

Quarterly Report

Community Development

Department



Town Council Meeting Date: August 12, 2025.

Fourth Quarter FY-2025: April, May, June

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 fourth three (3) months of FY 2025, the department process 26 business license applications, 14 sign permits, 3 new zoning enforcement cases started, 15 zoning permits, 22 land development project reviews, 4 pre-application meeting requests, 1 Variance request before the BZA, 134 building permit and 384 inspections, processing of legislative applications (Certificates of Appropriateness, Zoning Ordinance Text Amendments, and a Variance). The department continues to perform zoning and property maintenance enforcement, and be involved with transportation projects. The building inspector, code enforcement inspector, Building Official and Director handle off-hour emergencies, special event inspections when food vendors and/or amusement devices are anticipated, property maintenance issues and zoning enforcement.

Project Progress:

- Monthly Fauquier Transportation Coordination Meetings

- Smart Scale projects – received funding for Round 6 to be coupled with previously funded Round 5 to the intersection improvements to Lee Highway.
- Finalized the Shirley Avenue Pipeline Study for safety improvements from the intersection with Frost to the southern Town boundary.
- Meetze Road Study by VDOT nearing completion.
- Zoning Ordinance Rewrite – Coordination with Consultant
- Budget
- Septic Remediation Committee: Continue working with DEQ to move forward with public sewer connections.
- Arts in Public Places: Monthly meetings, Horner Street Mural

Data:

Legislative Applications/Special Projects

Architectural Review Board

- Certificates of Appropriateness: XX Administratively approved applications and X approved by the ARB.

Board of Zoning Appeals

- BZA-25-1 Variance request.

Planning Commission

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

Town Council

- Work Session – **ZOTA-25-1**- A Text Amendment to Remove Data Centers as a Permissible Use within the Industrial District
- Planning Commission Updates
- Voluntary Boundary Line Adjustment

4 Pre-Application Meetings

- Warrenton Crossing II (**PRE-25-5- Ward 2**)
- 193 Sycamore Street- Short term rental (**PRE-25-6- Ward 3**)
- Arrington Site Development Plan (**PRE-25-7- Ward 3**)
- Comcast Facility Updates (**PRE-25-8- Ward 3**)

Legislative Land Use Applications in Review

- **SUP 25-02** – Home Depot seeks an addition for undercover storage. (**Ward 3**)

Zoning Applications/Permits

- 26 Business Licenses

- 14 Sign Permits
- 3 New Zoning Enforcement case
- 15 Zoning Permits
- 7 Zoning Inspections

Land Development Projects

- Ville Nova Site Plan Reviewed (**SDP-24-1**)
- Chick-fil-a As-Built Reviewed (**ABLT-24-4**)
- Taylor Middle Easement Plat Approved (**ESMT-24-7**)
- 200 Waterloo Street Subdivision Reviewed (**PLAT-25-1**)
- Warrenton Crossing Final Plat Reviewed (**FP-24-3**)
- Oak Street Site Plan Reviewed (**SDP-24-14**)
- Oak Street Easement Plat for landscaping on lots 4 &5 Reviewed (**ESMT-25-1**)
- Oak Street BLA Reviewed (**BLA-25-4**)
- Oak Street Final Plat Reviewed (**FP-25-4**)
- Oak Street Administrative Plat Reviewed (**PLAT-25-3**)
- 200 Waterloo Street Administrative Plat Reviewed (**PLAT-25-1**)
- Academy Hill Subdivision Final Plat Reviewed (**FP-24-4**)
- 320 Culpeper Subdivision Final Plat Approved (**FP-24-5**)
- Valvoline As-Built Plan Reviewed (**ABLT- 25-1**)
- 35 S. Fifth Street BLA Reviewed (**BLA-24-3**)
- Warrenton Village BLA Reviewed (**BLA-25-1**)
- Warrenton Village Subdivision Plat Reviewed (**FP-25-2**)
- Fauquier High School Turf Field Site Plan Reviewed (**SDP-25-8**)
- Cobb Hill Subdivision Site Plan Reviewed (**SDP-24-20**)
- Warrenton Crossing Phases 2&3 Final Plat Reviewed (**FP-24-3**)
- Ville Nova Subdivision Off-Site Easement Plat Reviewed (**ESMT-24-5**)
- Waterloo and Garrett Street Subdivision Site Plan Reviewed (**SDP-24-6**)

Post Comment Review Meetings

- Oak Street
- Warrenton Crossing II (Old Mill Lane Discussion)
- Warrenton Village BLA
- 310 Broadview Avenue

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
- Staff attended several meetings with developers to discuss various projects and their status or next steps
- Staff continue to attend the Zoning Ordinance Update Steering Committee meetings
- 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
- Staff continue to manage the Community Development website and the Opengov permit portal
- Staff participated in a VDEM Tabletop Exercise coordinated by the Emergency Management Department
- Zoning Administrator continues to assist in facilitating the Town's Tree Board meetings and the Tree Board's participation in First Friday
- Zoning Administrator participated in the annual Arbor Day Tree Planting at Rady Park with the Tree Board
- Staff reorganized Plat and Site Development Plan records to assist in basement filing organization
- Zoning staff is working on a comprehensive review of the land development fee schedule
- Staff manage and provided review of Special Use Permits
- Staff fulfill requested FOIA Requests
- Staff hosted a "Where We Live" Community Photo Contest.
- Staff served as a trainer for the Virginia Chapter American Planning Association's Leadership Academy.

Fire inspections completed for Business license applications.

- 24 Records created
- 27 Inspections done
- 26 Permits issued

Annual fire prevention inspections

- 38 Records created
- 34 Initial Inspections done

Code enforcement

- 46 Records created
- 45-50 Inspections done

Building permits

- 134 Records Created
- 372 Inspections done
- 130 Permits issued

Amusement Device

- 8 Records created
- 7 Inspections done
- 8 Permits issued

Fire Permit

- 4 Records created
- 150.00 Revenue collected
- 1 Inspection done

Property Maintenance Update (85 Active Enforcement Cases; 2 Cases Settled in Court)

- **151 Main Street** -(Exterior Property Maintenance) Work is ongoing.
- **25 N Sixth Street**- (Unsanitary conditions) Adult Protective Services is working with the homeowner to abate the violations.
- **151 Blue Ridge St**- (Exterior Property Maintenance) Homeowner acquired a demo permit to demolish the pool in violation. Email has been sent asking for final inspection
- **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**- (Exterior Property Areas) Homeowner is working to remove unsafe camper trailer from property.
- **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**- (Exterior Property Maintenance) Set for trial 07/2/25. Settled on 07/02/25
- **3 Hotel St**- (Exterior Property Maintenance) Set for trial 06/04/25. Settled on 06/04/25 and COA has been applied for
- **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) Final siding complete. Working with homeowner to schedule final inspections.
- **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 expired permit to final the pool once the weather breaks
- **143 Waterloo Street** – On 12/10/24 there was a garage fire. Waiting for final inspection.
- **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** – On 01/19/25 there was a fire in bathroom homeowner is working with

insurance and will be applying for a permit.

- **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.
- **148 Haiti St** – Property maintenance – Outdoor storage and garbage complaint.
- **144 Haiti St** – Property maintenance - Outdoor storage and garbage complaint.
- **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