



# STAFF REPORT

<b>Planning Commission Meeting Date:</b>	June 16, 2026
<b>Agenda Title:</b>	ZOTA-26-1 – A Text Amendment to allow Hotels of up to 30 or 40 Rooms, as well as Clubs and Lodges, as By-Right Uses in the Central Business District
<b>Requested Action:</b>	Make a Recommendation to Town Council
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Heather Jenkins, Zoning Administrator

---

## EXECUTIVE SUMMARY

On May 19, 2026, the Planning Commission held a public hearing to discuss the proposed text amendment and hear from interested citizens. During the public hearing two citizens spoke in favor of the proposed text amendment. The Planning Commission moved to close the public hearing, and place the text amendment on their June 16, 2026, regular meeting agenda.

Staff has prepared a Resolution for the Commission’s consideration to recommend approval of the text amendment, so as to allow Hotels of up to 40 rooms, as well as other smaller lodging uses including Inns, Bed & Breakfasts, and Tourist Homes, as by-right permitted uses in the Central Business District. The proposed text includes additional parking standards that these lodging uses must meet to address concerns related to parking and traffic within the Central Business District; these parking standards are included as a part of Article 9.

Staff requests that the Planning Commission make a final recommendation to Town Council, so that this text amendment may be placed on the July Town Council work session.

---

## BACKGROUND

On April 14, 2026, Town Council adopted a Resolution to initiate a Zoning Ordinance Text Amendment to Articles 3, 9 and 12 to allow Hotels of up to 30 or 40 rooms, as well as Clubs and Lodges, as Permitted (by-right) uses in the Central Business District (CBD). Currently, the Zoning Ordinance allows Hotels of up to 75 rooms, as well as Clubs and Lodges, as Permissible uses within the Central Business District, requiring the approval of a Special Use Permit by Town Council.

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.

## **STAFF RECOMMENDATION**

---

Make a final recommendation to Town Council. Staff has prepared draft Resolutions to recommend both approval and denial of the text amendment for the Commission to consider.

### **Service Level/Collaborative Impact**

---

The proposed text amendment affects uses allowed within the Central Business District/Old Town area.

### **Policy Direction/Warrenton Plan 2040**

---

The Comprehensive Plan, Land Use and Character District, states that the intent of the Central Business District is to provide for orderly development, infill, and revitalization of the District, and recommends additional Live/Work and Mixed-Use Residential (with commercial at the ground level) to be allowed.

### **Fiscal Impact**

---

A Fiscal Impact assessment has not been completed.

### **Legal Impact**

---

The text amendment, as initiated, will allow Hotels, of up to 30 or 40 rooms, as well as Clubs and Lodges, as Permitted Uses, removing the requirement for a legislatively approved Special Use Permit.

---

## **ATTACHMENTS**

---

- [Attachment A](#) – Staff Report and Presentation from the April 28, 2026, Work Session
- [Attachment B](#) – Staff Report and Presentation from the May 19, 2026, Public Hearing
- [Attachment C](#) – Resolution to Recommend Approval
- [Attachment D](#) – Resolution to Recommend Denial