

Quarterly Report

Department

Town Council Meeting Date: May 12, 2026

Third Quarter 2026: January, February, and March



Please accept this as the quarterly report for the department

The Department of Community Development is involved in a number of day-to-day activities including:

- Site plan and plat reviews
- Zoning Determinations/Zoning Verifications
- Processing of legislative applications (Special Use Permits, Rezoning, Certificates of Appropriateness, and Variances)
- Staffing of various boards and commissions (Planning Commission, BZA, ARB, Tree Board, Warrenton Arts Group, etc.)
- Enforcement (zoning, property maintenance, and building codes)
- Fire prevention inspection program
- Permitting (signs, building, zoning, business license review)
- Building inspections associated with building permits
- Fire Safety Inspections

Over the third three (3) months of FY2026, the department processed 36 business license applications, 9 sign permits, 15 zoning permits, 44 land development project reviews, 5 pre-application meeting requests, 141 building permit reviews and 762 associated inspections, processing of legislative applications (Special Use Permits, Certificates of Appropriateness, Rezoning). The department continues to perform zoning and property maintenance enforcement. The building inspector, code enforcement inspector, Building Official, Zoning Administrator and Director handle off-hour emergencies, special event inspections when food vendors and/or amusement devices are anticipated, property maintenance issues and zoning enforcement.

1) Project Progress:

- Fauquier Transportation Coordination Meetings
- Zoning Ordinance Rewrite – Work with Consultant to Prepare Draft for Public Review

- Budget
- Septic Remediation Committee: Continue working with DEQ to move forward with public sewer connections (11 connections have been completed and reimbursement requested)
- Warrenton Arts Commission: Monthly meetings

2) Data:

Legislative Applications/Special Projects

Architectural Review Board

- Three meetings held.
- Certificates of Appropriateness: 2 Legislatively Approved Applications – 1 Legislative Application Deferred
 - 3 Administratively Approved COA Applications.

Local Board of Building Code Appeals

- One organizational meeting held over the first three months of 2026

Board of Zoning Appeals

- Board of Zoning Appeals – Appeal of Amazon Determination (BZA-25-3)

Planning Commission

- One Work Session – March 2026.
- One Regular Meeting – Zoning of Annexed Parcels.
- 2 SUP Application Submissions.
 - SUP-26-1 Dominion Energy Substation modernization.
 - SUP-26-2 Reddy Development. Two duplex structures at the intersection of Shirley Avenue/Culpeper Street.
- 1 Rezoning Application Submission – Wire Factory. Rezone from Industrial to Residential.

5 Pre-Application Meetings

- PlayVerse (PRE-26-1)
- Drs. Jelinek & Yung (PRE-26-3)
- The O&A Coffee Car (PRE-26-4)

- Warrenton Plaza (PRE-26-6)
- 535 Winchester Subdivision (PRE-26-7)

Zoning Applications/Permits

- 36 Business Licenses
- 9 Sign Permits
- 15 Zoning Permits
- 5 Zoning Inspections
- 1 Zoning Determination
 - 35 S Fifth Street Residential Density (ZNG-26-5)

44 Land Development Projects

- Walmart Minor Revision for Parking & Erosion Control Review and Approval **(SDP-26-2)**
- Warrenton Crossing Watermain Easement Revision Plat Review & Approval **(ESMT-26-2)**
- Warrenton Crossing Site Plan Amendment for Landscaping Plan Review **(SDP-26-7)**
- Warrenton Crossing Bond Reduction Review for Phase 3 **(BOND-26-2)**
- Warrenton Crossing Bond Reduction Review for Phase 2 **(BOND-26-3)**
- Warrenton Crossing Bond Reduction Review for John Williams Way **(BOND-26-4)**
- Warrenton Crossing Bond Reduction Review for SWM & ES **(BOND-26-5)**
- Warrenton Crossing Site Plan Revision for Concrete Washout Review & Approval **(SDP-26-6)**
- Warrenton Crossing Site Plan Revision for Temporary Storage Container Review & Approval **(SDP-26-6)**
- Waterloo Junction - Bond Approval **(SDP-23-16)**
- Waterloo Junction - Architectural Review **(SDP-23-16)**
- Waterloo Junction Final Plat Review **(FP-25-5)**
- Waterloo Junction Easement Plat Review **(ESMT-25-5)**
- Sheetz Remodel As-Built Plan Review **(ABLT-26-1)**
- Hero's Bridge Site Plan Review **(SDP-25-18)**
- Main Street Improvement Project Site Plan Approval **(SDP-25-15)**
- St. John's Office Building - Site Plan Approval **(SDP-24-16)**
- St. John's Office Building - ROW Dedication Plat Approval **(ESMT-25-4)**
- Arrington Preliminary Plat - Plan Review **(PP-25-1)**
- 130 Haiti Street Subdivision Plat Review & Approval **(FP-25-6)**
- Walter Story Property Boundary Adjustment & Easement Plat Review **(ESMT-25-6 & BLA-25-5)**

- 165 Green Street As-Built Review (**ABLT-25-5**)
- Milestone at Fauquier High School Telecom Tower As-Built Review (**ABLT-25-3**)
- Old Alexandria Knolls Bond Reduction Request Review (**BOND-25-3**)
- Cobb's Hill (Cedar Ridge) Phase 1 Final Plat Review & Approval (**FP-25-3**)
- Cobb's Hill (Cedar Ridge) Phase 2 Site Plan Review (**SDP-26-9**)
- Oak Street Subdivision Amendment – Plan Review (**SDP-24-14**)
- Oak Street Subdivision Administrative Subdivision Plat Review (**PLAT-25-3**)
- Oak Street Subdivision Final Plat of Subdivision Review (**FP-25-4**)
- Oak Street Subdivision Boundary Line Adjustment Plat Review (**BLA-25-4**)
- Oak Street Subdivision Easement Plat for Landscaping & SWM Review (**ESMT-25-1**)
- Home Depot Site Plan Review (**SDP-26-1**)
- Valvoline Bond Release (**BOND-26-1**)
- North Rock Building D Bus Shelter Minor Revision to Site Plan Review & Approval (**SDP-26-8**)
- Falmouth Street Utility Easement Review (**ESMT-26-3**)
- This N That Amish Outlet Site Plan Amendment Review (**SDP-26-15**)
- Black Sweep Road Minor Revision for Street Trees Approval (**SDP-26-13**)
- Highland School Pergola Site Plan Revision Review & Approval (**SDP-26-12**)
- Rady Park Stream Restoration Site Plan Amendment Review & Approval (**SDP-26-11**)
- Town of Warrenton Pond C Retrofit Site Plan Amendment Review & Approval (**SDP-26-10**)
- Sullivan Street Subdivision Site Plan Review (**SDP-26-4**)
- Village at Warrenton Branch Rezoning Request – Application Reviewed (**ZMA-25-1**)
- Dominion Energy Substation Modernization Special Use Permit Submission Review (**SUP-26-1**)
- Reddy Development on Shirley (Duplex Proposal) Special Use Permit Application Review (**SUP-26-2**)

10 Special Projects

- Site visits with homeowners and business owners to discuss concerns and/or permitting for their projects.
- Site visits with homeowners and business owners to discuss active zoning violations and remedies.
- Site inspections for occupancy approvals, as-built plan reviews, and bond reduction requests.
- Zoning staff facilitated meetings between the Public Works Department and the Engineering firm for various projects to coordinate review comments for

- site plans.
- Zoning staff attended several meetings with developers to discuss various projects and their status or next steps
- Review of draft zoning ordinance re-write with the consultant.
- Coordination and meetings on current enforcement cases and actions.
- Zoning Official continues to manage the Community Development website and the Opengov permit portal.
- Coordination & document production for FOIA Requests.
- Board of Zoning Appeals Annual Report presentation for 2025.

Building Applications/Permits

- Fire Inspections completed for Business License Applications:
 - 35 Records Created
 - 27 Inspections Completed
 - 30 Permits Issued

- Annual Fire Prevention Inspections
 - 15 Records Created
 - 30 Inspections Completed

- Code Enforcement
 - 40 Records Created
 - 35-45 Inspections Performed

- Building Permits
 - 141 Records Created
 - 668 Inspections Completed
 - 152 Permits Issued

- Amusement Devices
 - 3 Records Created
 - 2 Inspections Completed
 - 3 Permits Issued

- 97 Active Enforcement Cases

Property Maintenance Update

92 Winchester St – Waiting for court.

23 South Fifth St- James Tucker (Exterior Property Maintenance) Meeting with building owner to discuss violations.

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329 Falmouth St- Kristin Worthington (Exterior Property Maintenance) Notice of Violation sent 10/15/24. Demand letter sent June 18. Homeowner is working with Habitat for assistance with repairs.

45 Winchester St- Summary judgement granted

3 Hotel St- Waiting for attorney to schedule next court date.

100 East Lee St- Eva Harris (Exterior Property Maintenance) New owners are working with current tenants permits have been issued and work is ongoing

705 Bear Wallow Rd- Christian Frederick (Exterior Property Maintenance) Permits issued Homeowner actively working.

69 South Fourth St- Minnie Smith (Fire Damage) Property has sold waiting to be rehabilitated.

75 South 3rd St – Small fire on rear deck on 10/24/24 – Building permit has been applied for but not issued, waiting for contractor information.

29 Main St – Property maintenance, peeling paint. Building owner anticipates a mural being placed there.

318 Waterloo St – House fire on 11/8/24 – – Building permits have been issued and work is ongoing

50 South Third St – On 12/23/24 there was a fire at Silver Branch Brewery. The business owner is working with insurance on reconstruction.

347 Falmouth St- House fire. Homeowner is working with insurance and contract to apply for permits to begin work.

105 Old Mill Lane – House fire. Homeowner heirs are working with Habitat For Humanity to sell property.

423 and 425 Denning Ct. – Permits applied for an work is underway

70 Moffett Ave – Property maintenance – Retaining wall and drainage issues. We are working with the resident to address issues

27 Fairfax St – Property maintenance – Property Sold

29 Fairfax St – Property maintenance – NOV Sent 04-21-2026

624 Bear Wallow Road – Small house fire. Homeowner is working with insurance.

119 Haiti Street –Complete

134 Main Street – Deck issues. Homeowner is working with contractor to schedule repairs.

110 Haiti Street – Inoperative vehicle. Courtesy letter was sent on 01/07/26

241 West Shirley – Work without permit. We are working with attorney to address issues.

360 Culpeper- Housefire 04-20-2026

433 Falmouth Street- UNSAFE structures. Working with property owner.

Administrative:

- Warrenton Arts Commission Meetings
- Special Event Meetings
- FOIA's
- Septic Remediation
- VDOT/Fauquier/Town Transportation Coordination Meetings
- Zoning Ordinance Update