

Quarterly Report

Department

Town Council Meeting Date: May 14, 2024

Third Quarter 2024: January, February, and March



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 first three (3) months of 2024, the department processed 16 business license applications, 5 sign permits, 17 zoning permits, 13 land development project reviews, 6 pre-application meeting requests, 131 building permit reviews and 454 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 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.
- Fauquier Transportation Coordination Meetings
- Zoning Ordinance Rewrite Procurement
- Budget
- Septic Remediation Committee: Continue working on grant with DEQ
- Coordination with FEMA regarding Zoning Ordinance Text Amendment

- Arts in Public Places: Monthly meetings, committee strategic next steps

2) Data:

Legislative Applications/Special Projects

Architectural Review Board

- Certificates of Appropriateness: 8 Administratively Approved Applications and 4 Legislatively Approved Applications

Local Board of Building Code Appeals

- Appeal Hearings for Notices of Violation

Planning Commission

- Planning Commission Organizational Meeting
- ZOTA 2023—03 Floodplain Public Hearing
- ZOTA 2023-01 Setbacks for Telecommunications Public Hearings
- SUP 2023-04 Taylor Middle School Work Session and Public Hearing
- SUP 2022-05 Warrenton Village Center Mixed Use Work Session
- Public Utilities Work Session
- Town Attorney Work Session on State Code
- Review and Adoption of 2024 Planning Commission Annual Goals
- Review and Adoption of 2023 Planning Commission Annual Report

Town Council

- SUP 2023-02 Walmart Public Hearing
- SUP 2023-03 226 E Lee Street ADU Public Hearing
- VDOT Smartscale Round 6 Town Council and Pre-Application Submission
- Septic Remediation DEQ Grant Town Council Budget Amendment and Master Agreement

Special Projects/Trainings

- PD9 Comprehensive Economic Development Strategy Steering Committee
- PD9 Planning Roundtable
- Fauquier Transportation Coordination Meetings
- Zoning Ordinance Update Procurement and Contract
- Budget/CIP Launch
- Warrenton Arts Committee
- VDOT Shirley Avenue Pipeline Study
- Arrington Project Review
- General Assembly Land Use Bill Tracking
- Community Dementia Training

Pre-Application Meetings:

- 5th Street Car Dealership
- 615 Falmouth Street Outdoor Storage
- Habitat Haiti Street houses
- Oak Street Subdivision

Zoning Applications/Permits:

- 16 Business Licenses
- 5 Sign Permits
- 3 New Zoning Enforcement cases
- 17 Zoning Permits
- 10 Zoning Inspections
- 1 Zoning Confirmation Letter
 - 360 Hospital Drive
- 13 Land Development Projects
 - Strickland Brothers Oil Change As-built Reviewed
 - Waterloo Junction Site Plan Reviewed
 - Amazon Data Center Site Plan Reviewed/ Approved
 - Blue Hills Water and Sewer As-Built Reviewed
 - Fauquier MOB As-Built Reviewed
 - Piedmont Urgent Care Site Plan/Easement Plat Reviewed
 - Alexandria Knolls Site Plan Reviewed/Approved
 - Winchester Chase Phase I As-Built Reviewed
 - Winchester Chase Phase I Bond Reduction Request Reviewed
 - Academy Hill Site Plan Reviewed
 - Tiffany Estates BLA Reviewed/ Approved
 - 320 Culpeper Street BLA and Site Plan Reviewed
 - Walmart Grocery Pick-up Site Plan Reviewed
- 6 Pre-Application/Speculative Project Meetings
 - Haiti Street Revitalization- Habitat for Humanity
 - 671 Falmouth Street- Appleton Campbell proposal for outdoor storage/ Contractor's storage yard
 - Oak Street Subdivision- Additional lot proposal
 - Accessory Dwelling Unit- 248 Dover Road
 - 71 S Fifth Street- SUP for car dealership
 - Rusty's Towing Service- 615 Falmouth Street Storage Lot
- 7 Post- Comment Review Meetings
 - Amazon Data Center
 - Waterloo Junction
 - Alexandria Knolls
 - Hero's Bridge
 - Warrenton Village
 - Chick-fil-a

- Taylor Middle School
- 4 Public Meeting Items
 - Town Council
 - Zoning Ordinance Text Amendment regarding Assembly uses in the Industrial District
 - Zoning Ordinance Text Amendment to Article 3-5 to reflect recently updated FEMA Maps
 - Planning Commission
 - Zoning Ordinance Text Amendment to Article 3-5 to reflect recently updated FEMA Maps
 - Zoning Ordinance Text Amendment to reduce the setback for telecommunications towers in the PSP Zoning District
- 9 Special Projects
 - 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 assisted with preparation and planning for the Earth Day & Arbor Day Tree Planting celebrations
 - Zoning Official attended a staff training for the Town Website
 - Zoning Official attended code change training offered by the Virginia Building Code Academy
 - Zoning Official conducted additional staff training on use of Opengov permitting software system
 - Zoning Administrator attended a seminar on Hoarding situations at the Path Foundation
 - Zoning Administrator continues to assist in facilitating the Town's Tree Board meetings

Building Applications/Permits:

- Fire Inspections completed for Business License Applications:
 - 49 Records Created
 - 38 Inspections Completed
 - 33 Permits Issued
- Annual Fire Prevention Inspections
 - 23 Records Created
 - 47 Inspections Completed
- Code Enforcement
 - 42 Records Created
 - 45-50 Inspections Performed
- Building Permits
 - 131 Records Created

- 454 Inspections Completed
- 137 Permits Issued
- Amusement Devices
 - 5 Records Created
 - 5 Permits Issued

Administrative:

- Warrenton Arts Commission Meetings
- Special Events Meetings
- FOIA's
- OpenGov Training
- Selection of Consultant for Zoning Ordinance Update
- Budget Meetings
- ERP Meetings
- FASTA Meeting
- Interviews – ARB Applicants