



Community Development
Department

STAFF REPORT

Town Council Meeting Date:	July 14, 2026
Agenda Title:	Planning Commission Update
Requested Action:	Informational Purposes
Staff Lead:	Casey DeHaven, Planning Manager

EXECUTIVE SUMMARY

The Planning Commission held a regular meeting on June 16, 2026.

ZOTA 26-1:

During the March 10, 2026 Town Council work session, Mr. Rob Walton discussed the initiation of a Zoning Ordinance Text Amendment to allow Hotels (up to 30 rooms) and associated Club facilities as a by-right use in the Central Business District, as requested by Town Council. This Zoning Ordinance Text Amendment initiation took place on April 14, 2026 during the Town Council Regular Meeting. The Zoning Ordinance Text Amendment is anticipated to include Article 3 and possibly Articles 9 and 12.

On April 28, 2026, the Planning Commission held a work session to discuss the proposed text amendment, led by Ms. Heather Jenkins, Zoning Administrator, where the Commission moved to hold a public hearing at their next regularly scheduled meeting so as to gather the input of citizens.

On May 19, 2026, the Planning Commission held a regularly scheduled meeting and held the public hearing – two citizens spoke in favor of the project and the public hearing was then formally closed. The Planning Commission did not take action on ZOTA 26-1 during this meeting.

At their regularly scheduled meeting on June 16, 2026, the Planning Commission recommended approval of ZOTA 26-1, with 3 voting in favor and 1 against, with 1 member absent. The Town Council will have a public hearing on this item at the July 14th meeting.

This text amendment must follow the process outlined in Zoning Ordinance Section 11-3.9 Zoning Amendments, where the Planning Commission must hold a public hearing and make a recommendation to Town Council no later than August 6, 2026.

ZMA 26-1 & ZMA 26-2: Rezoning Requests for 18 Court Street and 10 Hotel Street:

This application requests a zoning map amendment for the property located at 18 Court Street (ZMA 26-1) and 10 Hotel Street (ZMA 26-2) in Warrenton, Virginia, to change the current zoning designation from Public/Semi-Public (PSP) to Central Business District (CBD).

It has been determined that the proposed redevelopment of these buildings as a boutique hotel is a qualified tourism business per Town Code section 15-191, Tourism Zones. Staff has been directed to accelerate the review timeline of the rezoning application, as an available incentive per Code section 15-194(4). These items were reviewed as a Work Session item at the June 16, 2026 Planning Commission Regular meeting and will proceed to a Planning Commission public hearing on July 21, 2026.

Zoning Ordinance Update – First Module:

The first module of the Zoning Ordinance Update is now available to review and to provide feedback through an online survey. The first module of the updated Zoning Ordinance and the survey can be found at <https://www.warrentonzoningordinanceupdate.com/>

A key goal of the project is to implement key recommendations relating to land use in the Town's recently adopted comprehensive plan, *Plan Warrenton 2040*. The project will also make the Town's updated Ordinance more internally consistent, streamlined in language and processes, more user-friendly with the inclusion of additional graphics and tables, and aligned with contemporary zoning best practices.

The release of the first module is a key milestone in the Town's Zoning Ordinance update project. Module One is the first of two parts of the updated Zoning Ordinance and includes revisions to the Town's zoning districts, uses and use specific standards, general provisions, and rules of measurement, construction, and interpretation and definitions.

For more information about what's included in Module One, please visit the [Work Products](#) page.

Drafting of the new Zoning Ordinance (Phase 3 of the project) will continue throughout 2026. Module Two will include development standards (such as parking, landscaping, lighting, and signs), enforcement, and the process for nonconformities updated enforcement and development standards and is expected to be released to the public in fall 2026.

Clarion, the Town's consultant for the update to the Zoning Ordinance, will be in Town hosting a meeting to discuss the revisions on Thursday, July 16th at 2pm in Council Chambers, where we are hoping to have a joint review and discussion with members of both the Planning Commission and Town Council present. The public is welcome to attend.

BACKGROUND

No additional background information.

STAFF RECOMMENDATION

For Informational Purposes.