



April 14th, 2026
Town Council
Regular Meeting
Ord. No. 2026-03

ORDINANCE 2026-03

AN ORDINANCE TO AMEND CHAPTER 14, ARTICLE VI, SECTION 14-103 OF THE CODE OF THE TOWN OF WARRENTON REGARDING SPECIAL EVENT PERMIT REQUIREMENTS

WHEREAS, the Town of Warrenton regulates the use of its public streets, sidewalks, and parks to protect public safety, preserve property rights, and ensure these spaces are available for their intended purposes; and

WHEREAS, the Special Events permit process is governed by Town Code Chapter 14, Article VI, which was last updated in 2022; and

WHEREAS, the Town Council reviewed the Special Event permit process during its January work session and identified a need to extend the permit approval window from six to twelve months to provide applicants with adequate planning time for large events; and

WHEREAS, the Town Council also identified a need to establish an enforcement mechanism to deny new Special Event permits to organizers who have not paid fees associated with their prior events; and

WHEREAS, these proposed ordinance adjustments were further reviewed by the Town Council during its March work session and have been reviewed by legal counsel; and

WHEREAS, a duly advertised public hearing was held on April 14, 2026, to receive public comment on the proposed amendments; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that Chapter 14, Article VI, Section 14-103 of the Code of the Town of Warrenton is hereby amended as follows:

Sec. 14-103. Permit Requirement.

(...)

(l) Financial responsibility. The applicant is responsible for any damage to public facilities caused by the applicant or by any agent or partner of the applicant. If a person receives a permit for an event and does not hold the event, the applicant shall pay the Town for (i) the reasonable cost of assisting in developing any public safety plan for that event and (ii) any reasonable overtime or third-party costs incurred by the Town in relation to the event. If the applicant has previously held a special event in the Town and not paid all Special Event fees associated with that prior event, no new permit shall be granted to the applicant until all such fees have been paid.

(m) Date of application; overlapping applications. No permit shall be granted for any event beginning more than twelve months after the date of application. If two or more applications are made for overlapping areas and times, and the nature of the events or projects does not reasonably allow multiple occupancy of that particular area, then the one received first will be honored and the Town will suggest alternative times and/or locations for the later one. All applications received on the same day will be considered simultaneous. An application for renewal will be considered simultaneous with a new application for the same or overlapping area and time. If there are two or more simultaneous applications for overlapping areas and times, then the Town will contact the applicants and attempt to accommodate all applicants' needs by

agreement. If agreement cannot be reached, the permit for the overlapped area and time shall be awarded by lot.
(...)

EFFECTIVE DATE: This ordinance shall become effective upon adoption.

ATTACHMENT: Language changes to the Town Code.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

ATTEST: _____
Town Recorder