-03 to the Town Council with the following conditions, as modified during the PC meeting:

1. The property shall be in general conformance with the Special Use Permit Plan dated June 20, 2016, received September 7, 2016 submitted for SUP 2016-03, prepared by DRH Engineers, PLC, Sheets 1-4. Subject to review and approval of applicable Federal, state, and local regulations.
2. Within 30 days of approval of the SUP 2016-03, the applicant shall submit to staff a long term Stormwater Management Maintenance Plan per Section 5-11 of the Zoning Ordinance to be approved by staff and recorded in local land records.
3. Landscaping materials will be replaced per the approved SUP 2016-03 Landscaping Plan (Sheet 2) if plants die or become diseased, subject to SDP 06-20 (Sheet 11).
4. Hours of operation:
 - a. Monday – Friday: 8 am to 6 pm
 - b. Saturday: 8 am to 1 pm
 - c. Sunday: Closed
5. The fence, per Sheet 1 of the SUP plans, shall be maintained in good condition to the satisfaction of the Planning Director.

6. Customer parking will be in the front of the building and vehicles waiting for service and pick up will be stored at the rear of the building, within the secure fence area, as per Sheet 1 of the SUP plans.
7. No repair work on vehicles shall be done outside.
8. No junked, abandoned, or scrapped motor vehicles shall be stored on site; defined as any vehicle that is:
 - d. Partially or totally disassembled by the removal of tires and wheels, the engine, or other essential parts required for operation of the vehicle, for a period of sixty (60) days or longer; or
 - e. Not displaying valid license plates; or
 - f. Not displaying a valid inspection decal.
9. Contaminants shall be disposed of in accordance with Federal and state laws.

Ms. Schaeffer seconded the motion and recommended to the Town Council approval with these additional conditions. All were in favor and the motion passed unanimously (7-0-1). Dr. Harre noted the approval recommendation would go to the next Town Council Meeting on Tuesday, October 11, 2016.

Comments from the Commission

Mr. Zarabi inquired about the funding status for the Traffic Study for the traffic signal near Wal-Mart. Mr. Godfrey, Town Manager, stated the funding was there and the design was underway, according to his last conversation with Mr. Edward Tucker, Director of Public Works/Utilities. He would check with Mr. Tucker for the latest information then report back to the PC.

Mr. Zarabi asked who was responsible for trimming the azalea bushes located around the utility pole at the corner of Forbes Court and Roebing Street. He was unsure if the property owner or Town had trimmed them in the past, but they are causing a visibility problem for vehicles turning from Forbes Court onto Roebing Street. Ms. Harris said she would check and report back.

Ms. Helander asked for status of landscaping plan for the new location of Cecil's Tractors. She expected more landscaping instead of the amount of equipment she sees. She then asked about the status of SUP for Anzo Motors, noting she counted thirty-seven (37) vehicles the other day along with witnessing the offloading of vehicles on the road. Mr. Robinson replied to Ms. Helander explaining these are zoning violations that can be addressed by issuing Notice of Violations. He also noted staffing levels preclude them from sending out monitors. However, staff can invite business owners into the office to discuss and possibly resolve concerns.

Mr. Zarabi asked for clarification on determining how many or which Mobile Food Vendors (MFV) can participate at the WARF. Mr. Godfrey explained he was working with staff to finalize the MFV application and permit process, confirming with Ms. Harris that no one has applied yet. Mr. Godfrey clarified that the Town of Warrenton Parks and Recreation staff would be coordinating with MFV and sports leagues for tournaments so as not to interfere with team fundraising during non-tournament weekends.

Comments from the Staff

Ms. Harris made the PC aware of the PC Work Session packet at their seats. It included a hard copy of the presentation for the Walker Drive Rezoning on September 27, 2016. The applicant told Ms. Harris they want to provide a presentation of the current application before presenting any changes. Ms. Schaeffer and Mr. Kip had concerns over not receiving any new information if

they are planning to go to Public Hearing in October. The PC would like to receive new information to review and address during a work session before going to public meeting. The PC is not going to provide any feedback without receiving/reviewing staff comments. Ms. Harris confirmed conversations between staff and applicant are continuing, but staff has not commented because they were told another submission is coming. September 30, 2016 is the deadline for submitting a package for the PC Meeting in October. The PC does not wish to go to work session on an application without a technical review. The PC requests a complete application prior to scheduling a work session. Ms. Harris also suggested moving the PC to another location with a larger venue to accommodate expected turnout for the Public Hearing and the PC agreed.

Mr. Robinson stated the county just passed their New Noise Ordinance and suggests Town of Warrenton review theirs for update.

Dr. Harre reiterated there would not be a work session next week on September 27, 2016.

The meeting adjourned at 8:20 PM.

Minutes submitted by Karen Kowalski.

Minutes were approved on October 18, 2016.