



Office of the Town Manager
Frank Cassidy

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STAFF REPORT

Council Meeting Date:	November 12, 2025
Agenda Title:	Department of Community Development Overview
Requested Action:	Information Only
Department / Agency Lead:	Community Development
Staff Lead:	Rob Walton, Director of Community Development

EXECUTIVE SUMMARY

The Department of Community Development manages the Town's Long-Term Planning, Zoning, Building (permitting, plan review, inspections, enforcement), Property Maintenance and Zoning Enforcement, support with Special Projects, and the operation of the Visitor's Center. The department strives to provide excellent customer service while enforcing codes and Ordinances in a fair and equitable manner.

BACKGROUND

The following is a high-level overview of the Department's function within three (3) Divisions:

Zoning/Current Planning

- Zoning, Site Development Plans, Subdivisions, Determinations, Zoning Enforcement
- Text Amendments
- Business License Review
- Board of Zoning Appeals
- Architectural Review Board

Long-Term Planning and Special Projects

- Process Special Use Permits (SUPs), Rezoning, Comprehensive Plan
- Septic Remediation project, Transportation projects
- Planning Commission

Building

- Permit Plan Review and Building Inspections
- Fire Prevention Inspections
- After hour inspections (Special Events)/On-Call Service
- Enforcement (Property Maintenance, State Building Codes, State Fire Codes, Assist Zoning Enforcement)
- Local Board of Building Code Appeals

Activity Since January 1, 2025

The Department of Community Development provides customer service to all residents and business owners as quickly as possible. In addition to the daily customer service activities, the Department provides assistance to the Board of Zoning Appeals, Architectural Review Board, Planning Commission, and Local Board of Building Code Appeals. Staff also provides assistance on the Tree Board and Warrenton Arts Commission. The staff consists of ten (10) full-time employees and one (1) part-time employee position to operate the Visitor's Center Monday through Saturday. The Building Division staff provides after-hour inspections during Special Events and after-hour emergencies.

The following is an overview of the number of new applications received since January 1, 2025:

Building Permits – 468
 Zoning Permits – 89
 Complaints – 112
 Site Development Plans – 18
 Special Use Permits – 3
 Rezoning – 0
 Subdivisions/Boundary Line Adjustments – 14
 Pre-Application Meetings Requests – 12
 Zoning Text Amendments – 1
 Variances/Appeals – 2
 Business License Reviews – 96
 Fire Safety Inspections – 200
 Visitor's Center Customers – 2,557 (November 5, 2025)

****Continue assistance with Zoning Ordinance Steering Committee, Septic Remediation Project, Tree Board, and Warrenton Arts Commission.**

Budget

Finance Department assessment is included with this agenda item.

STAFF RECOMMENDATION

Information only, no action required.

Service Level/Collaborative Impact

No service level/collaborative impact.

Policy Direction/Warrenton Plan 2040

All aspects of Plan Warrenton 2040 apply to the Department's Goals.

Fiscal Impact

No fiscal impact.

Legal Impact

No legal impact.

ATTACHMENTS

Finance Department assessment