

MINUTES  
WARSAW PLANNING COMMISSION  
REGULAR MEETING  
JANUARY 7, 2021

The regular meeting of the Warsaw Planning Commission was held Thursday, January 7, 2021 at 7:00pm in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Commission members present were as follows: Mary Beth Bryant, Gary Palmore, and Elizabeth Franklin. Commission members absent were as follows: Barbara Jean LeFon. Those present by phone were Regis Slaw and Johnathan English.

Town staff present were Town Manager Joseph Quesenberry, Director of Planning and Community Development Melissa Coates, Treasurer/Clerk Julia Blackley-Rice, and Administrative Assistant Elizabeth Davis.

Others present were Richmond County's County Administrator Morgan Quicke, Mr. and Mrs. Tim Dolan, and Brennen Belfield.

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mary Beth Bryant called the meeting to order and led in the Pledge of Allegiance at 7:00pm.

**ELECTION OF OFFICERS**

Outgoing Chairwoman Bryant opened the floor to nominations for Chairman for 2021. Commissioner Palmore moved to nominate Elizabeth Franklin. The nomination was seconded by Commissioner Slaw. There being no other nominations, Chairwoman Bryant closed the floor to nominations for Chairman and called for a vote. The election of Elizabeth Franklin to Chairwoman carried with the following votes.

Mary Beth Bryant	Aye	Elizabeth Franklin	Aye
Gary Palmore	Aye	Regis Slaw	Aye
Jonathan English	Aye		

Newly elected Chairwoman Franklin opened the floor to nominations for Vice-Chairman for 2021. Commissioner Palmore moved to nominate Regis Slaw. The nomination was seconded by Councilman English. There being no other nominations, Chairwoman Franklin closed the floor to nominations for Vice-Chairman and called for a vote. The election of Regis Slaw to Vice-Chairwoman carried with the following votes.

Elizabeth Franklin	Aye	Regis Slaw	Aye
Gary Palmore	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye		

Chairwoman Franklin opened the floor to nominations for Secretary of Planning Commission for 2021. Commissioner Palmore nominated Julia Blackley-Rice. The nomination was seconded by Councilwoman/Commissioner Bryant. There being no other nominations, Chairwoman Franklin closed the floor to nominations for Secretary and called for a vote. The election of Julia Blackley-Rice to Secretary carried with the following votes.

Elizabeth Franklin	Aye	Regis Slaw	Aye
Gary Palmore	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye		

**APPROVAL OF CONSENT AGENDA**

Commissioner Palmore moved to approve the consent agenda as presented and Councilwoman Bryant seconded the motion carried by the following votes:

Elizabeth Franklin	Aye	Regis Slaw	Aye
Gary Palmore	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye		

**PUBLIC HEARING**

Conditional Use Permit Request – Michelle Belfield Childcare Business: Chairwoman Franklin opened the floor to the public for the purpose of this request. Mr. Brennan Belfield introduced himself to the Commission as joint founder of the business with his wife, Mrs. Michelle Belfield. She was unable to attend the meeting tonight, but Mr. Belfield was happy to answer any questions the Commission may have. Vice-Chairwoman Slaw inquired if there would be any additional staff as part of the business. Mr. Belfield responded that there will not be any additional employees as this is not technically childcare, it is being operated as a private preschool. As such, her limit is 10 children per 1 teacher. It is not meant to be a babysitting service; it is run as strictly a preschool. Mrs. Belfield accepts her students at the beginning of the school year and those are her set students for the school year. There being no other comments from the public Chairwoman Franklin closed the public hearing.

Commissioner Palmore inquired about the property notice of being primary residence. Mrs. Coates responded she included that information on the notice for full disclosure that this property is not a primary residence, the Belfields are renting this location for the school. This year has provided challenges with childcare and preschool and while the action is permitted with a primary residence, Town staff thought it was in the best interest to bring the matter before the Planning Commission and Town Council so that everyone was aware. A home occupation would be a by-right use, but since this isn't where they reside, this would be a Conditional Use Permit.

Commissioner Palmore moved to recommend to Town Council approval of the Conditional Use Permit request made by Michelle Belfield to operate her childcare business. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Elizabeth Franklin	Aye	Regis Slaw	Aye
Gary Palmore	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye		

Conditional Use Permit Request – Dennis Hanks Wholesale Distributorship: Chairwoman Franklin opened the floor to the public for the purpose of this request. Mrs. Coates read the public hearing notice. There being no comments from the public, Chairwoman Franklin closed the public hearing. Chairwoman Franklin opened the floor to Commission members for discussion. The site is not planned as an industrial site but rather a combination of wholesale and retail sales. Commission members had concerns with the location and aesthetics of the property, but these could be remedied with conditions that the body recommends to Council be included in the conditional use permit. Commissioner members discussed appropriate setbacks from the road, aesthetic screenings and plantings, and proper signage. Commissioner Palmore moved to recommend to Town Council approval of the Conditional Use Permit request made by Dennis Hanks to operate a wholesale distributorship with the following conditions: receipt of a landscaping plan acceptable to the Town Manager. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Elizabeth Franklin	Aye	Regis Slaw	Aye
Gary Palmore	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye		

Zoning Ordinance Amendment Request – Time & Brenda Dolan – Allow for self-storage facilities in C-1, Limited Commercial Zones: Chairman Franklin opened the public hearing to hear comments from the public regarding this request. Mr. Tim Dolan spoke as the applicant seeking the amendment. Mr. and Mrs. Dolan have owned the property for a number of years but prior to this they have not sought to develop the property. Mr. Dolan referenced the notice indicates a 326 unit self-storage facility, but does not feel the facility would be that large. They are currently seeking just the amendment to the ordinance but would then come back once they had the specifics of the development seeking the permit. Richmond County Administrator spoke representing Richmond County Board of Supervisors opposing the amendment request. Mr. Quicke added Richmond County and the Town of Warsaw have spent considerable time and money on the property known as the Richmond County Community Park, which is home to Richmond County Fairgrounds, Richmond County Little League, and now Richmond County Department of Emergency Services. These properties serve as a focal point of our community each spring, summer, and fall. More recently, the County has received grant funding from VDoT to begin building our community recreational trails that will begin at the Little League park. This trail network is a multi-phase project that is anticipated to connect all of the focal points throughout the Town including the public-school campus, the Bounds, Town Park, Richmond County YMCA, Little League, Fairgrounds, and Rappahannock Community College. Richmond County undertook a project to build Community Park Road for recreation purposes and it is not intended for residential and/or commercial development. In light of this, Richmond County is willing to work with the Dolan family on a potential trade of property within the Richmond County Commerce Park for the construction of self-storage units on land that is more suited to commercial development. There being no further comments from the public, Chairwoman Franklin closed the public hearing. The Town Manager informed the Commission that currently the zoning ordinance does not allow for self-storage units within a C-1 zoning designation. The only option available is to request an amendment to the ordinance. Once the zoning designation is amended it will apply to all C-1 zoning districts within the town limits.

Commissioner Palmore moved to table the discussion until the next meeting. The motion was seconded by Commissioner Slaw and carried with the following votes.

Elizabeth Franklin	Aye	Regis Slaw	Aye
Gary Palmore	Aye	Mary Beth Bryant	Aye
Jonathan English	Aye		

**PUBLIC COMMENT**

There were no public comments brought before the body of the Commission.

**OLD BUSINESS**

Mr. Quesenberry reported Ace Hardware and Chesapeake Doughnuts are slated to open in February. They are anticipating it being closer to the beginning of the month. The Town will be installing the brick paver sidewalks up to the intersection. The new stormwater line has been installed at Ace Hardware. The Town has contracted with Shawn France to construct a rock wall and landscaped area near Verizon. Currently, Town Staff is in the process of completing an application with USDA for a grant up to \$150,000.00 for a Farmer’s/Community market. The Town is still researching grant funds to be able to construct an amphitheater at The Bounds location.

Mr. Quesenberry reported that all 13 chapters of the Town Code are complete and ready for review. Mr. Quesenberry and Mrs. Coates are going to review and bring before the Commission once its ready for approval.

#### **NEW BUSINESS**

There was no new business brought to the Commission.

#### **CLOSING COMMENTS**

Joseph Quesenberry offered his congratulations to the new slate of officers and he looks forward to working with everyone in 2021.

Melissa Coates also offered her congratulations and wished the Commission a Happy New Year.

Elizabeth Franklin thanked the Town Council for the Christmas dinner, even if was a little different this year due to Covid.

There being no further business, Chairwoman Franklin adjourned the meeting at 8:10pm.

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Submitted by: Julia Blackley-Rice, Secretary