

Quarterly Report

Department

Town Council Meeting Date: February 10, 2026

Second Quarter 2026: October, November, December



Please accept this as the quarterly report for the 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, Rezonings, 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 second three (3) months of FY2026, the department processed 20 business license applications, 11 sign permits, 10 zoning permits, 20 land development project reviews, 3 pre-application meeting requests, 132 building permit reviews and 575 associated inspections, processing of legislative applications (Special Use Permits, Certificates of Appropriateness, Subdivision Ordinance Waiver). The department continues to perform zoning and property maintenance enforcement. 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:

- 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 (7 connections have been completed and reimbursement requested)

- Warrenton Arts Commission: Monthly meetings

2) Data:

Legislative Applications/Special Projects

Architectural Review Board

- Two meetings held.
- Certificates of Appropriateness: 8 Legislatively Approved Applications

Local Board of Building Code Appeals

- No meetings over the second three months of 2025

Board of Zoning Appeals

- BZA-25-2 Variance request for 130-134 Haiti Street

Planning Commission

- Zoning and Future Land Use Map Update Work Sessions
- **LWAV-25-2** - Daniels Property work session to authorize a dead-end street.
- **SUP 2025-02** - Home Depot work session to allow undercover storage for rental equipment.

Town Council

- **LWAV-25-2** - Daniels Property work session to authorize a dead-end street.
- **SUP 2025-02** - Home Depot public hearing to allow undercover storage for rental equipment.

3 Pre-Application Meetings

- Habitat for Humanity 25 Horner St. (**PRE-25-13- Ward 2**)
- Duke of Warrenton Apartments (**PRE-25-14 – Ward 3**)
- Allen 496 Falmouth (**PRE-25-15 – Ward 2**)

Zoning Applications/Permits

- 20 Business Licenses
- 11 Sign Permits
- 3 New Zoning Enforcement case
- 10 Zoning Permits
- 9 Zoning Inspections

1 Zoning Determination

- Amazon alleged vested rights 719 Blackwell Road (**ZNG-25-53**)

20 Land Development Projects

- Walmart Minor Revision for Construction Storage (**SDP-25-21**)
- Walmart Minor Revision for Signage (**SDP-25-20**)
- Warrenton Crossing Minor Amendment for Waterline A (**SDP-25-14**)
- Warrenton Crossing II Site Plan Review (Daniels Property) (**SDP-25-19**)
- Waterloo Junction Bonding Review (**SDP-23-16**)
- Sheetz Remodel Site Plan Amendment (light pole locations) (**SDP-25-17**)
- Hero's Bridge Site Plan Review (**SDP-25-18**)
- Main Street Improvement Project Site Plan Review (**SDP-25-15**)
- St. John's Office Building – ROW Dedication Plat Review & Approval (**ESMT-5-4**)
- St. John's Office Building – On-Site Easement Plat Review (**ESMT-25-8**)
- Arrington Preliminary Plat Review (**PP-25-1**)
- Fauquier High School Turf Project Easement Plat Review (**ESMT-25-7**)
- 130 Haiti Street Subdivision Plat Review (**FP-25-6**)
- Walter Story Property Boundary Adjustment & Easement Plat Review (**ESMT-25-6 & BLA-25-5**)
- Waterloo Junction Final Plat Review (**FP-25-5**)
- Waterloo Junction Easement Plat Review (**ESMT-25-5**)
- 165 Green Street As-Built Review (**ABLT-25-5**)
- Fields of Dakota As-Built Review Lot 1 & Lot 4 (**ABLT-23-1**)
- Milestone at Fauquier High School Telecom Tower As-Built Review (**ABLT-25-3**)
- Old Alexandria Knolls Bond Reduction Request Review (**BOND-25-3**)

2 Post- Comment Review Meetings

- Arrington Preliminary Plat (**PP-25-1**)
- Hero's Bridge (**SDP-25-18**)

15 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
- Site inspections for occupancy approvals and bond reduction requests.
- Zoning staff facilitated meetings between the Public Works Department and the Engineering firm for various projects to address comments and concerns brought forward during plan review
- Zoning staff attended several meetings with developers to discuss various projects and their status or next steps
- Zoning staff continue to attend the Zoning Ordinance Update Steering Committee meetings
- Zoning staff continue to work with Planning staff and the Director to review the draft Zoning Ordinance updates
- Zoning staff continue to attend meetings with the code enforcement division to discuss current enforcement cases and actions
- Zoning staff attended a virtual check-in hosted by the Virginia Association of

- Zoning Officials with other local government zoning officials
- Zoning Administrator site tour of CloudHQ Data Center with VAZO Region 5
- Zoning Official continues to manage the Community Development website and the Opengov permit portal
- Zoning Administrator continues to assist in facilitating the Town's Tree Board meetings and the Tree Board's participation in First Friday
- Zoning staff is working on a comprehensive review of the land development fee schedule
- Review of Special Use Permits
- FOIA Requests

Building Applications/Permits

- Fire Inspections completed for Business License Applications:
 - 20 Records Created
 - 17 Inspections Completed
 - 20 Permits Issued
- Annual Fire Prevention Inspections
 - 26 Records Created
 - 34 Inspections Completed
- Code Enforcement
 - 36 Records Created
 - 35-45 Inspections Performed
- Building Permits
 - 132 Records Created
 - 575 Inspections Completed
 - 156 Permits Issued
- Amusement Devices
 - 1 Records Created
 - 0 Inspections Completed
 - 0 Permits Issued
- 72 Active Enforcement Cases

Property Maintenance Update

151 Main Street - (Exterior Property Maintenance) Work is complete.

25 N Sixth Street- Stairs have been repaired.

92 Winchester St- Waiting for court.

23 South Fifth St- James Tucker (Exterior Property Maintenance) Meeting with building owner to discuss violations.

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329 Falmouth St- Kristin Worthington (Exterior Property Maintenance) Notice of Violation sent 10/15/24. Demand letter sent June 18. Homeowner is working with Habitat for assistance with repairs.

145 Main St- Work complete

45 Winchester St- Summary judgement granted

3 Hotel St- Waiting for attorney to schedule next court date.

100 East Lee St- Eva Harris (Exterior Property Maintenance) New owners are working with current tenants permits have been issued and work is ongoing

162 Winchester- Work complete

705 Bear Wallow Rd- Christian Frederick (Exterior Property Maintenance) Permits issued Homeowner actively working.

69 South Fourth St- Minnie Smith (Fire Damage) Property has sold waiting to be rehabilitated.

388 Waterloo St- ABC and J LLC (Outdoor storage/Blocked fire lane) Meeting was held on 10/25/24 Mr. Ferrero has agreed to make the changes discussed. Bollard design has been selected and owner is working with a contractor to apply for permits.

75 South 3rd St – Small fire on rear deck on 10/24/24 – Building permit has been applied for but not issued, waiting for contractor information.

29 Main St – Property maintenance, peeling paint. Building owner anticipates a mural being placed there.

318 Waterloo St – House fire on 11/8/24 – Building permits have been issued and work is ongoing

129 Derby Way- Complete

50 South Third St – On 12/23/24 there was a fire at Silver Branch Brewery. The business owner is working with insurance on reconstruction.

347 Falmouth St- House fire. Homeowner is working with insurance and contract to apply for permits to begin work.

105 Old Mill Lane – House fire. Homeowner heirs are working with Habitat For Humanity to sell property.

423 and 425 Denning Ct. – Permits applied for and work is underway

146 Haiti St – Property maintenance- Outdoor storage and garbage complaint. NOV mailed 09/05/25

148 Haiti St – Property maintenance – Outdoor storage and garbage complaint.

124 Haiti St – Property maintenance – Outdoor storage.

70 Moffett Ave – Property maintenance – Retaining wall and drainage issues. We are working with the resident to address issues

27 Fairfax St – Property maintenance – Information sent to homeowner for assistance

29 Fairfax St – Property maintenance – Door hanger left and courtesy letter mailed 10/23/25

624 Bear Wallow Road – Small house fire. Homeowner is working with insurance.

119 Haiti Street – Property maintenance issues with front stairs- working with Foothills to secure funding and repairs

134 Main Street – Deck issues. Homeowner is working with contractor to schedule repairs.

146 Haiti Street- Outdoor storage complaint. Homeowner has abated most of the violation.

148 Haiti Street- Outdoor storage complaint. Homeowner has abated most of the violation.

124 Haiti Street – Outdoor storage complaint. Homeowner has abated the violation.

110 Haiti Street – Inoperative vehicle. Courtesy letter was sent on 01/07/26

241 West Shirley – Work without permit. We are working with attorney to address issues.

104 Aviary Street – Outdoor storage. Homeowner is working to remove.

Administrative:

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