

Quarterly Report

Department

Town Council Meeting Date: May 13, 2025

Third Quarter 2025: January, February, March



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 FY2025, the department processed 35 business license applications, 14 sign permits, 7 new zoning enforcement cases started, 6 zoning permits, 10 land development project reviews, 4 pre-application meeting requests, 1 Variance request before the BZA, 113 building permit reviews and 346 associated inspections, processing of legislative applications (Certificates of Appropriateness, Zoning Ordinance Text Amendments, and a Variance). The department continues to perform zoning and property maintenance enforcement, and be involved with transportation projects. The building inspector, code enforcement inspector, Building Official 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 – Coordination with Consultant
- 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: 14 Administratively approved applications and 4 approved by the ARB.

Local Board of Building Code Appeals

- Held an Organizational Meeting.

Board of Zoning Appeals

- BZA-24-4 Variance request.

Planning Commission

- Organizational Meeting
- Bylaws Review

Town Council

- Work Session – Fauquier High School Vulture Dispersal
- Work Session – Transportation Planning Update
- Planning Commission Updates
- Initiation – Zoning Ordinance Text Amendment to Remove Data Centers from I District at the request of Town Council

4 Pre-Application Meetings

- Warrenton Village Center SDP (PRE-25-1; Ward 1)
- Veritas Church Project (PRE-25-2; Ward 3)
- The Smith's Tiny House Village (PRE-25-3; Ward 2)
- Horner Street Fauquier Habitat for Humanity (PRE-25-4; Ward 2)

Zoning Applications/Permits

35 Business Licenses
14 Sign Permits
7 New Zoning Enforcement case
6 Zoning Permits
9 Zoning Inspections

Land Development Projects (10 Reviews)

- Academy Hill Site Plan Reviewed (**SDP-24-1**)
- Chick-fil-a As-Built Reviewed (**ABLT-24-4**)

- Tiffany Estates BLA Plat of Correction Reviewed/Approved (**BLA-23-4**)
- 88 Frazier Road BLA Approved (**BLA-24-6**)
- Fauquier Medical Office Building Bond Release Reviewed/Approved (**BOND-24-4**)
- Millfield Phase 4,5,6 plat approved (**ESMT-24-2**)
- Taylor Middle Easement Plat Reviewed (**ESMT-24-7**)
- Sheetz Storm Easements Reviewed/ approved (**ESMT-24-8**)
- 200 Waterloo Street Subdivision Reviewed (**PLAT-25-1**)
- Warrenton Crossing Final Plat Reviewed (**FP-24-3**)

Post- Comment Review Meetings (4 Total)

- St. John's Office Building
- Cobb Hill
- Waterloo + Garrett Street
- Warrenton Crossing

Special Projects (11 Total)

- 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 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. Draft is currently underway.
- 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

- 40 Fire Inspections created for Business License Applications
 - 35 Inspections done
 - 35 Permits issued

- Annual Fire Prevention Inspections
 - 7 Records created
 - 18 Inspections done
- Code Enforcement
 - 24 Records Created
 - 30-40 Inspections Performed
- Building Permits
 - 113 Records Created
 - 346 Inspections Completed
 - 122 Permits Issued
- Amusement Device Inspections
 - 2 Records Created
 - 1 Inspections Completed
 - 1 Permits Issued
- Enforcement

Property Maintenance Update (64 Active Enforcement Cases)

- **151 Main Street** - (Exterior Property Maintenance) Work is ongoing.
- **25 N Sixth Street**- (Unsanitary conditions) Adult Protective Services is working with the homeowner to abate the violations.
- **151 Blue Ridge St**- (Exterior Property Maintenance) Homeowner acquired a demo permit to demolish the pool in violation.
- **23 South Fifth St**- (Exterior Property Maintenance) Meeting with building owner to discuss violations.
- **17 South Fifth St**- (Exterior Property Maintenance) Meeting with building owner to discuss violations.
- **362 Douglas St**- (Exterior Property Areas) Homeowner is working to remove unsafe camper trailer from property.
- **329 Falmouth St**- (Exterior Property Maintenance) Notice of Violation sent 10/15/24.
- **145 Main St**- (Exterior Property Maintenance) Work is being conducted.
- **45 Winchester St**- (Exterior Property Maintenance) Set for trial 07/2/25.
- **3 Hotel St**- (Exterior Property Maintenance) Set for trial 06/04/25.
- **100 East Lee St**- (Exterior Property Maintenance) New owners are working with current tenants and Casey Squyres to secure permits.
- **162 Winchester**- (Exterior Property Maintenance) Homeowner is working with the siding contractor to schedule the final side.
- **705 Bear Wallow Rd**- (Exterior Property Maintenance) Permits issued Homeowner actively working.
- **69 South Fourth St**- (Fire Damage) Property has sold waiting to be rehabilitated.
- **388 Waterloo St**- (Outdoor storage/Blocked fire lane) Meeting was held on 10/25/24 Owner 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.
- **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. Waiting for final inspection.
- **50 South Third St** – On 12/23/24 there was a fire at Silver Branch Brewery. Business owner is working with insurance on reconstruction.
- **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.
- **347 Falmouth St**- House fire. Homeowner is working with insurance.
- **105 Old Mill Lane** – House fire. Homeowner heirs are working with utilities on disconnect letters for demo.

Administrative

- Chamber of Economic Development and Legislative Committee Meetings
- Zoning Ordinance Update
- Citizen Academy Presentation
- PD9 Quarterly Roundtable
- General Assembly Legislative Tracking
- Warrenton Arts Commission Monthly Meetings
- VDOT/Fauquier/Town Transportation Coordination Meetings
- Septic Remediation Project Administration
- Samsara Training
- Coordination Meetings with Fauquier County Economic Development
- Budget Discussions
- School Board Building Committee Meeting