

Quarterly Report

Community Development

Department



Town Council Meeting Date: November 12, 2024

First Quarter 2025: July, August, September

Please accept this as the quarterly report for the Community Development 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 FY2025, the department processed 31 business license applications, 10 sign permits, 19 zoning permits, 17 land development project reviews, 7 pre-application meeting requests, 118 building permit reviews and 375 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, Zoning Administrator 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: Approved by the National Park Service
- Fauquier Transportation Coordination Meetings
- Zoning Ordinance Rewrite – Steering Committee Meeting

- Budget
- Septic Remediation Committee: Continue working with DEQ to move forward with public sewer connections
- Arts in Public Places: Monthly meetings, committee strategic next steps

2) Data:

Legislative Applications/Special Projects

Architectural Review Board

- Certificates of Appropriateness: 20 Administratively Approved Applications, 5 Legislatively Approved Applications, 1 Work Session
- Warrenton Historic District Boundary Increase – Approved by the National Park Service on August 27, 2024

Local Board of Building Code Appeals

- No meetings over the third three months of 2024

Board of Zoning Appeals

- Adoption of By-Laws and Remote Participation Policy
- BZA-24-2 Variance request

Planning Commission

- SUP 2024-01 71 S. Fifth Street Dealership –one work session and one public hearing
- ZOTA 2024-02 Zoning Ordinance Text Amendment for Removal of Articles 4 and 5 – Public Hearing
- ZMA 2023-01 Warrenton United Methodist Church/Hero's Bridge Work Session
- Review By-Laws
- APA-VA Conference Training

Town Council

- ZOTA 2024-02 Zoning Ordinance Text Amendment for Removal of Articles 4 and 5 – Work Session
- SUP 22-05 Warrenton Village Approved

7 Pre-Application Meetings

- Boxwood Properties- 507 Winchester Street (**Ward 1 – PRE-24-15**)
- Arcola VDOT- Rte. 17 N (**Ward 1 – PRE-24-17**)
- WeCare Pharmacy- 819 James Madison Hwy (**Ward 2 – PRE-24-12**)
- Cobb Hill Redevelopment (**Ward 2 – PRE-24-13**)
- 396 Curtis Street- Conversion of existing building on site into living quarters (**Ward 2 – PRE-24-14**)

- 310 Broadview Avenue- Car Dealership/Rentals (**Ward 4 – PRE-24-18**)
- The Omelet Café- 95 Broadview Avenue (**Ward 5 – PRE-24-11**)
- Sullivan Street Townhomes (SUP) (**Ward 5 – PRE-24-16**)

Zoning Applications/Permits

- 31 Business Licenses
- 10 Sign Permits
- 1 New Zoning Enforcement case
- 19 Zoning Permits
- 12 Zoning Inspections
- 2 Zoning Confirmation Letter
 - 3 Hotel Street
 - 493 Blackwell Road
- 17 Land Development Projects
 - Piedmont Urgent Care Site Plan **Ward 1 (SDP 22-7)** /Easement Plat (**ESMT-24-1**) Reviewed
 - Academy Hill Site Plan Reviewed **Ward 3 (SDP-24-1)**
 - Taylor Middle School Site Plan Reviewed/ Approved **Ward 3 (SDP-24-7)**
 - Sheetz Site Plan Reviewed **Ward 1 (SDP-23-1)**
 - O'Reilly Auto Parts Site Plan Amendment Reviewed/Approved **Ward 5 (SDP-24-17)**
 - St. John's Office Building Site Plan Reviewed **Ward 1 (SDP-24-16)**
 - Walmart Grocery Pick-up Site Plan Reviewed **Ward 3 (SDP-24-2)**
 - 56 N Sixth Street BLA Approved **Ward 2 (BLA-24-1)**
 - 35 S Fifth Street BLA Reviewed **Ward 3 (BLA-24-3)**
 - Walmart Easement Plat Reviewed **Ward 3 (ESMT-24-3)**
 - Valvoline Easement Plat Reviewed **Ward 5 (ESMT-24-4)**
 - Academy Hill Easement Plat Reviewed **Ward 3 (ESMT-24-5)**
 - Timber Fence Trail Easement Plat Reviewed **Ward 4 (ESMT-24-6)**
 - O'Reilly's Bond Release Request Reviewed **Ward 5 (BOND-24-3)**
 - Strickland Brothers Oil Change Bond Release Approved **Ward 4 (BOND-24-1)**
 - Washington Street Development Bond Release Approved **Ward 5 (BOND-24-2)**
 - Country Chevrolet Minor Site Plan Amendment Reviewed/Approved **Ward 1 (SDP-24-15)**

3 Post- Comment Review Meetings

- Academy Hill
- Taylor Middle School
- Oak Street

Special Projects

- Site visits with homeowners and business owners to discuss concerns and/or permitting for their projects
- Site visits with homeowners and business owners to discuss active zoning violations and remedies
- Zoning staff attended a code enforcement confrontation management webinar

- Zoning staff attended several meetings with developers to discuss various projects and their status or next steps
- Zoning staff continues to attend the Zoning Ordinance Update Steering Committee meetings
- Zoning staff attended a conference hosted by the Virginia Association of Zoning Officials
- Zoning staff attended a virtual check-in hosted by the Virginia Association of Zoning Officials with other local government zoning officials
- Review of Special Use Permits
- FOIA Requests
- Zoning Administrator continues to assist in facilitating the Town's Tree Board meetings
- Strong Towns Public Meeting
- Zoning Ordinance Update Steering Committee Meetings
- Septic Remediation Consultant Team Kick Off
- Fiscal Impact Analysis Update
- Smart Scale Round 6 Application Submittals
- Commission on Local Government Tour and Meetings
- APA-VA Conference and Presentations
- Housing Committee Work Group
- Transportation Coordination Meetings
- Taylor Middle School meetings with School Board

Building Applications/Permits:

- Fire Inspections completed for Business License Applications:
 - 28 Records Created
 - 32 Inspections Completed
 - 31 Permits Issued
- Annual Fire Prevention Inspections
 - 105 Records Created
 - 40 Inspections Completed
- Code Enforcement
 - 29 Records Created
 - 45 Inspections Performed
- Building Permits
 - 118 Records Created
 - 375 Inspections Completed
 - 124 Permits Issued
- Amusement Devices
 - 5 Records Created
 - 5 Inspections Completed
 - 5 Permits Issued

- Enforcement

Property Maintenance Update

- **151 Main Street** - (Exterior Property Maintenance) Work is ongoing. Court Date 12/12/2024.
- **25 N Sixth Street**- (Unsanitary conditions) Adult Protective Services is working with the homeowner to abate the violations.
- **151 Blue Ridge St**- (Exterior Property Maintenance) Homeowner acquired a demo permit to demolish the pool in violation.
- **23 South Fifth St**- (Exterior Property Maintenance) Meeting with building owner to discuss violations.
- **17 South Fifth St**- (Exterior Property Maintenance) Meeting with building owner to discuss violations.
- **362 Douglas St**- (Exterior Property Areas) Homeowner is working to remove unsafe camper trailer from property.
- **329 Falmouth St**- (Exterior Property Maintenance) Notice of Violation sent 10/15/24.
- **145 Main St**- (Exterior Property Maintenance) Waiting for court.
- **45 Winchester St**- (Exterior Property Maintenance) Waiting for court.
- **3 Hotel St**- (Exterior Property Maintenance) Waiting for court.
- **100 East Lee St**- (Exterior Property Maintenance) Waiting for court.
- **162 Winchester**- (Exterior Property Maintenance) Waiting for court.
- **52 Fairfax St**- (Exterior Property Maintenance) Demo permit issued.
- **705 Bear Wallow Rd**- (Exterior Property Maintenance) Permits issued Homeowner actively working.
- **69 South Fourth St**- (Fire Damage) Property has sold waiting to be rehabilitated.
- **62 Culpeper St**- (Exterior Property Maintenance) Actively working to repair stairs.
- **388 Waterloo St**- (Outdoor storage/Blocked fire lane) Working with property owner.

Administrative:

- Warrenton Arts Commission Meetings
- Special Event Meetings
- FOIA's
- ERP Discussions
- Septic Remediation
- VDOT/Fauquier/Town Transportation Coordination Meetings
- Zoning Ordinance Update