



TOWN OF WARRENTON

Community Development Department

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January 7, 2024

TO: Members, Board of Zoning Appeals
FROM: Heather E. Jenkins, PLA, CZA; Zoning Administrator
SUBJECT: Annual Report, 2024

Dear Board Members:

The Town Zoning Ordinance requires that the Board submit a report of its activities to the Town Council at least once per year. This letter is the summary of the Board's activities for calendar year 2024, serving as the annual report that will be transmitted to Town Council at their next regular meeting.

2024 Cases

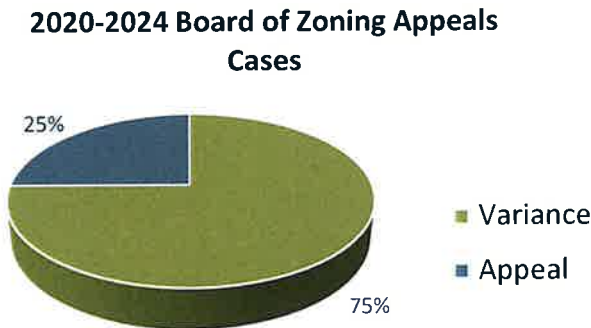
During the period from January 1, 2024, to December 31, 2024, the Board held six meetings, where three Variance cases were heard. One of the Variance requests heard by the Board was to increase the maximum height of a fence from a maximum height of 4 feet, up to 8 feet in height to allow adequate screening of an existing storage building. The two other cases were for a Variance of setback requirements to allow construction of single-family detached dwellings. The Variances and their case numbers are listed below:

Case Number	Location	Z.O. Section	Decision
BZA-24-1	719 Blackwell Road		*Pending Litigation
BZA-24-2	130-134 Haiti Street	3-4.3.4	Approved
BZA-24-3	671 Falmouth Street	2-19.1	Approved
BZA-24-4	57 Madison Street	3-4.2.4	Deferred to 1/7/2025

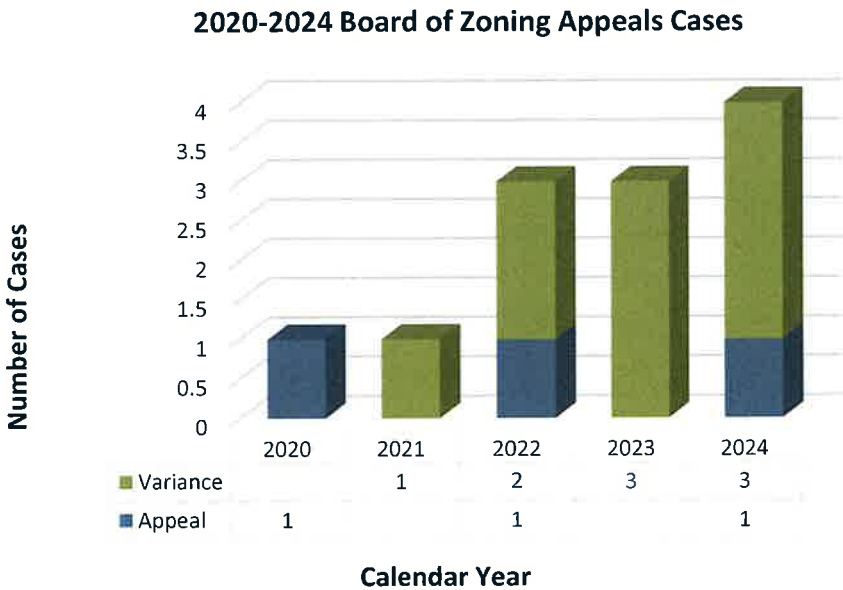
*The Board did receive an appeal for the Zoning Administrator's approval of the Site Development Plan for the Amazon Data Center on Blackwell Road, but due to pending litigation, this appeal has not been heard by the Board at this time.

Five-Year Trends

Over a five-year period, the Board has heard twelve cases, consisting of nine Variances, and three Appeals of a Zoning Administrator’s decision.



The Variance cases heard by the Board include four reductions in required setbacks for residential structures and five variances to increase the height of a fence. The three appeal cases heard in the past five years consist of appeals of a Zoning Administrator’s Notice of Violation and Corrective Order, for the impermissible use of a structure for rental apartments, removal of required street trees, and construction of a 6-foot fence in a front yard setback without the approval of a Variance.



2024 Outlook

Membership

The Board has maintained five members for the 2024 calendar year but will begin 2025 with four members due to a resignation from the Chairman, Mr. Kovalik, so that he is able to serve on the Town Council. Staff has begun advertising for this vacancy and expects to fill the position at the beginning of 2025.

Member Name	Term End
Larry Kovalik, Chair	December 31, 2024 <i>*Resignation to serve on Town Council</i>
Melea Maybach, Vice Chair	April 2026
Geoff Fiutak	March 14, 2029
A Van Baggett	March 14, 2029
Susan Helander	June 19, 2029



Zoning Ordinance

The Town has begun the process to update the Zoning Ordinance, working with the consulting firm Clarion. This process is expected to take approximately two years to complete, including multiple public outreach opportunities and review and revision of the draft ordinance. Should any Board members wish to discuss specific Ordinance provisions or concerns with the Clarion project manager, I am happy to forward those comments or coordinate a discussion opportunity.

Conclusion

Thank you for the opportunity to provide you with a brief summary of Board activities. This report will be transmitted to the Town Council at the next available meeting for that body. Should you have any questions or concerns, please feel free to contact me.

Sincerely,



Heather E. Jenkins, PLA, CZA

Zoning Administrator

Community Development Department