

# Town of Warsaw

## Planning Commission Meeting Minutes & Notes

78 Belle Ville Lane

October 5, 2017

7:00pm

The meeting was called to order by Chairman Gary Palmore. In attendance were Commissioners Mary Beth Bryant, Jonathan English, Julia Blackley-Rice, Barbara Jean LeFon and Councilman Commissioner Faron Hamblin. Following the opening of the meeting, the United States **Pledge of Allegiance** recited in unison.

The Approval of Planning Commission Meeting Notes / Minutes of September 7, 2017 was next on the agenda. Mr. Hamblin moved for acceptance and Ms. LeFon seconded the motion which passed.

The agenda was approved with the adding of a Public Comment item. Of which, Mr. Frank Johnson, Richmond County's representative on the Northern Neck Soil and Water Conservation Board addressed the Commissioners. He praised the collaboration of planning, economic development and conservation which he noted the community leadership of the Planning Commission was demonstrating. He said, "keep on keeping on!!".

There was no Old Business reviewed.

New Business was divided into various work session items that were identified during the September 19<sup>th</sup> Planning Commission Work Session. The work session reviewed and identified amendments for the DMO (Development Management Ordinance and thereby the Permitted Use Table.

The Planning Commission reviewed each of the proposed DMO changes:

1. To recommend to Council to permit 24 hour operations in Commercial and Mixed Use Districts (C-1, C-2, C-3, R-12) and Traditional Town Overlay (TT) and Industrial (M-1) with an approved CUP (Conditional Use Permit). Motion made by Barbara Jean LeFon, seconded by Faron Hamblin and passed unanimously.
2. To recommend to Council to permit Bed and Breakfasts and AirBnB in Limited Residential (R-1) Zone with an approved CUP. Motion made by Faron Hamblin, seconded by Jonathan English and passed unanimously.
3. To recommend to Council for Nano and Micro Breweries to be permitted in in Commercial (C-1, C-2, C-3) and Residential/Mixed Use (R-12) Zones with an approved CUP. Motion made by Faron Hamblin, seconded by Barbara Jean LeFon and passed unanimously.

4. To recommend to Council that a Residential Use **as a secondary component** based upon square footage of the structure is permitted by right within all Commercial Zones. Motion by Barbara Jean LeFon, seconded by Faron Hamblin, passed unanimously.

A joint Public Hearing between the Planning Commission and Town Council was advertised September 27 and Oct. 4, 2017 in the Northern Neck News giving notice of the staff recommendations for these DMO amendments and DMO Permitted Use Table adjustments. All members indicated an availability to attend the joint public hearing.

Additionally, to comply with current and new federal and state legislation for Wireless Communication Vendors, the permit fee which a local government can charge wireless communication providers must not exceed \$250. The Town of Warsaw existing established fee per the Wireless Communication Ordinance is \$4,000. Following staff and commissioners discussion, a motion by Faron Hamblin, seconded by Julia Blackley-Rice to recommend to Council to reduced the Town of Warsaw fee to \$250 or high as the federal and state statutes may subsequently allow, not to exceed the original fee of \$4,000.

The meeting concluded with staff reports and general comments 'for the good of the order' by Planning Commission members.

These meeting notes were compiled by Lee H. Capps, serving as the October *Acting Clerk for the Planning Commission*.

Lee Hood Capps, Director  
Planning & Economic Development  
Town of Warsaw

*April 4, 2018*