

Quarterly Report

Department

Town Council Meeting Date: February 13, 2024

Second Quarter FY-2023: October, November, 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)
- Creation of a fire prevention inspection program
- Permitting (signs, building, zoning, business license review)
- Building inspections associated with building permits
- Fire Safety Inspections

Over the fourth three (3) months of 2023, the department processed 20 business license applications, 5 sign permits, 12 zoning permits, 13 land development reviews, 2 pre-application meeting requests, 90 building permit reviews and 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, fire inspector 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:

- Historic District Survey: Continue working with DEQ.
- PD9 Comprehensive Economic Development Strategy Steering Committee
- PD9 Planning Roundtable
- Fauquier Transportation Coordination Meetings
- VDOT Smartscale Round 6 Meetings
- Zoning Ordinance Rewrite Procurement

- Budget/CIP Launch
- Septic Remediation Committee: Continue working on grant to DEQ
- Coordination with FEMA regarding Zoning Ordinance Text Amendment
- Arts in Public Places: Monthly meetings, committee strategic next steps

2) Data:

Town Council:

- Work Sessions: Community Development Department Overview, St. Johns SUP
- Public Hearings: SUP 2023-01 St Johns
- New Business: Initiation of FEMA Zoning Ordinance Text Amendment, Need for BZA Appointments

Planning Commission:

6 Public Hearings and 4 Work Sessions

Architectural Review Board:

Certificates of Appropriateness: 13 Administratively Approved Applications

Legislative Applications/Site Plan Review

- SDP Amazon
- SDP Chick Fil A
- SDP Waterloo Junction
- SDP Oak View Bank
- SUP 2022-03 Warrenton Village
- SUP 2023-01 St. Johns
- SUP 2023-02 Walmart
- SUP 2023-03 E. Lee Street ADU
- SUP 2023-04 Taylor Middle School

Pre-Application Meetings:

- Baptist Church – Release of Conservation Easement to allow 37 SFD dwellings.
- Benner’s Meadow Development – 300 apartments in 3 to 4 story garden style buildings.

Zoning Applications/Permits:

- 20 Business Licenses
- 5 Sign Permits
- 3 New Zoning Enforcement cases
- 12 Zoning Permits
- 15 Zoning Inspections
- 1 Zoning Determination Letter

- 60 Franklin Street
- 13 Land Development Projects
 - Country Chevrolet Site Plan Amendment Approved
 - Chick-fil-a Site Plan Reviewed
 - O'Reilly Auto Parts Bond Reduction Approved
 - Strickland Brothers Oil Change As-built Reviewed
 - Oak View Bank Site Plan Approved
 - Michael's Warrenton Village Center Reviewed/Approved
 - Waterloo Junction Site Plan Reviewed
 - Amazon Data Center Site Plan Reviewed
 - 214 Waterloo Street BLA Reviewed
 - Fauquier MOB Asbuilt Plan Reviewed
 - Piedmont Urgent Care Site Plan Reviewed
 - Tiffany Estates BLA Reviewed
 - 147 Alexandria Pike- Minor Site Plan Revision Reviewed
- 2 Pre-Application/Speculative Project Meetings
 - Brookshire Drive- Proposed 37 Lot Cluster Development
 - 291 Waterloo Street - Proposed Accessory Dwelling Unit
- 4 Post- Comment Review Meetings
 - Amazon Data Center
 - Waterloo Junction
 - 214 Waterloo BLA
 - Alexandria Knolls
 - Warrenton Village – SUP Comments
- 3 Public Meeting Items
 - Planning Commission
 - Zoning Ordinance Text Amendment regarding Assembly uses in the Industrial District
 - Zoning Ordinance Text Amendment to reduce the setback requirement for telecommunication towers in the PSP Zoning District
 - Zoning Ordinance Text Amendment to Article 3-5 to reflect recently updated FEMA Floodplain Maps
- 10 Special Projects
 - Zoning staff met with the Fire Department to discuss any remaining concerns regarding the active Waterloo Junction Site Plan
 - Site visits with homeowners and business owners to discuss concerns and/or permitting for their projects
 - Review of Special Use Permits
 - FOIA Requests
 - Zoning Administrator and Zoning Official attended a virtual VAZO check-in with other Zoning staff from other localities in Virginia
 - Zoning Official attended a code enforcement webinar
 - Zoning Administrator and Zoning Official attended an affordable housing webinar offered by VAZO
 - Zoning Official conducted a staff training session for multiple departments on use of Opengov permitting software system

- Zoning Administrator and Zoning Official attended a redactions training with the IT Department within new Foxit software
- Zoning Administrator continues to assist in facilitating the Town's Tree Board meetings

Building Applications/Permits:

- Fire Inspections completed for Business License Applications:
 - 20 Records Created
 - 18 Inspections Completed
 - 19 Permits Issued
- Annual Fire Prevention Inspections
 - 17 Records Created
 - 13 Inspections Completed
- Code Enforcement
 - 41 Active Cases
- Building Permits
 - 90 Records Created
 - 355 Inspections Completed
 - 113 Permits Issued

Administrative:

- Warrenton Arts Commission Meetings
- Special Events Meetings
- FOIA's