

**MINUTES OF  
FAUQUIER COUNTY PLANNING COMMISSION  
May 29, 2014**

**Work Session  
1:30 p.m.  
Warren Green Building, Second Floor Conference Room  
10 Hotel Street, Warrenton, Virginia**

*The Fauquier County Planning Commission held a Work Session on Thursday, May 29, 2014, beginning at 1:30 p.m., in the Warren Green Building, Second Floor Conference Room, 10 Hotel Street, Warrenton, Virginia. Members present were Mr. Bob Lee, Chairperson; Ms. Adrienne Garreau, Vice-Chairperson; Mr. Ken Alm, Secretary; Mr. John Meadows and Mr. Dell Ennis. Also present were Ms. Mary Catherine Sheridan, Ms. Kimberley Fogle, Ms. Kimberley Johnson, Ms. Holly Meade, Mr. Chuck Floyd, Mr. David Ek, Mr. Adam Shellenberger and Ms. Marie Scheetz.*

**SPECIAL EXCEPTION – SPEX14-CR-016 – HSBC BANK USA NA, TRUSTEE WELLS FARGO SECURITIES CORPORATION (OWNER)/SAM LATIF (APPLICANT) – 2020 HAWKINS LANE**

Mr. David Ek reviewed the application.

**SPECIAL EXCEPTION – SPEX-14-000637, COMMUNITY CHRISTIAN FELLOWSHIP (OWNER)/COVENANT CHRISTIAN ACADEMY (APPLICANT) – COVENANT CHRISTIAN ACADEMY**

Mr. Adam Shellenberger reviewed the application.

**REZONING – REZN-14-000547, WARREN A. & DONNA J. REID (OWNERS/APPLICANTS) – REID PROPERTY**

Mr. Adam Shellenberger reviewed the application.

**APPROVAL OF MINUTES – April 2, 2014; April 24, 2014; May 9, 2014; and May 10, 2014**

Planning Commissioners discussed the minutes.

**PRELIMINARY PLAT – PREP-14-000603, DWIGHT S. POLAND & FRANK C. POLAND, INC. (OWNERS)/FRANK C. POLAND (APPLICANT) – MILLER WOODS WEST**

Mr. Chuck Floyd reviewed the application.

**INITIATION OF A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLE 8 TO REMOVE THE REQUIREMENT THAT FREESTANDING SIGN FACES MUST BE PARALLEL TO AVOID COUNTING BOTH SIDES AS SIGN AREA.**

Mr. Chuck Floyd reviewed the proposed initiation.

**TRANSPORTATION COMMITTEE AGENDA**

Planning Commissioners discussed the agenda.

**BOARD OF ZONING APPEALS AGENDA**

Planning Commissioners discussed the agenda.

**ZONING ORDINANCE TEXT AMENDMENT – TEXT-14-000705** – A Zoning Ordinance Text Amendment to Article 3 to modify the minimum lot size and minimum lot width requirements in the Industrial Park (I-1), Industrial General (I-2) and Business Park (BP) zoning districts.

Mr. Chuck Floyd reviewed the proposed amendment.

**ZONING ORDINANCE TEXT AMENDMENT – TEXT-14-000794** – A Zoning Ordinance Text Amendment to Article 15 related to the definition of Sanitary Facility.

Ms. Kimberley Johnson reviewed the proposed amendment.

**SUBDIVISION ORDINANCE TEXT AMENDMENT – TEXT-14-000795** – A Subdivision Ordinance Text Amendment to Sections 2, 4, 9 & 10 to eliminate the requirement for Preliminary Plat approval for subdivisions of fifty (50) or fewer lots.

Ms. Kimberley Johnson reviewed the proposed amendment.

**SITE VISITS**

Planning Commissioners discussed visiting the Upperville Stone House and Upperville Business Park.

**PLANNING COMMISSIONERS' TIME**

No comment.

The meeting was adjourned at 3:45 p.m.

**Regular Meeting  
6:30 p.m.  
Warren Green Meeting Room  
10 Hotel Street, Warrenton, Virginia**

*The Fauquier County Planning Commission held its regular meeting on Thursday, May 29, 2014, beginning at 6:30 p.m. in the Warren Green Meeting Room, 10 Hotel Street, Warrenton, Virginia. Members present were Mr. Bob Lee, Chairperson; Ms. Adrienne Garreau, Vice-Chairperson; Mr. Ken Alm, Secretary; Mr. John Meadows and Mr. Dell Ennis. Also present were Ms. Mary Catherine Sheridan, Ms. Kimberley Fogle, Ms. Kimberley Johnson, Ms. Holly Meade, Mr. Chuck Floyd, Mr. David Ek and Mr. Adam Shellenberger.*

1. **APPROVAL OF MINUTES** – April 2, 2014; April 24, 2014; May 9, 2014; and May 10, 2014

On motion made by Ms. Garreau and seconded by Mr. Alm, it was moved to approve the April 2, 2014; April 24, 2014; May 9, 2014; and May 10, 2014 minutes.

The motion carried unanimously.

2. **PRELIMINARY PLAT – PREP-14-000603, DWIGHT S. POLAND & FRANK C. POLAND, INC. (OWNERS)/FRANK C. POLAND (APPLICANT) – MILLER WOODS WEST** – An application to subdivide approximately 8.8197 acres into three (3) lots. The property is located on the north side of Oak Shade Road, Lee District. (PIN 6889-25-8957-000) (Chuck Floyd, Staff)

Mr. Chuck Floyd reviewed the staff report, a copy of which is attached to and made part of these official minutes.

On motion made by Mr. Meadows and seconded by Ms. Garreau, it was moved to postpone action on this item until the next regularly scheduled meeting, at the applicant's request.

The motion carried unanimously.

3. **ZONING ORDINANCE TEXT AMENDMENT** – Initiation of a Zoning Ordinance Text Amendment to Article 8 to remove the requirement that freestanding sign faces must be parallel to avoid counting both sides as sign area. (Chuck Floyd, Staff)

Ms. Kimberley Johnson reviewed the staff report, a copy of which is attached to and made part of these official minutes.

For purposes of good zoning practice, convenience, as well as public general welfare, on motion made by Mr. Ennis and seconded by Ms. Garreau, it was moved to initiate this item.

The motion carried unanimously.

4. **BOARD OF ZONING APPEALS AGENDA**

No comment.

5. **TRANSPORTATION COMMITTEE AGENDA**

No comment.

<p style="text-align: center;"><i>Public Hearings</i> <i>6:30 p.m.</i> <i>Warren Green Meeting Room, First Floor, 10 Hotel Street</i> <i>Warrenton, Virginia</i></p>
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1. **CITIZENS' TIME**

No one spoke.

2. **ANNOUNCEMENTS**

None.

3. **ZONING ORDINANCE TEXT AMENDMENT – TEXT-14-000705** – A Zoning Ordinance Text Amendment to Article 3 to modify the minimum lot size and minimum lot width

requirements in the Industrial Park (I-1), Industrial General (I-2) and Business Park (BP) zoning districts. (Chuck Floyd, Staff)

Mr. Floyd reviewed the staff report, a copy of which is attached to and made part of these official minutes.

Mr. Lee opened the public hearing.

In that there were no speakers, Mr. Lee closed the public hearing.

On motion made by Ms. Garreau and seconded by Mr. Alm, it was moved to forward this item to the Board of Supervisors with a recommendation of approval.

The motion carried unanimously.

4. **ZONING ORDINANCE TEXT AMENDMENT – TEXT-14-000794** – A Zoning Ordinance Text Amendment to Article 15 related to the definition of Sanitary Facility. (Kimberley Johnson, Staff)

Ms. Johnson reviewed the staff report, a copy of which is attached to and made part of these official minutes.

Mr. Lee opened the public hearing.

In that there were no speakers, Mr. Lee closed the public hearing.

On motion made by Mr. Ennis and seconded by Mr. Meadows, it was moved to forward this item to the Board of Supervisors with a recommendation of approval.

The motion carried unanimously.

5. **SUBDIVISION ORDINANCE TEXT AMENDMENT – TEXT-14-000795** – A Subdivision Ordinance Text Amendment to Sections 2, 4, 9 & 10 to eliminate the requirement for Preliminary Plat approval for subdivisions of fifty (50) or fewer lots. (Kimberley Johnson, Staff)

Ms. Johnson reviewed the staff report, a copy of which is attached to and made part of these official minutes.

Mr. Lee opened the public hearing.

In that there were no speakers, Mr. Lee closed the public hearing.

On motion made by Mr. Lee and seconded by Ms. Garreau, it was moved to forward this item to the Board of Supervisors with a recommendation of approval.

The motion carried unanimously.

6. **SPECIAL EXCEPTION – SPEX14-CR-016 – HSBC BANK USA NA, TRUSTEE WELLS FARGO SECURITIES CORPORATION (OWNER)/SAM LATIF (APPLICANT) – 2020 HAWKINS LANE** – An application for a Category 23 Special Exception to allow uses within the floodplain. The property is located at 2020 Hawkins Lane, Cedar Run District. (PIN 7848-26-0884-000) (David Ek, Staff)

Mr. Ek reviewed the staff report, a copy of which is attached to and made part of these official minutes.

Mr. Lee opened the public hearing.

Mr. Christer Carshult, representative, requested support for a recommendation of approval.

In that there were no further speakers, Mr. Lee closed the public hearing.

On motion made by Mr. Ennis and seconded by Mr. Meadows, it was moved to forward this item to the Board of Supervisors with a recommendation of approval, subject to the following revised conditions:

**2020 HAWKINS LANE  
SPEX14-CR-016**

1. The site shall be in general conformance with the information and drawings submitted with the Special Exception application except as specifically modified by the conditions below or necessary to meet Zoning Ordinance requirements.
2. No use shall cause an increase in the level of flooding or velocity of flood waters off-site.
3. No materials or equipment which are buoyant, flammable or explosive shall be stored in the floodplain.
4. The site shall be properly stabilized within twelve months of this Special Exception approval to satisfaction of the County.
5. The owner or applicant shall obtain all required state or federal permits needed for the implementation of any of these conditions. This shall include but not be limited to the Virginia Department of Environmental Quality and the U.S. Army Corps of Engineers. A copy of these permits, **or a written confirmation from these agencies why additional permits are not applicable**, shall be provided to the Fauquier County Department of Community Development.

6. The impacted portions of the site's floodplain shall be revegetated with appropriate floodplain and wetland-tolerant tree and shrub species. The specifics of this revegetation project shall be outlined in an approved Erosion and Sediment Control Plan.
7. The owner or applicant shall hire an independent contractor to conduct a Phase I Environmental Assessment for the approximately 1.5 acre portion of the fill that was placed within the 100-year Federal Emergency Management Agency (FEMA) floodplain. This contractor shall have demonstrated experience in conducting environmental assessments, and the selection of the contractor shall be approved by the owner or applicant and the County. This Phase I Environmental Assessment shall be completed no later than six months from the approval of this Special Exception. The owner or applicant shall also conduct any subsequent phases and environmental investigations that the Phase I report deems appropriate. A copy of all data and reports associated with these investigations shall be provided to Community Development staff.

The motion carried unanimously.

7. **SPECIAL EXCEPTION – SPEX-14-000637, COMMUNITY CHRISTIAN FELLOWSHIP (OWNER)/COVENANT CHRISTIAN ACADEMY (APPLICANT) – COVENANT CHRISTIAN ACADEMY** – An application for a Category 5 Special Exception to allow for educational uses. The property is located at 6317 Vint Hill Road, Scott District. (PIN 7916-66-8334-000) (Adam Shellenberger, Staff)

Mr. Shellenberger reviewed the staff report, a copy of which is attached to and made part of these official minutes.

Mr. Lee opened the public hearing.

Mr. James Downey, representative, stated that County staff has covered all key points of the request and clarified that in condition #8, the reference to building permits includes temporary occupancy permits. Mr. Downey asked for a favorable recommendation.

In that there were no further speakers, Mr. Lee closed the public hearing.

On motion made by Ms. Garreau and seconded by Mr. Meadows, it was moved to forward this item to the Board of Supervisors with a recommendation of approval, subject to the following revised conditions:

**COVENANT CHRISTIAN ACADEMY  
SPEX-14-000637**

1. The Special Exception is granted for and runs with the land indicated in this application as PIN 7916-66-8334-000, and is not transferable to other land.

2. The Special Exception is granted only for the purpose(s), structure(s) and/or uses indicated on the Special Exception Plat signed and dated April 30, 2014, and received in the Planning Office on May 1, 2014, as approved with this application, as qualified or as modified by the associated Conditions and as required by the Fauquier County Zoning Ordinance.
3. The educational use shall be limited to a Primary School (grades kindergarten through nine), and have an enrollment not to exceed 150 students.
4. The hours of operation for the educational use are generally limited to 8:00 a.m. to 4:00 p.m. on Tuesdays and Thursdays, and 8:00 a.m. to 1:00 p.m. on Fridays. At no time, other than typical administrative functions, shall the school and church have functions or other operations which occur at the same time.
5. The Primary school shall be limited to the existing structures on the property. There shall be no expansion, vertically or horizontally, of the existing structures to accommodate the educational use.
6. A Site Plan shall be submitted for review and approval, prior to the first day of the 2014-2015 school year. The applicant shall work diligently toward its approval.
7. All applicable Virginia Department of Health, including well and sewage, permits shall be obtained prior to the first day of the 2014-2015 school year.
8. All applicable building permits shall be obtained prior to the first day of the 2014-2015 school year.
9. The stormwater management facility on the eastern portion of the property shall be enclosed with a fence, hedgerow, or other mechanism which is suitable for prohibiting students from entering the facility.
10. A tree preservation easement, 25' in width, shall be recorded along the property's southern and eastern boundaries, prior to the release of Site Plan.
11. All off-street parking, loading areas, and recreational areas shall be effectively screened and shall not be located in any required yard.
12. The tot lot shall be enclosed with a fence. There shall be no more than sixteen (16) students, in grades kindergarten through third, using the space at one time. The tot lot shall be supervised by at least one member of the faculty or staff when any student is using the space.
13. The "outdoor play area" may recreation area shall remain un-fenced. ~~There shall be no more than twenty-six (26) students, in grades four (4) through nine (9), using the space at one time.~~ Improvements to the eastern portion of the property, where the recreation area is to be located, shall be limited to mowing only. ~~The outdoor play~~ This area shall be supervised by at least one member of the faculty or staff when any student is using the space.



14. This Special Exception shall be issued for a period of three (3) years commencing with the month in which the Board of Supervisors approves it, and henceforth shall then be subject to one three (3) year administrative renewal by the Zoning Administrator. If, during the administrative renewal process, the Zoning Administrator finds that practices have changed character and there are new impacts, the Special Exception shall be required to go back to the Board of Supervisors for approval.

The motion carried unanimously.

8. **REZONING – REZN-14-000547, WARREN A. & DONNA J. REID (OWNERS/APPLICANTS) – REID PROPERTY** – An application to rezone approximately 2.45 acres from Commercial – Highway (C-2) to Residential District – 2 (R-2) in order to allow the zoning to match the existing use. The property is located at 11552 James Madison Street, Lee District. (PIN 6888-25-7433-000) (Adam Shellenberger, Staff)

Mr. Shellenberger reviewed the staff report, a copy of which is attached to and made part of these official minutes.

Mr. Lee opened the public hearing.

In that there were no speakers, Mr. Lee closed the public hearing.

On motion made by Mr. Meadows and seconded by Mr. Ennis, it was moved to forward this item to the Board of Supervisors with a recommendation of approval.

The motion carried unanimously.

In that there was no further business, the meeting was adjourned at 6:59 p.m.

*A tape recording of the meeting, as well as the associated staff reports and attachments for each agenda item, are retained on file in the Department of Community Development's Planning Office, 10 Hotel Street, Third Floor, Warrenton, Virginia, for a period of one year.*

**THE AGENDA MAY BE MODIFIED ON ADOPTION BY THE PLANNING COMMISSION IN THE FORM OF ADDITIONS, DELETIONS OR REVISIONS**