

Quarterly Report

Community Development

Department



Town Council Meeting Date: November 14, 2023

2023: July, August, September

Please accept this as the quarterly report for the Community Development department

Department introduction

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

Over the third three (3) months of 2023, the department processed 36 business license applications, 5 sign permits, 9 zoning permits, 13 land development reviews, pre-application meeting requests, 127 building permit reviews and associated inspections, processing of legislative applications (Special Use Permits, Certificates of Appropriateness). The department continues to process zoning and property maintenance enforcement, grants, and administer transportation projects. The building inspector, fire inspector and Director handle off-hour emergencies, special event inspections when food vendors and/or amusement devices are anticipated, property maintenance issues and zoning enforcement as needed.

Commendable Achievements:

- FEMA Emergency Management Institute: IS-200-C, IS-200-C, IS-700.B, IS-800.D Certifications
- AARP Economic Development and Housing Workshop

Project Progress:

- Historic District Survey Phase 2: Hired consultant team, held public workshop, completed field survey work, draft surveys and nomination under review.
- Septic Remediation Committee: Committee meeting, submission of SLPP ARPA grant to DEQ
- VDOT Shirley Avenue Pipeline Study: Field visit with consultant team, project meetings
- Arts in Public Places: Monthly meetings, committee strategic next steps

Data:

Town Council:

- Work Sessions: Septic Remediation, Transportation Planning, 33 N. Calhoun
- Public Hearings: SUP 2023-01 St Johns

Planning Commission:

Work Sessions: 2 Zoning Text Amendment I District; 1 SUP Wal-Mart

Architectural Review Board:

Work Sessions: Mural, ADU

COA Applications: 3 signage, 2 doors, 1 ADA ramp, 1 telecommunications equipment, 1 art installation, 1 dumpster, 1 roof

Certificates of Appropriateness:

Administrative Applications: 4 signage, 3 in-kind utility repair and replacement, 5 in-kind exterior maintenance, 2 in-kind roofs

Legislative/Site Plan Review

- SDP Amazon
- SDP Chick Fil A
- SDP Waterloo Junction
- SDP Oak View Bank
- SUP 2022-03 Warrenton Village
- SUP 2023-01 St. Johns
- SUP 2023-02 Walmart
- SUP 2023-03 E. Lee Street ADU
- SUP 2023-04 Taylor Middle School

Pre-Application Meetings:

- Blackwell Road Housing
- Baptist Church Housing Development
- Taylor Middle School

- Habitat for Humanity

Zoning Applications/Permits:

- 36 Business Licenses
- 5 Sign Permits
- 2 New Zoning Enforcement cases
- 9 Zoning Permits
- 12 Zoning Inspections
- 1 Zoning Determination Letter
 - 62 Warrenton Blvd
- 13 Land Development Projects
 - Country Chevrolet Site Plan Amendment Reviewed
 - O'Reilly Auto Parts As-Built Reviewed/Approved
 - O'Reilly Auto Parts Bond Reduction Reviewed
 - Strickland Brothers Oil Change As-built Reviewed
 - Oak View Bank Site Plan Reviewed
 - Valvoline Site Plan Reviewed/Approved
 - Michael's Warrenton Village Center Reviewed/Approved
 - Waterloo Junction Site Plan Reviewed
 - Amazon Data Center Site Plan Reviewed
 - Winchester Chase Bond Reduction Request
 - 165 Green Street Bond Reduction Reviewed
 - Washington/Green Street Bond Reduction Approved
 - Fauquier Medical Office Building As-Built Reviewed
- 2 Pre-Application/Speculative Project Meetings
 - Brookshire Drive- Proposed 37 Lot Cluster Development
 - 291 Waterloo Street - Proposed Accessory Dwelling Unit
- 3 Post- Comment Review Meetings
 - Fauquier Medical Office Building
 - O'Reilly Auto Parts
 - Rappahannock Rapidan Community Services
- 5 Public Meeting Items
 - Board of Zoning Appeals
 - Variance request for 6' fence within the front setback- applicant withdrew request
 - Planning Commission
 - Zoning Ordinance Text Amendment regarding Assembly uses in the Industrial District
 - Zoning Ordinance Text Amendment to reduce the setback requirement for telecommunication towers in the PSP Zoning District
 - Town Council
 - Petition to terminate a restrictive covenant relating to the Waterloo Junction project
 - Town Council update on Zoning Ordinance revisions

- 9 Special Projects
 - Zoning and Public Works Staff met with applicant on site at 320 Culpeper Street to discuss their project proposal
 - Review of Special Use Permits
 - FOIA Requests
 - Zoning staff attended two virtual VAZO check-ins with other Zoning staff from other localities in Virginia
 - Zoning staff attended Floodplain Ordinances training through DCR
 - Zoning Official attended OpenGov software workshop for new permitting software features launched by provider
 - Zoning staff met on site with two different property owners to discuss screening options for commercial refuse
 - Met with Wally Smith regarding proposal for transitional housing opportunities
 - Zoning staff met with the Town Clerk to update formatting for staff reports, meeting minutes, and agendas for Boards/Commissions

Building Applications/Permits:

- Issued 115 Building Permits
- 84 Final Inspections
- 49 Fire Inspections
- 36 New Enforcement Cases Created

Administrative:

- Warrenton Arts Commission Meetings
- Special Events Meetings
- FOIA's