**WARSAW PLANNING COMMISSION**

**78 Belle Ville Lane**

**January 7, 2016**

**7pm**

The Warsaw Planning Commission regular monthly meeting was called to order by William Washington at 7pm on January 7, 2016. He then led the Pledge of Allegiance. Commissioners in attendance were Faron Hamblin, Gary Palmore, Harold Donovan, Jonathan English, and William Washington. Town Staff present were John Slusser, Town Manager, and Kate Condrey, Secretary. The audience was made up of Mary Beth Bryant and Morgan white, representing the Northern Neck News.

**APPROVAL OF MINUTES**

Commissioner Palmore made a motion to accept the minutes from the December 3, 2015 meeting as presented. Commissioner Hamblin seconded the motion. The following vote was taken.

Gary Palmore Aye Faron Hamblin Aye

Harold Donovan Aye Jonathan English Aye

William Washington Aye

**NEW BUSINESS**

ELECTION OF OFFICERS

Commissioner Hamblin nominated Gary Palmore for the position of Chairman. The motion was seconded by Commissioner Donovan. The following vote was taken.

Gary Palmore Aye Faron Hamblin Aye

Harold Donovan Aye Jonathan English Aye

William Washington Aye

Commissioner Palmore nominated William Washington for the position of Vice-Chairman. The motion was seconded by Commissioner Hamblin. The following vote was taken.

Gary Palmore Aye Faron Hamblin Aye

Harold Donovan Aye Jonathan English Aye

William Washington Aye

REQUEST FOR VARIANCE- Herbert Family Holdings LLC

Town Manager Slusser explained where 141 Quail Trail is located and explained the general area. He then told the Commission the Board of Zoning Appeals(BZA) needs a recommendation from the Planning Commission in order to proceed with the request for variance. Mr. Slusser went over the Variance Relief sections 3-7 in the Development Management Ordinance in great detail.

It was concluded the property was eligible for a variance due to the topography of the lot and the slopping back yard and grave site. The Commission would now need to decide what would fit best at the given location and if they think it is appropriate to put something in the front yard. They need to decide an appropriate size for a structure on the given property and the location in question. Commissioner Donovan said there didn’t seem to be many sheds in that area. Commissioner English said every home owner had a right to a shed to keep their outside essentials protected. Commissioner Donovan was concerned with the height of the structure. Mr. Slusser explained that it can be no more than 24 feet high due to zoning restrictions. He went on to say that the job of the Planning Commission is to give a recommendation to the BZA on what they think is appropriate and maybe give the BZA some guidelines to go on. They need to take into consideration, size of the structure, location of the structure, if it fits with the harmony of the neighborhood, and maybe some other things that they can think would be good guidelines.

The Planning Commission decided they were not ready to make a decision and would like to visit the property. They would like to make the best recommendation possible and believe visiting the property will allow them to do this. The meeting was recessed until Monday, January 11, 2016 at 5pm.

Submitted by:

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Laura K. Condrey

Planning Commission Secretary