

Quarterly Report

Community Development

Town Council Meeting Date: August 13, 2024

Fourth Quarter 2024: April, May, June



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 second three (3) months of 2024, the department processed 16 business license applications, 5 sign permits, 17 zoning permits, 13 land development project reviews, 6 pre-application meeting requests, 131 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 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:

- Historic District Survey: Continue working with DEQ.
- Fauquier Transportation Coordination Meetings
- Zoning Ordinance Rewrite Kick-Off
- Budget
- Septic Remediation Committee: Continue working on grant with DEQ to move forward with public sewer connections

- Arts in Public Places: Monthly meetings, committee strategic next steps

2) Data:

Legislative Applications/Special Projects

Architectural Review Board

- Certificates of Appropriateness: 21 Administratively Approved Applications and 6 Legislatively Approved Applications

Local Board of Building Code Appeals

- No meetings over the second three months of 2024

Planning Commission

- SUP 2022-05 Warrenton Village Center – 3 work sessions and one public hearing
- ZOTA 2023-01 Zoning Ordinance Text Amendment to Telecommunication Towers – public hearing
- ZOTA 2024-02 Zoning Ordinance Text Amendment for Removal of Articles 4 and 5 – work session

Town Council

- SUP 2023-04 Taylor Middle School Expansion – public hearing
- Zoning Ordinance Update – two work sessions for Consultant Team (Clarion) Kick-Off, Initiation, and Steering Committee
- Smartscale Applications – Public Hearings

Zoning Ordinance Update

- 11 Stakeholder Meetings
- 1 Public Forum
- Scoping and kick-off with Clarion
- Steering Committee Development
- Special Projects/Trainings
- Budget Training
- Virginia Housing Commission Meeting/Housing Commission ADU Work Group
- Eva Walker Master Plan Review
- Smartscale Applications
- PD9 Presentation
- PD9 CEDS Strategy Committee Meeting
- Warrenton Arts Commission Monthly Meetings
- Tyler Demonstrations
- Town Talks
- Septic Remediation Project Scoping

- VDOT/Fauquier/Town Transportation Coordination Meetings

Pre-Application Meetings:

- 8010 Blackwell Road Benners Meadow
- 407 Holiday Court Greenridge Dispensary
- Winchester Street Chesterton Academy
- 310 Broadview Avenue EZ Lease
- Home Depot Outdoor Storage
- North Rock Good Will Donation

Zoning Applications/Permits:

- 47 Business Licenses
- 17 Sign Permits
- 14 New Zoning Enforcement cases
- 23 Zoning Permits
- 14 Zoning Inspections
- 1 Zoning Confirmation Letter
 - 407 Holiday Court
- 14 Land Development Projects
 - Strickland Brothers Oil Change As-built Reviewed/Approved
 - Waterloo Junction Site Plan Approved
 - Piedmont Urgent Care Site Plan/Easement Plat Reviewed
 - Academy Hill Site Plan Reviewed
 - Taylor Middle School Site Plan Reviewed
 - Sheetz Site Plan Reviewed
 - Wawa Minor Site Plan Amendment Reviewed/Approved
 - Warrenton Crossing Site Plan Approved
 - Old Alexandria Knolls Site Plan Approved
 - Walmart Grocery Pick-up Site Plan Reviewed
 - Waterloo and Garrett Street Subdivision and Legislative Waiver Reviewed
 - Fields of Dakota Bond Release Approved
 - 165 Green Street Bond Release Approved
 - 56 N. Sixth Street BLA Reviewed
 - Oak View Bank plan revisions reviewed
- 5 Pre-Application/Speculative Project Meetings
 - Benner's Meadow
 - Greenridge Project – 407 Holiday Court
 - Paul Henry's Windows – Development of existing commercial building
 - 310 Broadview – EZ Lease Auto Depot
 - Home Depot – Outdoor Storage
- 3 Post- Comment Review Meetings
 - Academy Hill

- Strickland Brothers Oil Change
- Waterloo and Garrett Street Subdivision
- 11 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
 - Zoning staff attended several meetings with developers to discuss various projects and their status or next steps
 - Zoning staff attended both the Earth Day and Arbor Day Tree Plantings at Town parks
 - Zoning staff attended the Zoning Ordinance Update kick-off meeting with the consultant
 - Zoning staff attended a Zoning Variance Law webinar put on by the Town Attorney
 - Zoning Administrator attended new software demonstration presented by Tyler Munis
 - Review of Special Use Permits
 - FOIA Requests
 - Zoning Official attended a Structural Plan Review class offered by VA DPOR
 - Zoning Administrator continues to assist in facilitating the Town's Tree Board meetings

Building Applications/Permits:

- Fire Inspections completed for Business License Applications:
 - 43 Records Created
 - 43 Inspections Completed
 - 47 Permits Issued
- Annual Fire Prevention Inspections
 - 13 Records Created
 - 18 Inspections Completed
- Code Enforcement
 - 69 Records Created
 - 70-75 Inspections Performed
- Building Permits
 - 151 Records Created
 - 408 Inspections Completed
 - 140 Permits Issued
- Amusement Devices
 - 3 Records Created
 - 2 Permits Issued

Administrative:

- Warrenton Arts Commission Meetings
- Special Event Meetings
- FOIA's
- ERP Presentations
- Zoning Ordinance Update
- Budget Meetings
- ERP Meetings