



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Council Meeting Date:	October 10, 2023
Agenda Title:	Community Development: Zoning Update
Requested Action:	Hold the Work Session
Department / Agency	Department of Community Development
Lead:	
Staff Lead:	Rob Walton, Director

EXECUTIVE SUMMARY

This staff report provides an update on the Department of Community Development’s goal to update the Zoning Ordinance that aligns with the Town’s Comprehensive Plan and the adopted budget.

BACKGROUND

The Town’s Comprehensive Plan (Plan Warrenton 2040) update was adopted in April 2021. Subsequently, funds were allocated to update the Zoning Ordinance to be more in line with the Plan Warrenton 2040 during the FY2024 budget process. Community Development has received a proposal from an on-call consultant. Based on the estimated cost, Community Development would like to request proposals from additional qualified consultants prior to awarding the contract.

Service Level/Policy Impact

The Town Council’s adoption of Plan Warrenton 2040 shows the desire to begin creating zoning regulations to promote character districts and attainable housing as specified in Plan Warrenton 2040. Affordable housing has also been a key discussion point that may be able to start being addressed with the update of the Zoning Ordinance, specifically with the revising of the accessory dwelling unit standards that currently exist. There are other areas of the Zoning Ordinance that should be revised at this time to bring the document up to date with the State Code as well as making the Ordinance more consistent throughout.

Once selected, staff will work closely with the consultant to map the process to include an inventory of existing development, layout the public input process, revisions to the drafted text, and processing the text amendment through the public hearing processes through the Planning Commission and Town Council. The process is anticipated to include the formation of a steering committee and initial public input meetings to create the changes. Public involvement will be available during the entirety of the

Zoning Ordinance update. All text amendments go through the public hearing process at the Planning Commission and Town Council meetings for input.

The goal of updating the Zoning Ordinance is to create the five (5) character districts as envisioned with Plan Warrenton 2040. In addition, some sections are outdated in that multiple terms are used for the same uses within different zoning districts, uses requiring Special Use Permits are restricted from the legislative process by the State Code, and accessory dwelling unit regulations can be revised to create more attainable housing within the Town to name a few.

Fiscal Impact

Town Council allocated \$200K in ARPA funds for the Zoning Ordinance updates during the FY24 budget process.

Legal Impact

There are current regulations contained within the Zoning Ordinance that cannot be regulated through the legislative process. Bringing the Zoning Ordinance up to date may help reduce liability in the future.
