



Office of the Town Manager

Frank Cassidy

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

<b>Council Meeting Date:</b>	November 14, 2023
<b>Agenda Title:</b>	Community Development Update
<b>Requested Action:</b>	Hold the Work Session
<b>Department / Agency Lead:</b>	Department of Community Development
<b>Staff Lead:</b>	Rob Walton, Director

## EXECUTIVE SUMMARY

This staff report provides an update on the Department of Community Development’s current projects and goals for the fiscal year. The information below provides a high-level overview of current projects taking place in the Town of Warrenton as well as goals for the remainder of FY24. The Zoning Ordinance Text Amendment was allocated ARPA funds that need to be used prior to the end of 2026.

## CURRENT PROJECTS

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)
- Creation of a fire prevention inspection program
- Permitting (signs, building, zoning, business license review)
- Building inspections associated with building permits

### **Below is a breakdown on the number of applications:**

#### **Site plan/Plat/Land Development reviews**

- Two (2) as-built applications
- Five (5) bond reduction/release requests

- Three (3) boundary line adjustment applications
- Two (2) easement plat applications
- Ten (10) site development plan applications
- Ongoing Pre-Application Meeting Requests

### **Zoning Determinations/Verifications**

- Two (2) requests for Zoning Determinations

### **Processing of Legislative Applications**

- Two (2) Zoning Ordinance Text Amendments
- Five (5) Special Use Permits
- One (1) work session with the ARB scheduled for December
- Zoning Ordinance Text Amendment – FEMA updates

### **Transportation Projects**

- VDOT Shirley Avenue Pipeline Study
- Smartscale Round 6: Determine project ready submissions – Present to Town Council in January/February timeframe

### **“Special” Projects**

- Staff support for the Warrenton Arts Group – Public workshop in November
- Historic District Survey Phase II – Finalizing survey grant work and nomination to DHR/NPS
- Septic Remediation Committee
- Zoning Ordinance Update
- FOIA work
- PD9 – Committee work related to Economic Development, housing, transportation
- Create SOP for annual fire safety inspection program for all non-residential uses in Town
- Special Event Committee

### **Permitting/Building Inspections**

- Active Building Permits – 201
- Plan Reviews on all Building Permit applications/Site Development Plans
- Active Enforcement Cases – 59 (Zoning (29 cases), Property Maintenance (16 cases), Fire (4 cases), and Building (10 cases))

- Fire Safety Inspections for Fauquier County Schools – Completed/Re-Inspection Pending
- Non-Residential Fire Safety Inspections Scheduled – 29 (increasing daily)
- Inspection of Town playgrounds

### **Goals for the Upcoming Year**

Staff is committed to continue providing excellent customer service. In addition to keeping up with a large number of permits, site development plans, and legislative applications, the department is in the beginning stages of a comprehensive Zoning Ordinance Text Amendment. Staff continues to receive complaints leading to property maintenance/building code enforcement. The department continues to make strides in correcting long-standing violations within the Town. The department will draft an SOP in order to create a fire safety inspection program for yearly inspections of non-residential buildings throughout the Town.

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