



STAFF REPORT

Planning Commission Meeting Date:	May 19, 2026
Agenda Title:	ZOTA-26-1 – A Text Amendment to allow Hotels of up to 30 or 40 Rooms, as well as Clubs and Lodges, as By-Right Uses in the Central Business District
Requested Action:	Hold a Public Hearing
Department / Agency Lead:	Community Development
Staff Lead:	Heather Jenkins, Zoning Administrator

EXECUTIVE SUMMARY

On April 28, 2026, the Planning Commission held a work session to discuss the proposed text amendment, where the Commission moved to hold a public hearing at their next regularly scheduled meeting so as to gather the input of citizens. The staff report and attachments from the April 28th work session are provided as an attachment to this staff report.

BACKGROUND

On April 14, 2026, Town Council adopted a Resolution to initiate a Zoning Ordinance Text Amendment to Articles 3, 9 and 12 to allow Hotels of up to 30 or 40 rooms, as well as Clubs and Lodges, as Permitted (by-right) uses in the Central Business District (CBD). Currently, the Zoning Ordinance allows Hotels of up to 75 rooms, as well as Clubs and Lodges, as Permissible uses within the Central Business District, requiring the approval of a Special Use Permit by Town Council.

This text amendment must follow the process outlined in Zoning Ordinance Section 11-3.9 *Zoning Amendments*, where the Planning Commission must hold a public hearing and make a recommendation to Town Council no later than August 6, 2026.

STAFF RECOMMENDATION

Hold the public hearing. Provide staff with guidance on draft ordinance language.

Service Level/Collaborative Impact

The proposed text amendment affects uses allowed within the Central Business District/Old Town area.

Policy Direction/Warrenton Plan 2040

The Comprehensive Plan, Land Use and Character District, states that the intent of the Central Business District is to provide for orderly development, infill, and revitalization of the District, and recommends additional Live/Work and Mixed-Use Residential (with commercial at the ground level) to be allowed.

Fiscal Impact

A Fiscal Impact assessment has not been completed.

Legal Impact

The text amendment, as initiated, will allow Hotels, of up to 30 or 40 rooms, as well as Clubs and Lodges, as Permitted Uses, removing the requirement for a legislatively approved Special Use Permit.

ATTACHMENTS

- [Attachment A](#) – Staff Report and Presentation from the April 28, 2026, Work Session