



Community Development
Department

STAFF REPORT

Meeting Date:	May 28, 2026
Agenda Title:	Work Session: 22 Waterloo Street
Requested Action:	Work session review of proposed rear addition, façade improvements, and hardscape alterations at Red Truck Bakery
Department / Agency Lead:	Community Development
Staff Lead:	Whitney Burgess

EXECUTIVE SUMMARY

The applicant is proposing to construct a rear addition on the building as part of a kitchen expansion and interior reconfiguration, as well as façade and hardscaping improvements.

Background: 22 Waterloo Street (156-0019-0287) is one-story circa 1935 service station in the Spanish Colonial Revival Style. The property presently operates as a bakery/restaurant.

Recent alterations: COA 22-34- Installed a 12"x18" Historical Sign to front of building using stainless steel screws.

Staff Notes regarding draft building plans:

- Current Boundary Survey – Applicant must show the location of all existing improvements and all proposed improvements to prove that all work areas will be contained within the property boundary
- Showing parking – Applicant must show at least one handicap spot and ADA pathway from that spot to the building - if you choose to keep the outdoor seating area, you will need to show you still have adequate parking, as required in [Article 7 of the Zoning Ordinance](#) (specifically Section 7-6 for Commercial Uses)
- Show where delivery vehicles will park for loading/unloading
- If you are installing any NEW light fixtures, that will need to be included with your work session/COA information (ARB will need to see the types of fixtures and where they are being installed on the building). For your Site Development Plan, Zoning will need an overall lighting plan, either way.
- Specific dimensions of the proposed additions should be added to the plans

Zoning comments below:

1. Process – This is an expansion and change to a non-residential use, so following the approval of the COA, the applicant will be required to submit a Site Development Plan meeting the requirements of Article 10 of the Zoning Ordinance. They may need to address Stormwater Management for the redevelopment of the site – they need to coordinate with Kerry Wharton on this question. Following approval of a Site Development Plan, they will need a Building/Zoning Permit to authorize construction. The applicant may additionally need

a Right-of-Way Permit from Public Works (John Ward), and a Stormwater Management and/or Land Disturbance Permit from Public Utilities (Kerry Wharton).

2. Setbacks - There are no side/rear setbacks for this property, as it is surrounded on the side and rear by CBD zoning. However, since there is an addition proposed on the rear of the building abutting the property line, I strongly recommend that they provide a current boundary survey of the property that shows both the location of all existing improvements and all proposed improvements, to show that the addition and all work areas will be contained within the property lines – preferably prior to any action by the ARB. In any event, prior to the approval of any site plan or building/zoning permit to authorize construction, a sealed survey will be required. Additionally, I strongly recommend that they acquire a title report to ensure that there are no easements on the property that will affect their planned improvements – a title report plus an ALTA survey would be the best possible to have to protect their interests.
3. Parking – The proposed work must accommodate at least one handicapped parking space on the lot and provide an accessible pathway/entry to the building. The applicant should revise the plan prior to ARB approval.

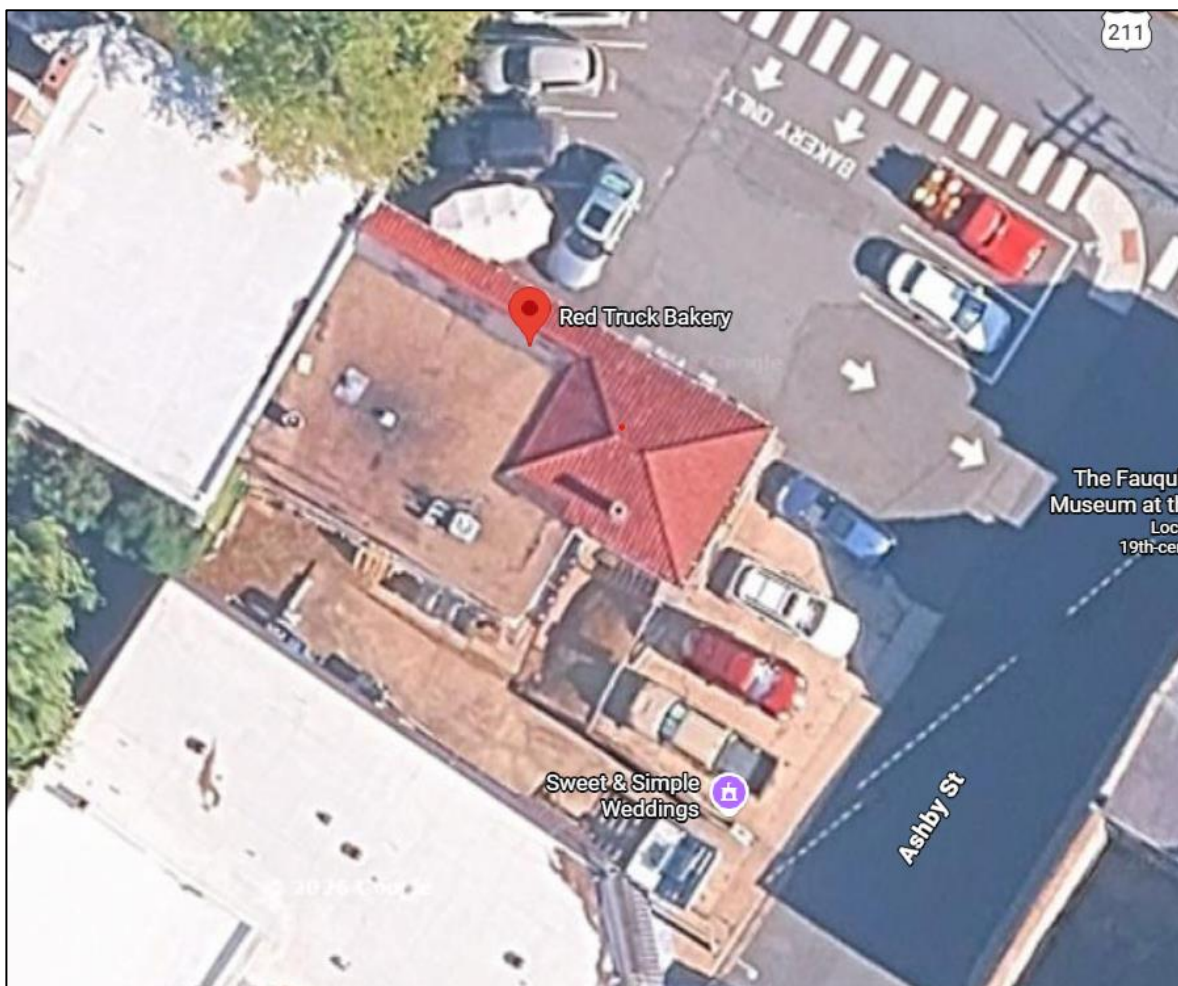
The application needs to demonstrate adequate parking to meet Article 7 – with the expanded seating areas, this appears to be a Restaurant, Fast Food use. The minimum required number of on-site parking spaces is 1 parking space per 150 square feet of gross floor area. In the CBD district, there are specific parking reductions that they may qualify for, as listed in Section 7-9 and 7-13 of the Zoning Ordinance. The applicant must demonstrate that they qualify for these parking reductions. I strongly recommend that they demonstrate their compliance with the parking requirements prior to any approval by the ARB.

Minimum parking space size requirements and minimum drive aisle widths must be met, as found in Section 7-17 of the Zoning Ordinance. As a recommendation, this should be demonstrated prior to ARB approval.

4. Loading – Applicant must demonstrate where delivery vehicles will park to load/off-load. This is generally done with the site plan, but the earlier this can be done, the better.
5. Fire Lanes – Building Official/Fire Marshal needs to look at the plan and determine where fire lanes will be needed. This is generally done with the site plan, but the earlier this can be done, the better.
6. Entrance and Access – John Ward will need to look at this – they don't seem to be making any changes to the entrances, but since they are expanding the use, John will need to approve their entrances and the back-out parking into Ashby Street. Additional striping and signage may be required as a part of the site plan to meet current requirements.
7. Lighting – A lighting plan will be required for all proposed and/or replaced exterior light fixtures. The lighting plan must include both a photometric plan, and cut sheets for each fixture type, and all outdoor lighting fixtures must meet the requirements of Section 9-8 of the Zoning Ordinance.
8. Building/Fire Codes – Building Official/Fire Marshal needs to look at this plan, especially the addition on the back that is up against the property line and adjacent building. The construction may need additional fire proofing/resistance as a part of the building permit. Additionally, there may be requirements for protection of the outdoor seating area.

BACKGROUND

22 Waterloo Street (156-0019-0287) is one-story circa 1935 service station in the Spanish Colonial Revival Style. The property is located within the CBD zone. It is known that a filling station was on site between 1931 and 1937, and the appearance of this building suggests that it was historically used as such or as something of a related use. This building was also associated with the Physician's Hospital next door, as it appears to have been connected and used by them at one time. This resource is a rare type within the district, but it is consistent with the character of early to mid-twentieth-century commercial buildings within the commercial areas of the district. This resource retains integrity, falls within the district's period of significance, and contributes to the commercial character of the district. Although it does not possess sufficient architectural or historical significance to qualify for individual listing in the National Register, it is a contributing resource to the Warrenton Historic District under Criterion C, for architecture, and Criterion A for transportation.







DESIGN GUIDELINE CONSIDERATIONS

Historic District Guideline	Page No.	Analysis
Guidelines for New Construction		
A. Context		
The Architectural Review Board will not specify a particular architectural style or design for new construction projects. The context of new construction or infill is more important than the decorative details applied, though detailing is important.	3.63	
New construction will be evaluated based on the project's relationship to its surroundings (context) and to the details of its site (materials, cornices, trim, porches, landscaping, rhythm).	3.63	
A1. Setback		

Historic District Guideline	Page No.	Analysis
<p>1. Relate the setback of any new construction and additions to the setback of the existing historic buildings in the immediate surroundings of the proposed new construction. Generally speaking, setback should be within 10% of adjacent setbacks.</p>	<p>3.64</p>	
<p>C. ADDITIONS TO EXISTING BUILDINGS</p>		
<p>1. Recognize all buildings as products of their own time; design the new addition so that it can be distinguished from the original, yet be compatible with the massing, size, scale and architectural features.</p>	<p>3.72</p>	
<p>2. Additions will cause the least possible diminution or loss of the historic character of the existing building including its materials, craftsmanship, design, location and setting.</p>	<p>3.72</p>	
<p>3. Locate additions that increase the interior footprint as inconspicuously as possible by setting them back from the front and side of the building.</p>	<p>3.72</p>	
<p>4. Additions should be clearly subordinate to the existing building in overall size including height, width, depth and scale.</p>	<p>3.72</p>	
<p>7. Design and construct additions in such a manner that if removed in the future, the essential form, character and integrity of the historic property remains intact. For example, a small connector passage or hyphen to join a side or rear addition to the original building is less invasive and destroys less fabric than a full elevation connection.</p>	<p>3.72</p>	

Historic District Guideline	Page No.	Analysis
8. The style of the addition should not replicate the original but might respectfully, modestly reflect design elements.	3.72	
10. Respect the size, proportion, spacing and rhythm of existing door and window openings on the existing building. Respect the spatial relationship between the wall surface and window opening of the existing building	3.72	

STAFF RECOMMENDATION

N/A – Work Session

ATTACHMENTS

1. Attachment 1 – Photos and Maps
2. Proposed Plans (Draft Renderings)