

Quarterly Report

Department

Town Council Meeting Date: February 11, 2025

Second Quarter 2025: October, November, and December



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 second three (3) months of FY2025, the department processed 24 business license applications, 2 sign permits, 23 zoning permits, 23 land development project reviews, 7 pre-application meeting requests, 108 building permit reviews and 402 associated inspections, processing of legislative applications (Special Use Permits, Certificates of Appropriateness, Zoning Ordinance Text Amendments). The department continues to perform zoning and property maintenance enforcement, grants, and administer transportation projects. The building inspector, code enforcement inspector, 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 – Steering Committee Meeting
- Budget
- Septic Remediation Committee: Continue working with DEQ to move forward with public sewer connections
- Arts in Public Places: Monthly meetings, Horner Street Mural

2) Data:

Legislative Applications/Special Projects

Architectural Review Board

- Certificates of Appropriateness: 15 Administratively Approved Applications

Local Board of Building Code Appeals

- No meetings over the second three months of FY2025

Board of Zoning Appeals

- BZA-24-3 Variance request
- BZA-24-4 Variance request

Planning Commission

- ZMA 2023-01 WUMC/Heros Bridge – Public Hearing
- Bylaws Review

Town Council

- Public Hearing for Zoning Ordinance Text Amendment to rescind Articles 4 & 5
- Work Session and Public Hearing for Ordinance 2024-16- Vacation of existing utility easement to establish a new easement
- ZMA 2023-01 WUMC/Heros Bridge – Work Session and Public Hearing
- New Member Orientations

2 Pre-Application Meetings

- Sullivan Street Townhomes (**PRE-24-19- Ward 5**)
- 298 Roebling Street ADU (**PRE-24-20- Ward 5**)
- Wire Factory Property – Pulte Homes (**Ward 2**)

Zoning Applications/Permits

- 24 Business Licenses
- 2 Sign Permits
- 19 New Zoning Enforcement case
- 23 Zoning Permits
- 14 Zoning Inspections
- 4 Zoning Determinations
 - 318 Waterloo Street
 - Haiti Street Lot 22
 - Walmart (700 James Madison Hwy)
 - 115 & 119 Fisher Lane

23 Land Development Projects

- Academy Hill Site Plan Reviewed (**SDP-24-1**)
- Taylor Middle School Site Plan Reviewed/ Approved (**SDP-24-7**)
- Sheetz Site Plan Reviewed/Approved (**SDP-23-1**)
- Sheetz Minor Site Plan Amendment Reviewed/Approved (**SDP-24-22**)
- Walmart Grocery Pick-up Site Plan Reviewed (**SDP-24-2**)
- 71 S Fifth Street Site Plan Waiver Reviewed/Approved (**SDP-25-1**)
- Dunkin Donuts Minor Site Plan Amendment Reviewed/Approved (**SDP-24-21**)
- Cobb Hill Site Plan Reviewed (**SDP-24-20**)
- Winchester Chase- Phase II Site Plan Reviewed (**SDP-24-18**)
- Wastewater Treatment Plant Site Plan Reviewed/Approved (**SDP-24-13**)
- Waterloo + Garrett Street Subdivision Legislative Waiver Request Reviewed (**LWAIV-24-1**)
- 56 N Sixth Street BLA Approved (**BLA-24-1**)
- 35 S Fifth Street BLA Reviewed (**BLA-24-3**)
- 88 Frazier Road BLA Reviewed (**BLA-24-6**)
- 97 Culpeper Street BLA Reviewed (**BLA-24-7**)
- 320 Culpeper Street BLA Reviewed/Approved (**BLA-24-4**)
- Walmart Easement Plat Reviewed/Approved (**ESMT-24-3**)
- Valvoline Easement Plat Approved (**ESMT-24-4**)
- Academy Hill Easement Plat Reviewed (**ESMT-24-5**)
- Academy Hill Final Plat Reviewed (**FP-24-4**)
- Boundary Lane Townhomes As-Built Reviewed (**ABLT-2024-3**)
- Fauquier Medical Office Building As-Built Reviewed/Approved (**ABLT-2023-3**)
- O'Reilly Auto Parts Bond Release Reviewed/Approved (**BOND-24-3**)

3 Post- Comment Review Meetings

- St. John's Office Building
- Academy Hill
- Oak Street

14 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
- Zoning staff attended a walkability webinar hosted by Maryland Department of Transportation
- Zoning staff assisted the Town Clerk with deed research at the Circuit Court
- Zoning staff reviewed preliminary master file building plan sets for the Warrenton Crossing Development
- Zoning staff attended several meetings with developers to discuss various projects and their status or next steps
- Zoning staff continue to attend the Zoning Ordinance Update Steering Committee

- meetings
- Zoning staff continue to attend meetings with the code enforcement division to discuss current enforcement cases and actions
- Zoning staff attended a virtual check-in hosted by the Virginia Association of Zoning Officials with other local government zoning officials
- Zoning Official continues to manage the Community Development website and the Opengov permit portal
- Zoning Administrator attended several meetings with the consultant for the Zoning Ordinance Update
- Review of Special Use Permits
- FOIA Requests
- Zoning Administrator continues to assist in facilitating the Town's Tree Board meetings

Building Applications/Permits:

- Fire Inspections completed for Business License Applications:
 - 18 Records created
 - 28 Inspections done
 - 24 Permits issued
- Annual Fire Prevention Inspections
 - 33 Records created
 - 40 Inspections done
- Code Enforcement
 - 32 Records Created
 - 40-50 Inspections Performed
- Building Permits
 - 108 Records Created
 - 402 Inspections Completed
 - 124 Permits Issued
- Enforcement

Property Maintenance Update (58 Active Enforcement Cases)

- **151 Main Street** -Guy Avery (Exterior Property Maintenance) Work is ongoing. Court Date 2/28/2025.
- **25 N Sixth Street**- Shawn Wilson (Unsanitary conditions) Adult Protective Services is working with the homeowner to abate the violations.
- **151 Blue Ridge St**- Michael Mackay (Exterior Property Maintenance) Homeowner acquired a demo permit to demolish the pool in violation.
- **23 South Fifth St**- James Tucker (Exterior Property Maintenance) Meeting with building owner to discuss violations.
- **17 South Fifth St**- James Tucker (Exterior Property Maintenance) Meeting with building

owner to discuss violations.

- **362 Douglas St-** George Morton (Exterior Property Areas) Homeowner is working to remove unsafe camper trailer from property.
- **329 Falmouth St-** Kristin Worthington (Exterior Property Maintenance) Notice of Violation sent 10/15/24.
- **145 Main St-** Florian Dengel (Exterior Property Maintenance) 1st return 1/22/25 court set for 05/8/25.
- **45 Winchester St-** Keith Macdonald (Exterior Property Maintenance) Set for trial 07/2/25.
- **3 Hotel St-** Keith Macdonald (Exterior Property Maintenance) Set for trial 06/04/25.
- **100 East Lee St-** Eva Harris (Exterior Property Maintenance) New owners are working with current tenants and Casey Squires to secure permits.
- **162 Winchester-** John Burke (Exterior Property Maintenance) Homeowner is scheduled with Dominion Power to move electric meter; all other siding has been installed.
- **52 Fairfax St-** William Ryder (Exterior Property Maintenance) Demo permit issued.
- **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.
- **62 Culpeper St-** Fauquier County (Exterior Property Maintenance) Violations have been abated.
- **388 Waterloo St-** ABC and J LLC (Outdoor storage/Blocked fire lane) Meeting was held on 10/25/24 Mr. Ferrero has agreed to make the changes discussed.
- **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.
- **318 Waterloo St** – House fire on 11/8/24 – Homeowner is working with Zoning for reconstruction.
- **686 Fox Chase St** – Work without permit. NOV sent 11/20/24. Was working with Tolley will now need to send information to new attorney.
- **129 Derby Way-** Inoperative vehicle and complaint regarding swimming pool. Vehicle has been removed and homeowner will be renewing expired permit to final the pool once the weather breaks
- **143 Waterloo Street** – On 12/10/24 there was a garage fire. Homeowner is working with insurance and Zoning to obtain permits for reconstruction.
- **50 South Third St** – On 12/23/24 there was a fire at Silver Branch Brewery. Business owner is working with insurance on reconstruction.
- **115 Manor Court** – On 12/26/24 there was a fire in apartment building, permits have been applied for.
- **256 Onyx Way** – On 01/19/25 there was a fire in bathroom homeowner is working with insurance and will be applying for a permit.

Administrative:

- Virginia Housing Commission Meeting/Housing Commission ADU Work Group
- Smartscale Applications
- PD9 Environment/Land Use Committee/Planners Roundtable
- Warrenton Arts Commission Monthly Meetings
- VDOT/Fauquier/Town Transportation Coordination Meetings
- Septic Remediation Project Administration