

Quarterly Report

Department

Town Council Meeting Date: November 11, 2025

First Quarter 2026: July, August, September



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, Rezoning, 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 first three (3) months of FY2026, the department processed 24 business license applications, 14 sign permits, 9 zoning permits, 21 land development project reviews, 4 pre-application meeting requests, 161 building permit reviews and 454 associated inspections, processing of legislative applications (Special Use Permits, Certificates of Appropriateness, Zoning Ordinance Text Amendments). The department continues to perform zoning and property maintenance enforcement, grants, and administer transportation projects. 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

- Warrenton Arts Commission: Monthly meetings

2) Data:

Legislative Applications/Special Projects

Architectural Review Board

- Certificates of Appropriateness: 18 Administratively Approved Applications, 5 Legislatively Approved Applications

Local Board of Building Code Appeals

- No meetings over the first three months of 2025

Board of Zoning Appeals

- Adoption of By-Laws and Remote Participation Policy
- BZA-24-2 Variance request

Planning Commission

- LWAV-25-2 – Daniels Property – An Exception to Authorize a Dead-End Street (Cul-de-Sac) for an Eight-Lot Residential Subdivision Per Subdivision Ordinance Section 2.7 *Variations and Exceptions* and Section 4.2.10 *Streets*.
- SUP 2025-02 Home Depot
- Zoning and Future Land Use Map Update

Town Council

- **ZOTA-25-1-** A Text Amendment to Remove Data Centers as a Permissible Use within the Industrial District

4 Pre-Application Meetings

- Frazier Road Air B&B (**PRE-25-9- Ward 5**)
- Dominion Energy Elm Substation Modernization (**PRE-25-10- Ward 3**)
- 405 Belle Air Lane Warehouse Addition (**PRE-25-11- Ward 1**)
- Warrenton Village Branch Rezoning (**PRE-25-13- Ward 2**)

Zoning Applications/Permits

24 Business Licenses
 14 Sign Permits
 3 New Zoning Enforcement case
 9 Zoning Permits
 7 Zoning Inspections
 2 Zoning Determinations

- Comcast at 245 East Street
- Amazon at 719 Blackwell Road

2 Zoning Confirmation Letters

- 251 W. Lee Highway
- 20 N. Calhoun Street

21 Land Development Projects

- Ville Nova Site Plan Reviewed (**SDP-24-1**)
- Chick-fil-a As-Built Approved (**ABLT-24-4**)
 - Chick-fil-a Bond release request reviewed and approved (**BOND-25-2**)
- Warrenton Crossing Phases 2 & 3 Final Plat Approved (**FP-24-3**)
- 200 Waterloo Street Administrative Plat Reviewed (**PLAT-25-1**)
- Valvoline As-Built Plan Reviewed (**ABLT- 25-1**)
- Oak View National Bank As-Built Plan Reviewed (**ABLT-25-2**)
- Fauquier High School Monopole As-Built Plan Reviewed (**ABLT-25-3**)
- Warrenton Village BLA Approved (**BLA-25-1**)
- Warrenton Village Subdivision Plat Reviewed (**FP-25-2**)
- Warrenton Village Center Easement Plat Reviewed (**ESMT-25-3**)
- Fauquier High School Turf Field Site Plan Approved (**SDP-25-8**)
- Cobbs Hill Subdivision Site Plan Reviewed (**SDP-24-20**)
- Cobbs Hill Subdivision Final Plat Reviewed (**FP-25-3**)
- Cobbs Hill Subdivision Easement Plat Reviewed (**ESMT-25-2**)
- Warrenton Crossing Phases 2&3 Final Plat Approved (**FP-24-3**)
- Ville Nova Subdivision Off-Site Easement Plat Reviewed *and deferred by Town Council* (**ESMT-24-5**)
- Wastewater Treatment Plant Approved (**SDP-24-13**)
- Sheetz Remodel Site Plan Approved (**SDP-23-1**)
 - Sheetz Minor Revision to Site Plan (Sewer tie in) Approved (**SDP-25-12**)
- Legislative Waiver for the Daniels Property (Warrenton Crossing II) Reviewed (**LWAV-25-2**)

2 Post- Comment Review Meetings

- 35 S Fifth Street BLA
- Cobbs Hill

Special Projects

- Virginia Commonwealth Transportation Board awarded Warrenton \$20.44 million Smart Scale funding for the previously denied Fletcher Drive Roundabout. This will be bundled with other Smart Scale funded projects on Lee Highway.
- Zoning Ordinance Rewrite – Staff review of draft Module 1 and work with consultant team on public draft
- Budget Kick Off
- Septic Remediation Committee: Hired contractor and finalized permitting
- Warrenton Arts Commission: Monthly meetings, Horner Street Mural
- Developed first Annual Where We Live Photo Contest and published community winners in Town Crier and on the Town Website
- 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
- 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 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:
 - 23 Records Created
 - 20 Inspections Completed
 - 24 Permits Issued
- Annual Fire Prevention Inspections
 - 32 Records Created
 - 56 Inspections Completed
- Code Enforcement
 - 36 Records Created
 - 35-45 Inspections Performed
- Building Permits
 - 161 Records Created
 - 454 Inspections Completed
 - 180 Permits Issued
- Amusement Devices
 - 3 Records Created
 - 4 Inspections Completed
 - 3 Permits Issued

- Enforcement

Property Maintenance Update

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

25 N Sixth Street- NOV emailed 09/05/25

151 Blue Ridge St- Final inspection has been completed. Case closed

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

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

362 Douglas St- Camper has been removed. Case closed

329 Falmouth St- (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- (Exterior Property Maintenance) Work is being conducted.

45 Winchester St- Court scheduled for 10/24/25

3 Hotel St- Court scheduled for 10/24/25

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

162 Winchester- (Exterior Property Maintenance) Exterior work has been completed. Case closed

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

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

388 Waterloo St- (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.

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

129 Derby Way- Inoperative vehicle and complaint regarding swimming pool. Vehicle has been removed and homeowner will be renewing the expired permit to final the pool once the weather breaks

143 Waterloo Street – Final inspection completed case closed.

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

256 Onyx Way – Work has been completed. Case closed

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. – Property maintenance Issues with retaining wall and fence. Homeowners are working with HOA to resolve.

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.

144 Haiti St – Property maintenance – Case complete

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 – Door hanger left 10/23/25

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

Administrative:

- Warrenton Arts Commission Meetings
- Special Event Meetings
- FOIA's
- ERP Discussions
- Septic Remediation
- VDOT/Fauquier/Town Transportation Coordination Meetings
- Zoning Ordinance Update
- 2025 Citizens Academy