

## Community Development

### Quarterly Report

2023 – 1<sup>st</sup> Quarter

Please accept this as the quarterly activity report for Community Development:

Community Development received more land development requests, legislative applications, and zoning/building permits during the 1<sup>st</sup> quarter of 2023 compared to Q4 of 2022. Over the first three (3) months of 2023, the department processed 23 business license applications, 3 sign permits, 7 zoning permits, 10 land development reviews, 4 pre-application meeting requests, 137 building permit reviews and associated inspections, processing of 29 legislative applications (Special Use Permits, Certificates of Appropriateness). The department continues to process grants, and administer transportation projects. The building inspector, fire 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 as needed.

#### **Zoning Applications/Permitting:**

- 23 Business Licenses
- 3 Sign Permits
- 7 Zoning Permits
- 6 Zoning Inspections
- 2 Zoning Confirmations
  - Hampton Inn- 501 Blackwell Road
  - 141 W Lee Hwy
- 6 Land Development Projects
  - Amazon Data Center site plan under review
  - Valvoline Site plan under review
  - Oak View Bank site plan under review
  - Sheetz remodel site plan under review
  - Walker Drive Land Bay E site plan under review
  - Fields of Dakota As-Built reviewed
- 4 Other Reviews
  - 320 Culpeper Street boundary line adjustment
  - Dobson Property- Fauquier County application
  - St. John's Church SUP Review
  - Walmart SUP Review
- 4 Pre-Application/Speculative Project Meetings
  - 320 Culpeper Street BLA
  - Warrenton United Methodist Church- Hero's Bridge
  - 124-148 Lee Street SUP
  - 122 Sullivan Street- Existing auto repair shop adding auto sales use
- 11 Special Projects
  - FOIA Requests
  - Special Event Committee
  - Zoning Official attended DCR Floodplain Training

- Zoning Official attended NFIP Floodplain Management Training
- Zoning Official attended Building Code and the NFIP Training through FEMA & DCR
- Zoning Official attended webinar on current permitting software updates
- 4 Meetings with Town residents to discuss proper permitting for short term rentals within their residences
- Zoning & Building staff met on site at 30 S Second Street with Landmark CRE representative to discuss addressing concerns for existing/upcoming tenants
- Staff met with engineer of record to discuss minor changes to the O'Reilly's site plan
- Staff attended a site visit to Winchester Chase property to address concerns related to unfinished work/ bonding
- Zoning and Building staff met with a citizen on Main Street with interest in a street piano

### **Planning Operations:**

#### **Town Council**

- SUP 2022-03 Amazon Data Center
- Budget Retreat
- 2022 Planning Commission Annual Report
- Transportation Update
- Horse Show Grounds
- Town County Liaison Meeting

#### **Planning Commission**

- January Organizational Meeting
- SUP 2022-06 Chick Fil A Work Session
- 2022 Annual Report Development and Acceptance
- Certified Planning Commissioner Training Special Work Session
- New Planning Commissioner Onboarding Orientation

#### **Architectural Review Board**

- January Organizational Meeting
- 12 ARB COAs
- 15 Administrative COAS

#### **Legislative Applications/Pre-Applications**

- SUP 22-05 Warrenton Village Pre-Scoping/Meetings
- SUP 23-01 St Johns
- SUP 23-02 Wal Mart
- 121 Broadview Avenue Day Care
- 101 Winchester B&B
- Warrenton United Methodist/Heroes Bridge
- 124-148 East Lee Street
- 87 Moser B&B
- 189 Roebling Street B&B
- 122 Sullivan Street Auto Repair and Sales

#### **Transportation**

- Fauquier Transportation Coordination Meetings

- VDOT Project Selection Revenue Sharing/TAP Meeting
- Broadview Safety Improvement Project
- Speed Studies

#### **Special Projects**

- FOIA Requests
- Lawsuits
- Job Advertisement/Interviews
- Capital Improvement Program
- Dominion Public Stakeholder Meetings
- Habitat for Humanity Meetings
- Government Day Leadership Fauquier
- APA National Planning Conference
- Fauquier County Arrington Rezoning TIA

#### **Building Review:**

- Issued 137 Building Permits

#### **Administrative:**

- Hired the Zoning Administrator – Heather Jenkins
- RFP Evaluations
- CIP Discussions
- Paypoint Organizational Meetings
- Fauquier High School – Logistical Meeting
- Tree Board Meeting
- Winchester Chase Bond Discussion
- 187 Linden Discussion
- OpenGov Meeting to discuss software
- Farmer's Market Administration
- Budget Retreat
- Discussions with Venable regarding litigation
- Site Meeting for sidewalk at 86 E. Lee Street