



Office of the Town Manager  
Frank Cassidy

**Warrenton Town Council**  
Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

# STAFF REPORT

<b>Council Meeting Date:</b>	November 12, 2024
<b>Agenda Title:</b>	Department of Community Development Overview
<b>Requested Action:</b>	Information Only
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Rob Walton, Director of Community Development

## EXECUTIVE SUMMARY

The Department of Community Development manages the Town's Long-Term Planning, Zoning, Building (permitting, plan review, inspections, enforcement), Property Maintenance and Zoning Enforcement, support with Special Projects, and the operation of the Visitor's Center. The department strives to provide excellent customer service while enforcing codes and Ordinances in a fair and equitable manner.

## BACKGROUND

The following is a high-level overview of the Department's function within three (3) Divisions:

### Zoning/Current Planning

- Zoning, Site Development Plans, Subdivisions, Determinations, Zoning Enforcement
- Text Amendments
- Business License Review
- Board of Zoning Appeals
- Architectural Review Board

### Long-Term Planning and Special Projects

- Process Special Use Permits (SUPs), Rezoning, Comprehensive Plan
- Septic Remediation project, Transportation projects
- Planning Commission

### Building

- Permit Plan Review and Building Inspections
- Fire Prevention Inspections
- After hour inspections (Special Events)/On-Call Service
- Enforcement (Property Maintenance, State Building Codes, State Fire Codes, Assist Zoning Enforcement)
- Local Board of Building Code Appeals

### ***Activity Since January 1, 2024***

The Department of Community Development provides customer service to all residents and business owners as quickly as possible. In addition to the daily customer service activities, the Department provides assistance to the Board of Zoning Appeals, Architectural Review Board, Planning Commission, and Local Board of Building Code Appeals. Staff also provides assistance on the Tree Board and Warrenton Arts Commission. The staff consists of ten (10) full-time employees and one (1) part-time employee position to operate the Visitor's Center Monday through Saturday. The Building Division staff provides after-hour inspections during Special Events and after-hour emergencies.

The following is an overview of the number of new applications received since January 1, 2024:

Building Permits – 377  
 Zoning Permits – 89  
 Complaints – 147  
 Site Development Plans – 16  
 Special Use Permits – 1  
 Rezoning – 1  
 Subdivisions/Boundary Line Adjustments – 7  
 Pre-Application Meetings Requests – 19  
 Zoning Text Amendments – 2  
 Variances/Appeals – 3  
 Business License Reviews – 112  
 Fire Safety Inspections – 210  
 Visitor's Center Customers – 1,996 (End of October 2024)

\*\*Continue assistance with Zoning Ordinance Steering Committee, Septic Remediation Project, Tree Board, and Warrenton Arts Commission.

### ***Budget***

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Finance Department assessment is included with this agenda item.

### **STAFF RECOMMENDATION**

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Information only, no action required.

### **Service Level/Collaborative Impact**

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No service level/collaborative impact.

### **Policy Direction/Warrenton Plan 2040**

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All aspects of Plan Warrenton 2040 apply to the Department's Goals.

### **Fiscal Impact**

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No fiscal impact.

### **Legal Impact**

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No legal impact.

### **ATTACHMENTS**

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Finance Department assessment