



STAFF REPORT

Planning Commission Meeting Date:	May 19, 2026
Agenda Title:	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
Requested Action:	Hold a Public Hearing
Department / Agency Lead:	Community Development
Staff Lead:	Heather Jenkins, Zoning Administrator

EXECUTIVE SUMMARY

On April 28, 2026, the Planning Commission held a work session to discuss the proposed text amendment, where the Commission moved to hold a public hearing at their next regularly scheduled meeting so as to gather the input of citizens. The staff report and attachments from the April 28th work session are provided as an attachment to this staff report.

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

Hold the public hearing. Provide staff with guidance on draft ordinance language.

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

May 19, 2026
Planning Commission
Public Hearing

ZOTA-26-1 – A RESOLUTION TO RECOMMEND APPROVAL OF A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLE 3 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

WHEREAS, Warrenton, VA (Hereinafter "the Town") is a municipal corporation located within the County of Fauquier; and

WHEREAS, the Warrenton Town Council (Hereinafter "Council") may, by ordinance, amend, supplement, or change the regulations of the Zoning Ordinance of the Town whenever the public necessity, convenience, general welfare or good zoning practice may require such an amendment; and

WHEREAS, such an amendment was initiated by resolution of Council in accord with the procedures and requirements of Section 11-3.9 of the Zoning Ordinance on April 14, 2026; and

WHEREAS, on April 21, 2026 the Town of Warrenton Planning Commission held a work session to discuss the text amendment to allow Hotels of up to 30 or 40 rooms as a Permitted Use (by-right) per Section 3-4.11.2 of the Zoning Ordinance; and

WHEREAS, on May 19, 2026 the Town of Warrenton Planning Commission held a public hearing on this matter; and

WHEREAS, the Town of Warrenton Planning Commission finds that per the Code of Virginia §15.2-2286(A)(7) this text amendment is in the best interest of public necessity, convenience, general welfare, and good zoning practice; now, therefore, be it

RESOLVED, by the Town of Warrenton Planning Commission on this 19th day of May, 2026, that the Commission hereby recommends APPROVAL of the following text amendment to Article 3 of the Town of Warrenton Zoning Ordinance as set forth herein.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Community Development Director,
Town Attorney

ATTEST: _____
Town Recorder

Article 3 Zoning Districts and Map

Amended by Town Council: March 11, 2008
February 12, 2013
April 12, 2016
June 14, 2016
August 9, 2016
December 11, 2018
August 11, 2020
August 10, 2021
April 12, 2022
September 13, 2022
May 19, 2026

Contents (Sections)

- 3-1 Zoning Districts Established
 - 3-1.1 Base Districts
 - 3-1.2 Overlay Districts
- 3-2 Zoning Map
- 3-3 Zoning District Boundaries
- 3-4 Requirements for Base Zoning Districts
 - 3-4.1 R-15 Residential District
 - 3-4.2 R-10 Residential District
 - 3-4.3 R-6 Residential District
 - 3-4.4 RT Residential Townhouse District
 - 3-4.5 RMF Residential Multifamily District
 - 3-4.6 R-40 Residential District
 - 3-4.7 R-E Residential District
 - 3-4.8 RO Residential Office District
 - 3-4.9 PSP Public-Semi-Public Institutional District
 - 3-4.10 C Commercial District
 - 3-4.11 CBD Central Business District
 - 3-4.12 I Industrial District
- 3-5 Requirements for Overlay Zoning Districts
 - 3-5.1 FPD - Floodplain District
 - 3-5.2 PUD - Planned Unit Development District
 - 3-5.3 HD - Historic District

3-4.11.2 Permitted Uses (by-right)

- Accessory buildings
- Apartments
- Banks and other financial institutions, but not drive-in facilities
- Broadcasting stations
- Churches
- Cleaning and pressing shops limited to six (6) pressing machines, and four (4) dry cleaning machines
- Clinics - outpatient care only
- Clubs & Lodges
- Community buildings
- Historic shrines and museums
- Home Occupations
- Hotels of up to 30 or 40 rooms
- Institutional buildings
- Medical and dental offices/clinics
- Mixed Use structures
- Mobile Food Vendors subject to Article 9-24
- Offices for business or professional use
- Off-street parking and load subject to Article 7
- Open space subject to Article 9
- Parking lots, in accord with supplemental regulations in Article 9 and parking lot standards, Article 7
- Personal service stores not exceeding three thousand (3,000) square feet in gross area, or within an existing space legally used for such purposes within the previous five years.
- Restaurants, without drive-in facilities
- Retail service stores not exceeding three thousand (3,000) square feet in gross area, or within an existing space legally used for such purposes within the previous five years
- Signs subject to Article 6
- Single-family detached dwelling units
- Studios and Trade Schools
- Theaters
- Townhouses and duplexes
- Utilities related to and necessary service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution of communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit
- Vending machines

3-4.11.3 Permissible Uses (by special use permit upon approval of the Town Council)

- Active and passive recreation and recreational facilities
- Child care center, day care center, or nursery school
- ~~- Clubs and lodges~~
- Commercial parking lots and garages
- Commercial recreational establishments
- Drive-through facilities for banks and financial institutions
- Emergency housing
- Farmers markets
- Funeral homes
- Health and Fitness Facilities
- Hotels and motels, not exceeding seventy-five (75) rooms
- Hotels, Inns, Bed & Breakfasts, and Tourist Homes
- Medical centers and laboratories
- Parks and playgrounds.
- Printing establishments in excess of 3,000 square feet in gross area
- Rental service establishments, with no outside equipment storage.
- Retail, personal or business services, office, or restaurants in dwellings or apartment buildings
- Schools, including trade schools
- Small equipment sales and/or service operations
- Taxicab stands
- Water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, and substations, and cable television facilities and accessory buildings

**May 19, 2026
Planning Commission
Public Hearing**

ZOTA-26-1 - A RESOLUTION TO RECOMMEND DENIAL OF A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLE 3 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

WHEREAS, Warrenton, VA (Hereinafter "the Town") is a municipal corporation located within the County of Fauquier; and

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WHEREAS, such an amendment was initiated by resolution of Council in accord with the procedures and requirements of Section 11-3.9 of the Zoning Ordinance on April 14, 2026; and

WHEREAS, on April 21, 2026 the Town of Warrenton Planning Commission held a work session to discuss the text amendment to allow Hotels of up to 30 or 40 rooms, Clubs and Lodges, as well as Inns, Bed and Breakfasts, and Tourist Homes as Permitted Uses (by-right) per Section 3-4.11.2 of the Zoning Ordinance; and

WHEREAS, on May 19, 2026 the Town of Warrenton Planning Commission held a public hearing on this matter; and

WHEREAS, the Town of Warrenton Planning Commission finds that per the Code of Virginia §15.2-2286(A)(7) this text amendment is not the best interest of public necessity, convenience, general welfare, and good zoning practice; now, therefore, be it

RESOLVED, by the Town of Warrenton Planning Commission on this 19th day of May, 2026, that the Commission hereby recommends DENIAL of text amendment ZOTA-26-1.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Community Development Director,
Town Attorney

ATTEST: _____

Town Recorder

May 19, 2026
Planning Commission
Public Hearing

ZOTA-26-1 – A RESOLUTION TO RECOMMEND APPROVAL OF A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLE 3 TO ALLOW HOTELS OF UP TO 30 OR 40 ROOMS, CLUBS AND LODGES, AS WELL AS INNS, BED AND BREAKFASTS, AND TOURIST HOMES AS BY-RIGHT USES IN THE CENTRAL BUSINESS DISTRICT

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3-4.11.3 Permissible Uses (by special use permit upon approval of the Town Council)

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- Schools, including trade schools
- Small equipment sales and/or service operations
- Taxicab stands
- Water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, and substations, and cable television facilities and accessory buildings

EXPERIENCE



WARRENTON

. VIRGINIA .

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ZOTA-26-1

**A Zoning Ordinance Text Amendment affecting Hotels,
Clubs and Lodges in the Central Business District**

Planning Commission Public Hearing
May 19, 2026

Text Amendment – ZOTA-26-1

A text amendment to allow as Permitted, by-right uses in the Central Business District (CBD):

- Hotels of up to 30 or 40 Rooms
- Clubs & Lodges

Process:

- Initiated by Town Council on April 14, 2026
- Planning Commission Work Session April 28, 2026
- Planning Commission Public Hearing May 19, 2026

The Planning Commission must make a recommendation to Town Council by no later than 100 days after the first meeting.

100-day deadline:
August 6, 2026

Potential Planning Commission meeting dates for final recommendation:
Tuesday, July 21, 2026
Tuesday, July 28, 2026

Zoning Ordinance Regulations – Article 3

Current Zoning Ordinance Provisions

Section 3-4.11.3 Permissible Uses

Requires the approval of a Special Use Permit by Town Council

➤ *A Legislative Approval Process*

- Clubs and Lodges
- Hotels and Motels, not exceeding 75 Rooms

Proposed Zoning Ordinance Provisions

Section 3-4.11.2 Permitted Uses

By-Right Uses - Requires Site Plan, Zoning & Building Permits

➤ *An Administrative Approval Process*

- Clubs and Lodges
- Hotels of up to 30 or 40 Rooms

Section 3-4.11.3 Permissible Uses

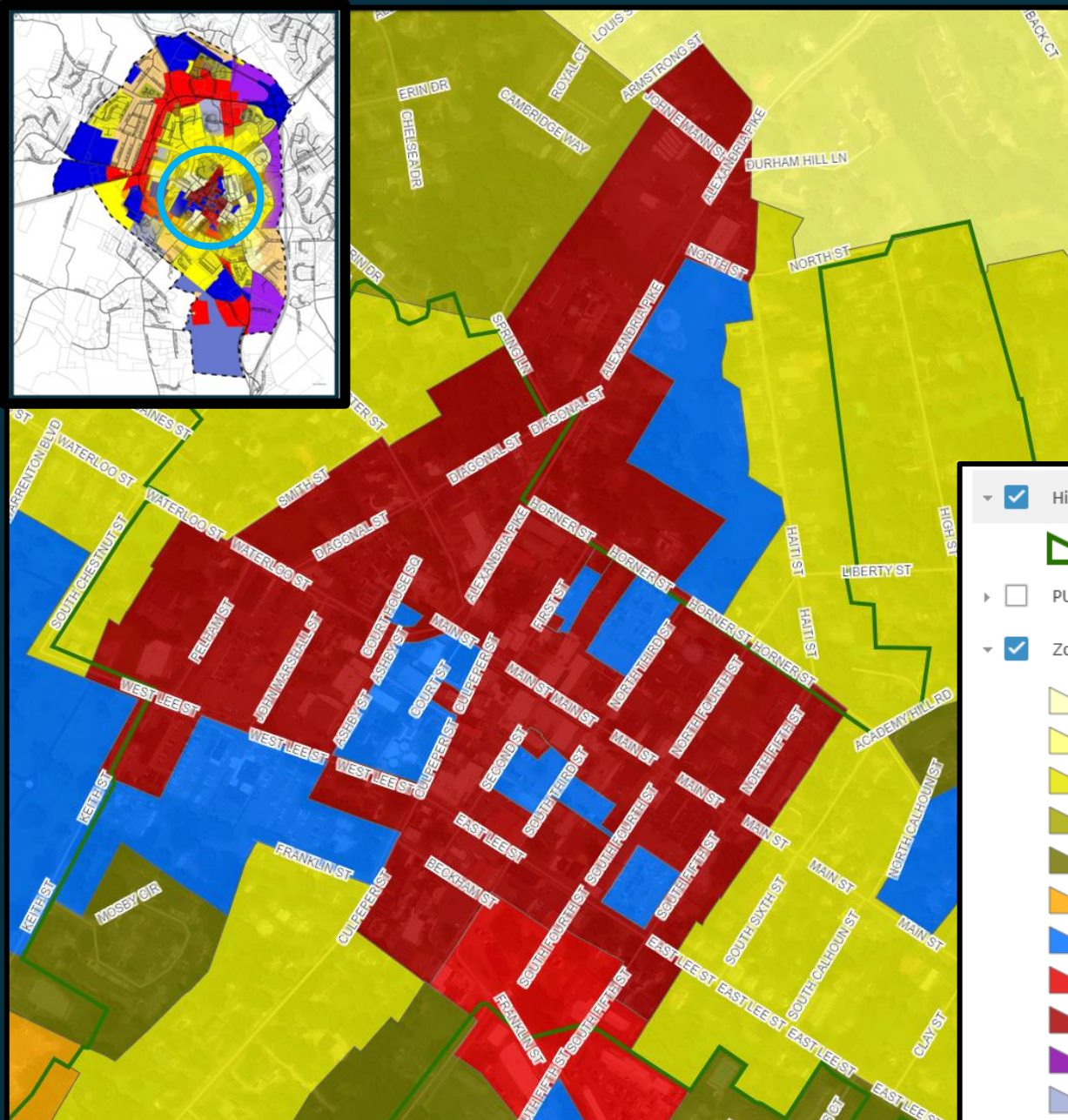
Requires the approval of a Special Use Permit by Town Council

➤ *A Legislative Approval Process*

- Hotels and Motels, not exceeding 75 Rooms

Central Business District

- ❖ 264 Parcels
- ❖ Established in 1976
- ❖ Most lots are within the Historic District



Legislative Intent of the District Z.O. Section 3-4.11.1

- Re-Use of Existing Buildings
- Preservation of Character
- Pedestrian Environment
- Mixed Uses
- Design Uniformity
- Adequate Parking

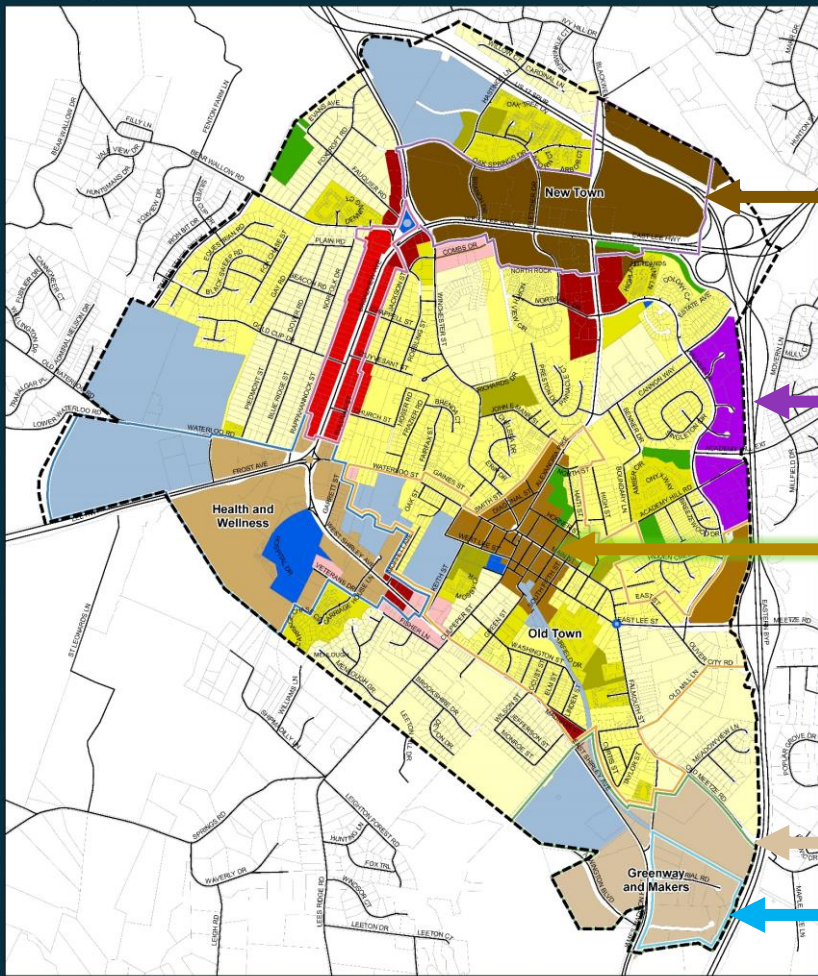
Future Land Use Map

Comprehensive Plan – Plan Warrenton 2040

Current Zoning Map – Industrial District

Future Land Use Map:

- New Town Character District/New Town Mixed Use
- Light Industrial
- **Old Town Character District/Old Town Mixed Use**
- Greenway & Makers Character District/Greenway and Wellness Mixed Use
- Makers Character District



Legend			
Character Districts			
	Future Land Use		
			Other Features
Overlay Districts			

July 6, 2021

Source: Town of Warrenton & Fauquier County



Old Town Character District

Comprehensive Plan – Plan Warrenton 2040



Warrenton will continue to promote Old Town as the signature, cultural, social, and historic hub. The Town will encourage infill housing and other adaptive reuse of structures to bring more foot traffic to Old Town, but maintain the historic character and scale.

Zoning Ordinance Regulations – Article 3

Current Zoning Ordinance Provisions

Section 3-4.11.3 Permissible Uses

Requires the approval of a Special Use Permit by Town Council

➤ *A Legislative Approval Process*

- Clubs and Lodges
- Hotels and Motels, not exceeding 75 Rooms

Proposed Zoning Ordinance Provisions

Section 3-4.11.2 Permitted Uses

By-Right Uses - Requires Site Plan, Zoning & Building Permits

➤ *An Administrative Approval Process*

- Clubs and Lodges
- Hotels of up to 30 or 40 Rooms

Section 3-4.11.3 Permissible Uses

Requires the approval of a Special Use Permit by Town Council

➤ *A Legislative Approval Process*

- Hotels and Motels, not exceeding 75 Rooms

Zoning Ordinance Regulations – Article 12

Use Category Definitions

- **Hotel:** A facility offering transient lodging accommodations for ten or more individuals on a daily rate and providing additional services, such as restaurants, meeting rooms, and recreational facilities (also see Motel).
- **Motel:** A building or group of two (2) or more detached or semi-detached buildings containing rooms or apartments having separate entrances provided directly or closely in connection with automobile parking or storage space serving such rooms or apartments, which building or group of buildings is designed, intended, or used principally for the providing of sleeping accommodations for automobile travelers and is suitable for occupancy at all seasons of the year.
- **Club:** Buildings and/or facilities owned and operated by a corporation, association, or persons, which serves as a gathering place for a group of individuals organized for a common purpose to pursue common goals, interests, or activities and characterized by certain membership qualifications, payment of fees and dues, regular meetings, and a constitution of by-laws.
- **Lodge:** (see Club)

Zoning Ordinance Regulations – Article 7

Required Minimum Parking

Minimum Number of Spaces are Based off of:

- Closest-Available Use Category; or
- Parking Demand Information Provided by Applicant; or
- Research by Staff

Use Category	Minimum Parking Requirement	Ordinance Section
Hotel or Motel	One (1) space per room, plus one (1) space for each employee calculated for the work period containing the largest number of employees, plus additional spaces for restaurants.	<i>Sec. 7-6 Commercial Uses</i>
Restaurants, Sit Down	One (1) space per two hundred fifty (250) square feet of gross floor area.	<i>Sec. 7-6 Commercial Uses</i>
Civic Club or Org.	One (1) space per four (4) members, based on the designed occupancy load.	<i>Sec. 7-4 Institutional and Community Service Uses</i>
Country Club	One (1) space per four (4) members, based on the designed occupancy load.	<i>Sec. 7-5 Recreational Uses</i>

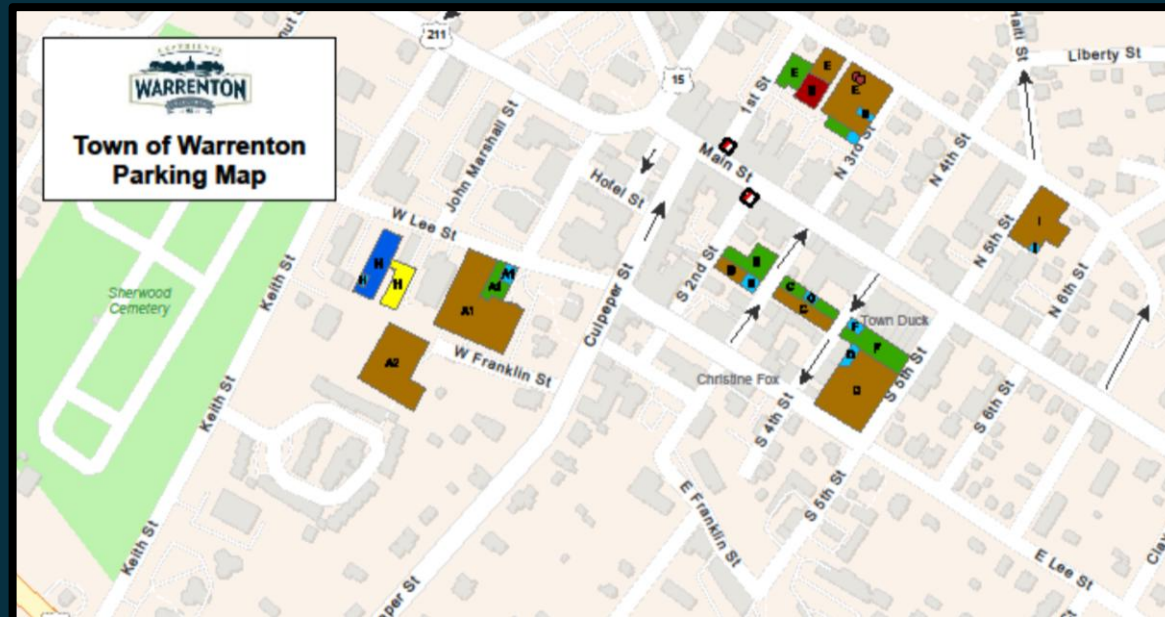
Zoning Ordinance Regulations – Article 7

Required Minimum Parking

Special Parking Considerations for the Central Business District

- Section 7-9.1 – 25% Reduction if the use is within 500 feet of another off-site parking lot.
- Section 7-9.2 – 25% Reduction if the applicant contributes to the Downtown Parking Fund*
- Section 7-13 – 100% Reduction if the use is within 300 feet of a Town-owned parking lot.

* A parking fund is provided for in the Zoning Ordinance, but a fund has not been adopted by Town Council.



Ordinance Comparison

Neighboring Towns

Town of Purcellville

- Hotels are permitted by-right in the mixed used and neighborhood scale districts (C-1, MC, C-4).

Town of Culpeper

- Consumer Service – Indoor is permitted by-right in all mixed use districts (MX, NC, C)

Town of Leesburg

- Hotels and Motels are permitted with the approval of a Special Exception in the Community (Downtown) Business District (B-1).

Work Session Questions & Research Results

How was the Chilton House bed and breakfast approved? Have there been any complaints about the use?

- The Chilton House, located at 97 Culpeper Street, was approved via Special Use Permit, case number SUP-16-06 on March 14, 2017. The approved use was for a Bed and Breakfast, with an approval condition that an owner/operator must reside on site. Currently, the business operates as the Chilton House Suites, with the main 'Manor' containing 5 bedrooms, and the 'Cottage' containing 2 bedrooms, each able to be rented out either separately or together. Per the business website, the business currently operates without an operator on-site, with no breakfast service, and all booking handled remotely. No records of complaints about this use were located.

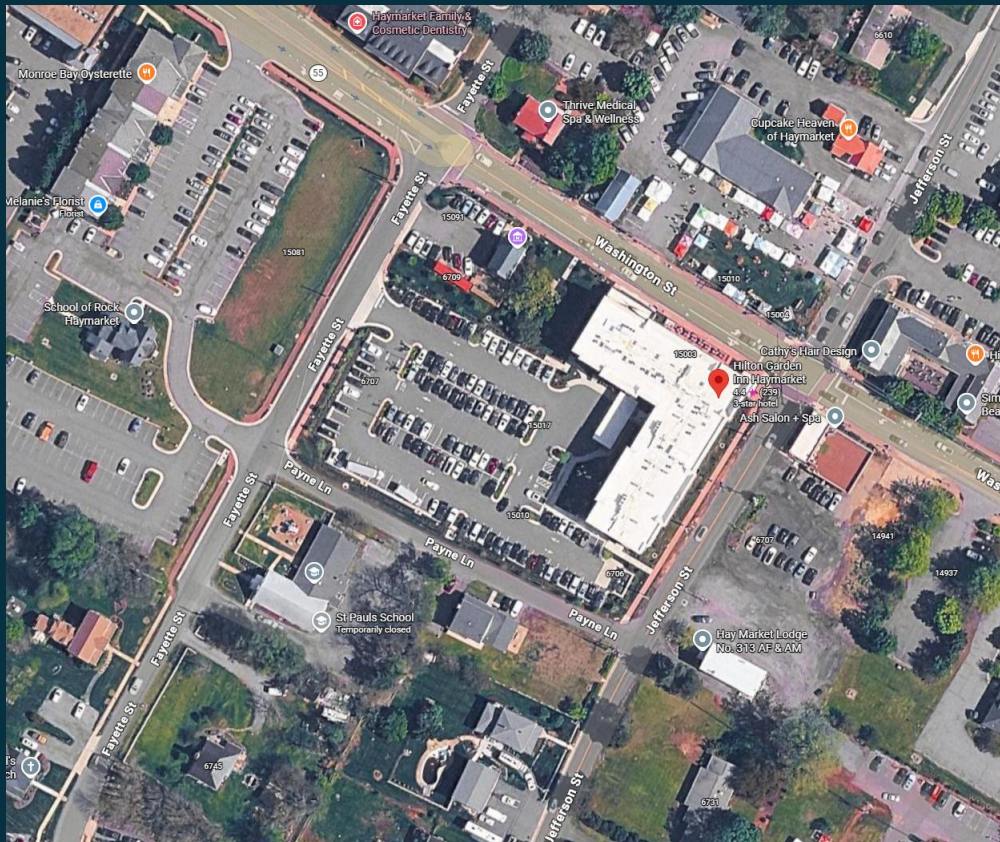
What is the small hotel located off of Davis Street in Culpeper?

- The hotel is operated as 'Suites at 249', located at 249 East Davis Street, and includes 6 'suites' (one suite has two bedrooms). The business is advertised as a 'contactless' and 'concierge-less' 'boutique hotel', where all booking and inquiries are handled remotely, with no on-site operator. There are no designated parking spaces, except for the one 2-bedroom suite, which has 2 dedicated on-site parking spaces; all other guest parking uses the public parking spaces available in the East Davis Street area.

Work Session Questions & Research Results

There is a hotel located in Haymarket (Hilton Garden Inn), in the Haymarket area that is equivalent to the Town's Old Town/CBD district – does this hotel provide on-site parking?

- The Hilton Garden Inn is located at 15001 Washington Street, adjacent to the Haymarket Museum. The 4-story hotel offers free parking on their website, and aerial maps show approximately 129 on-site parking spaces.



Work Session Questions & Research Results

If someone were to construct a new hotel building in the CBD district, how tall could the building be?

- The CBD district allows for new buildings to be constructed up to a maximum of 45 feet in height by-right; a building could be constructed up to 75 feet in height with the approval of a Special Use Permit from Town Council. Given that a non-residential floor is generally about 12 feet, this would allow a building of about 3 to 4 stories tall by-right, and up to 6 or 7 stories with approval of a SUP.

Are Town water and sewer utilities adequate for hotels? How is this determined by the Public Utilities staff? Would water and sewer use be different for hotels as compared to restaurants or offices?

- Per the Public Utilities Director, Mr. Steven Friend, generally, each proposed use has to be looked at individually for the size/activity/intensity. However, the average water/sewer use for a hotel is calculated by staff at 100 gallons per day, per room/guest. Higher star hotels can use more daily, but the average amount used for estimation purposes is 100 gallons per day, per room/guest. Whether a hotel will use more or less water/sewer than a restaurant or office cannot be answered unless the size and type of the restaurant/office/hotel is known. However, as long as the proposed usage is not more than what the current usage amount is, there would be sufficient water/sewer capacity for one or more buildings converted into a hotel.

Work Session Questions & Research Results

Please provide the parking demand/availability study that was completed as a part of the CBD density text amendment.

- In 2017 Walker Parking Consultants prepared a Parking Management Plan, that looked at both the “core” Old Town area, as well as a larger “periphery” area. The report found that currently there is a small operational surfeit of parking spaces in the core Old Town area during the peak use period of weekday “office hours”, 8am-5pm, with more open parking spaces during evening and weekend time periods. The report detailed that while there is currently a small operational surfeit during the current peak weekday hours, that full development/redevelopment of the old town area would generate more parking demand than is currently available, necessitating either the Town constructing additional parking facilities, or a greater reliance on privately-owned parking areas.

What is the typical traffic generated by a restaurant or hotel?

- According to the ITE Trip Generation Manual, 11th Edition, the time when the most vehicle trips are generated by either a hotel or a restaurant is in the afternoon and evening hours. There is a second morning peak, associated with hotel check-outs, however the larger traffic generator is during the late afternoon and evening for restaurant diners and hotel check-ins. Per the ITE Manual, restaurants and hotels typically generate the following vehicle trips:

Hotel = 0.59 vehicle trips per hour, per room

Fine Dining Restaurant = 7.8 vehicle trips per hour, per 1,000 square feet of gross floor area

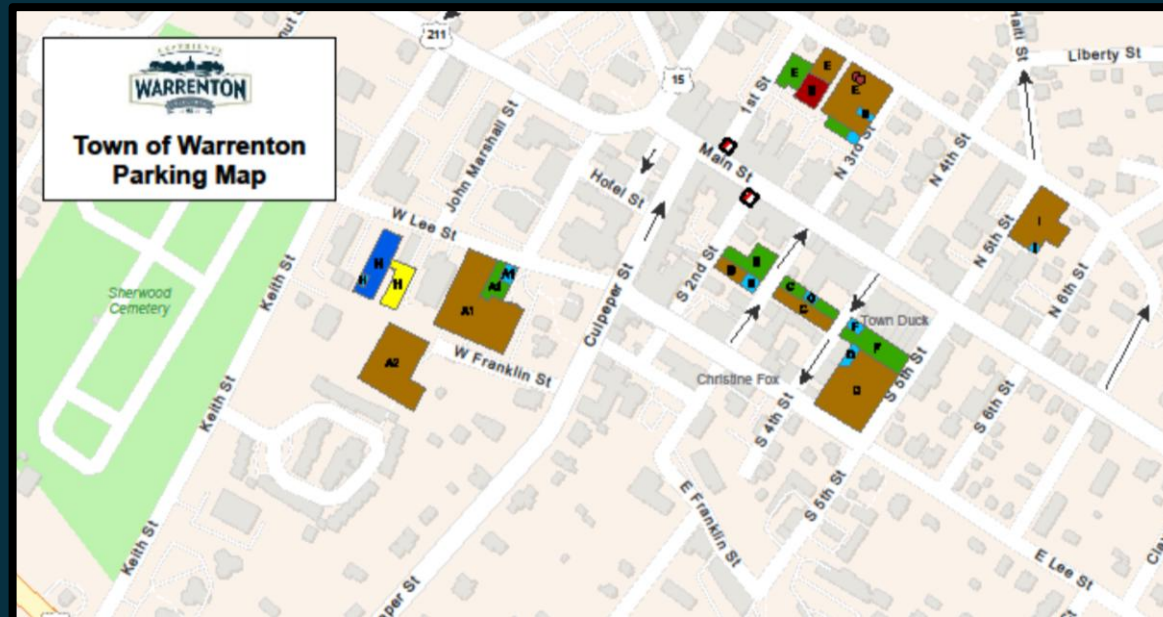
High Turnover (sit-down) Restaurant = 9.05 vehicle trips per hour, per 1,000 square feet of gross floor area

As an example, a hotel with 40 rooms would generate approximately 23.6 vehicle trips during the hour with the highest amount of traffic – usually during the late afternoon or evening check in period. This contrasts with the highest traffic volumes in Old Town, which were found to be during the morning clock-in and afternoon clock-out hours typical of office uses, as noted in the 2017 Waler Parking Consultants Parking Management Plan

Work Session Questions & Research Results

How many parking spaces are available in Old Town/CBD district?

- The 2017 parking study that was completed by the Town shows that there were 602 parking spaces in public parking lots, inclusive of all time-restricted, unrestricted, and handicapped parking spaces. After the Town purchased the new Town Hall, adding 39 parking spaces behind the former bank building, the total number of public parking spaces is now 641 spaces. A copy of the 2017 parking study map is attached that breaks down the number, type and location of parking spaces.



Work Session Questions & Research Results

Do other jurisdictions have specific standards for hotels?

- Local jurisdictions typically have general parking, loading, lighting, noise, and other performance standards that are applicable to all uses. In Albemarle County, there are appearance standards within their Entrance Corridor overlay districts that would apply to all businesses, including any new hotel development or redevelopment, which is similar to Warrenton’s Historic District, where exterior renovations or new construction must conform to the historic district standards to maintain the existing historic character.
- There are State regulations for hotels that pertain to public health and sanitation, as found in the Virginia Administrative Code, §12VAC-431, as enforced by the Virginia Department of Health.
- One instance of hotel-specific regulations was found in the Town of Leesburg, where in the Downtown B-1 District (similar to Warrenton’s CBD district), the maximum number of rooms is 40, and the use is called out as a “Commercial Inn”, which is a different use category than the general “Hotel” use category for that jurisdiction. In Leesburg, parking regulations are different in the B-1 district compared to other non-residential districts. In the B-1 district, a “Commercial Inn” must provide 1 parking space per room; outside of the B-1 district, a hotel must provide 1 space per room, plus 1 space for every 2 employees, plus additional parking if there is a restaurant, as copied from the Leesburg zoning ordinance (full parking ordinance attached):

<u>Hotel or Motel</u>	1.0 per room, plus 1.0 per two employees, plus additional spaces for restaurants. B-1 District Only: 1.0 per room
Eating Establishment, Sit Down	1.0 per 150 square feet gross floor area.

Work Session Questions & Research Results

Are there a minimum number of rooms that are required to be considered a hotel?

- The Code of Virginia includes regulations for hotels, in §35.1 – *Hotels, Restaurants, Summer Camps, and Campgrounds*. There is no minimum number of rooms required under State Code for a Hotel, however Bed and Breakfasts have both a minimum and a maximum number of rooms. These two uses are defined in State Code as:

“Bed-and-breakfast operation” means a residential-type establishment that provides (i) two or more rental accommodations for transient guests and food service to a maximum of 18 transient guests on any single day for five or more days in any calendar year or (ii) at least one rental accommodation for transient guests and food service to a maximum of 18 transient guests on any single day for 30 or more days in any calendar year.

"Hotel" means any place offering to the public for compensation transitory lodging or sleeping accommodations, overnight or otherwise, including facilities known by varying nomenclatures or designations as hotels, motels, travel lodges, **tourist homes****, or hostels.

Work Session Questions & Research Results

** Please note that the State Code definition of a Hotel includes tourist homes, which are considered a separate use category under the Town zoning ordinance.

➤ The Town zoning ordinance provides the following definitions in Article 12:

Hotel: A facility offering transient lodging accommodations for ten or more individuals on a daily rate and providing additional services, such as restaurants, meeting rooms, and recreational facilities (also see Motel).

Motel: A building or a group of two (2) or more detached or semi-detached buildings containing rooms or apartments having separate entrances provided directly or closely in connection with automobile parking or storage space serving such rooms or apartments, which building or group of buildings is designed, intended, or used principally for the providing of sleeping accommodations for automobile travelers and is suitable for occupancy at all seasons of the year.

Tourist Home: A dwelling where only lodging is provided for compensation for up to five (5) persons (in contradistinction to hotels and boardinghouses) and open to transients.

Bed and Breakfast Facility: A private residence, or portion thereof, where short-term lodging is provided for compensation (no longer than 14 consecutive days) and meals may be provided, to guests only. The operator of the facility shall live on the premises or in an adjacent premises on the same lot. Up to four (4) guest rooms without cooking facilities may be provided. [also see Tourist Home; also see Inn]

Inn: A single-family dwelling, portion thereof, or accessory building to, where short-term lodging is provided for compensation to transient guests only. Additional services, such as restaurants, meeting and event space, and recreational facilities may also be provided. The operator may or may not live on the premises. Up to twelve (12) guest rooms may be provided.

Work Session Questions & Research Results

Is the text amendment able to include changes to all transient occupancy uses, such as hotels, motels, inns, bed and breakfast facilities, and tourist homes, so that each of these similar uses have the same approval process?

- Per the Town Attorney, Mr. Strother, yes, the text amendment can make all lodging accommodations in the CBD district by-right uses, as long as these lodging uses are limited to 30 or 40 rooms to match the initiation passed by Town Council.

Transient Occupancy Uses Allowed in the CBD District

Section 3-4.11.3 Permissible Uses – With the approval of a Special Use Permit by Town Council

- Hotels and motels, not exceeding seventy-five (75) rooms
- Hotels, Inns, Bed & Breakfasts, and Tourist Homes

Moving Forward

Scenario A

As Initiated by Town Council

- Allow Hotels of up to 30 or 40 rooms as a by-right Permitted use.
- Allow Clubs & Lodges as a by-right permitted use.
- Keep Hotels of up to 75 rooms as a Permissible use with a Special Use Permit.

Scenario B

Maintain the Status Quo

- Recommend denial of the text amendment, and keep all Hotels and Clubs & Lodges as Permissible uses that must obtain a Special Use Permit.

Scenario C

Revise all Lodging Uses to Permitted Uses

- Allow Hotels of up to 30 or 40 rooms as a by-right Permitted use.
- Allow Inns, Bed & Breakfasts, and Tourist Homes as a by-right Permitted use.
- Allow Clubs & Lodges as a by-right Permitted use.
- Keep Hotels of up to 75 rooms as a Permissible use with a Special Use Permit.

Text Amendment – ZOTA-26-1

Process:

- Initiated by Town Council on April 14, 2026
- Planning Commission Work Session April 28, 2026
- Planning Commission Public Hearing May 19, 2026
- Next Step:
 - Make a Recommendation of Approval or Denial.
 - Defer Action until the Next Regular Meeting on June 16th.
 - Close the Public Hearing or leave it open.

Questions that Require Answers:

- What is the right number of rooms - 30 or 40?
- What should or should not be a Permitted by-right use?

The Planning Commission must make a recommendation to Town Council by no later than 100 days after the first meeting.

100-day deadline:
August 6, 2026

Potential Planning Commission meeting dates for final recommendation:
Tuesday, July 21, 2026
Tuesday, July 28, 2026

Zoning Ordinance Criteria for Consideration of Text Amendments

When there is a request for a zoning ordinance text amendment, the Planning Commission and Town Council shall consider the following matters:

Section 11-3.9.13

Two Main Considerations for Text Amendments:

1. Whether the proposed text amendment is consistent with the Comprehensive Plan.
2. Whether the proposed text amendment is consistent with the intent and purpose of the Zoning Ordinance.

Section 11-3.9.12

Fourteen Additional Considerations – Use only those that are Relevant to the Proposed Text Amendment

1. Does it further the public interest, and conforms with the goals, objectives, and policies of the Comprehensive Plan?
2. Is it consistent with the Future Land Use Plan and the established character and land use patterns?
3. Is it justified by changed/changing conditions?
4. Would it create an isolated district that is unrelated to adjacent districts?
5. Are there now, or could there be built, adequate infrastructure and utilities to serve the use?
6. Is it compatible with properties in the vicinity, and would have no adverse impact on these properties?
7. Are there adequate sites elsewhere in the Town for the use?
8. Would there be traffic impacts that cannot be mitigated?
9. Is there already a reasonable and viable economic use of the property?
10. Would it have a negative impact on natural resources that is not compatible with the Comprehensive Plan?
11. Does it encourage economic development in areas deigned suitable by the Comprehensive Plan, provides desirable employment and enlarges the tax base?
12. Does it consider the current and future needs of the community, as determined by population and economic studies?
13. Does it enhance the opportunity for moderate housing for residents of the Town?
14. Does it negatively effect natural, scenic, archaeological, or historic features of significant importance?

An aerial photograph of a town street, showing a mix of residential and commercial buildings, trees, and parked cars. The street runs vertically through the center of the image. The buildings are mostly multi-story, with some featuring gabled roofs and others with flat roofs. There are several parking lots and streets lined with trees. The overall scene is a typical small-town or suburban street view.

Questions?