

Community Development

Quarterly Report

2022 – 3rd Quarter

Please accept this as the quarterly activity report for Community Development:

Community Development continues to receive high volumes of land development requests, legislative applications, and zoning/building permits each month. In addition, the Director, building inspector, and fire inspector handle an average of 8-10 complaints each month from residents and businesses in the Town. Over the past three (3) months, the department has processed 32 business license applications, 15 sign permits, 17 zoning permits, 19 land development reviews, 14 pre-application meeting requests, 135 building permit reviews and associated inspections, processing of 19 legislative applications (Special Use Permits, Certificates of Appropriateness, Text Amendments, and a Variance). The department continues to process grants, administer transportation projects, and coordinate boundary line adjustment information with the County. The building inspector, fire 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 as needed.

Zoning Applications/Permitting:

- 32 Business Licenses
- 15 Sign Permits
- 17 Zoning Permits
- 16 Zoning Inspections
- 19 Land Development Projects
 - The Oaks Minor Site Plan Amendment
 - Monroe Estates Minor Site Plan Amendment
 - 236 E Lee Street Administrative Subdivision Approved
 - 394 Broadview Boundary Line Adjustment Received
 - Jiffy Lube Site Plan Amendment Received
 - 197-211 Broadview (O'Reilly Auto Parts) Signature Set Received
 - Strickland Brothers Oil Change Signature Set Received
 - Lindsay GMC As-Built
 - North Hill Lot C – approved
 - Piedmont Urgent Care – 2nd Submission Review
 - Oak Street Subdivision – Site Plan Released
 - Country Chevrolet – Site Plan Review
 - Steeplechase Manor As-Built
 - Walmart Site Plan review
- 3 Town Council/Planning Commission Items
 - Article 3 Maintenance Text Amendment Approved
 - CBD Text Amendment Review
 - Lindsay GMC Bond Released
- 1 BZA Item
 - Variance (denied)
- 14 Pre-Application/Speculative Project Meetings

- Warrenton Boulevard Subdivision
- Cobb Hill Subdivision
- Pear Tree Day Care
- Spring Lane
- Church Street
- Waterloo Road Subdivision
- Alwington Manor ZMA
- Walker Drive PZMDP
- Habitat for Humanity
- Bed and Breakfast Zoning Text Amendment Discussion
- 511 Falmouth Street Rezoning
- 81 High Street BLA
- 300 Broadview Avenue – Jiffy Lube addition
- Culpeper Street/Shirley Ave. BLA
- 10 Special Projects
 - Assist IT with digital file organization/retention
 - FOIA Requests
 - VAZO Conference
 - VAZO Testing
 - Zoning Official passed Certified Zoning Official Examination (CZO)
 - Basement Organization/Clean-up
 - OpenGov Legacy/Addressing Review
 - Online Permitting Software – update old record retention
 - Mapping rezonings/special use permits
 - Zoning and Code Enforcement webinar
 - Coordination with the County on GIS information for OpenGov

Planning Operations:

- Planning Commission/Town Council Work Session/Public Hearing:
 - ZMA 2021-01/SUP 2021-01 Harris Teeter Fuel Station
 - SUP 2022-04 Oak View Bank
 - Redistricting and Smart Scale Public Hearings
 - FOIA Training (PC)
 - SUP 2022-01 Waterloo Junction
 - SUP 2022-03 Amazon Data Center
 - SUP 2022-06 Chick Fil A
- Architectural Review Board (2 Preliminary COA approvals and Administrative COAs (14) and Legislative COAs (10))
 - Work session on Roberts Rules
- Management of Legislative Land Use Applications:
 - SUP 2021-01 Harris Teeter Fuel Station
 - SUP 2022-01 Waterloo Junction
 - SUP 2022-03 Amazon Data Center
 - SUP 2022-04 Oak View Bank
 - SUP 2022-05 Warrenton Village Center
 - SUP 2022-06 Chick Fil A
- Referral Reviews:

- Fauquier County Arrington Rezoning
 - Fauquier County Warrenton Shopping Center
- VOF and VCA grant management
- BLA Coordination
- Open Space Agreement meeting
- Septic Remediation Project
- Circuit Rider Partnership Meeting
- VDOT Smartscale Applications (3) – Update Applications Request from Central Office
- Smartscale Broadview Avenue Safety Improvement Project Meetings and Updates
- Comp/Class Study
- Archaeology Month Activities Preparation with Fauquier County
- Open Space VOF Grant Meetings
- APA Policy Conference
- RFP Development
- Pre-Application Meetings:
 - Walker Drive PZMDP
 - Walmart
 - Warrenton Shopping Center TIA Scoping and Pre-Application Meeting
 - VDOT/County/Dominion Meeting
 - PD9 Regional Roundtable Meeting

Building Review:

- Issued 135 Building Permits

Administrative:

- Special Events weekly meetings.
- Strategic Retreat interview.
- Fee Schedule update with Chief Kochis.
- Court hearing on 92 Winchester Street related to NOV's – Postponed.
- Tree Board meeting.
- Balloon test – Data Center site.
- Discussion with Public Works/Public Utilities regarding right-of-way permits.
- Introduction to Councilman Heroux.
- County comment review – Arrington project.
- Water and Sewer discussion – Town Projects.
- Inspection of Rip Van Winkle – Sunday, August 21st
- Inspection of Rip Van Winkle – Emergency Services vehicle accident
- Oak Street Subdivision – Pre Construction Meeting
- Meeting to discuss hotels and motels in the Town with various groups
- Fauquier Trails Coalition meeting – Great Pumpkin Ride event
- Meeting to discuss First Baptist Church and parking
- CBD text amendment discussion with Chris Mothersead and Councilman Semple to add affordable housing language
- Habitat for Humanity discussion related to Horner Street project

- Special Events Meeting – Lebanese Butcher
- Town Crier Articles
- BLA discussion – 187 Linden Street
- Meeting with Commissioner of the Revenue to discuss permit reporting to the County
- Fulfill FOIA requests for data center, Dominion, and data center text amendment
- Met with Piedmont Square Shopping Center owner to discuss complaint regarding dumpsters