



TOWN OF WARRENTON

Community Development Department

PO BOX 341
WARRENTON, VIRGINIA 20188
<http://www.warrentonva.gov>
LandDevelopment@warrentonva.gov
(540) 347-2405

February 3, 2026

TO: Members, Board of Zoning Appeals
FROM: Heather E. Jenkins, PLA, CZA; Zoning Administrator
SUBJECT: Annual Report, 2025

Dear Board Members:

The Town Zoning Ordinance requires that the Board submit a report of its activities to the Town Council at least once per year. This letter is the summary of the Board's activities for calendar year 2025, serving as the annual report that will be transmitted to Town Council at their next regular meeting.

2025 Cases

During the period from January 1, 2025, to December 31, 2025, the Board held five meetings, where two Variance cases were heard. One of the Variance requests heard by the Board was to increase the maximum height of a fence from a maximum height of 4 feet, up to 6 feet in height within a secondary front yard setback. The other case was for a Variance of setback requirements to allow reconstruction of a pre-existing three-family structure on Haiti Street. The Variances and their case numbers are listed below:

Case Number	Location	Z.O. Section	Decision
BZA-25-1	579 Pineview Court	2-19.1	Approved
BZA-25-2	130-134 Haiti Street	3-4.3.4	Approved
BZA-25-3	719 Blackwell Road	11-3.12	Scheduled for hearing February 3, 2026

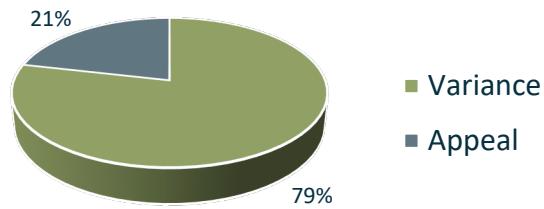
As noted above, the Board also received an appeal application, BZA-25-3, an appeal of a determination made by the Zoning Administrator as it relates to the Amazon Data Center property and the property owner's alleged vested right to develop the property as a data center. This appeal hearing is scheduled to be heard at the Board's February 3, 2026, meeting.

Five-Year Trends

Over a five-year period, the Board has heard fourteen cases, consisting of eleven Variances, and three* Appeals of a Zoning Administrator's decision.

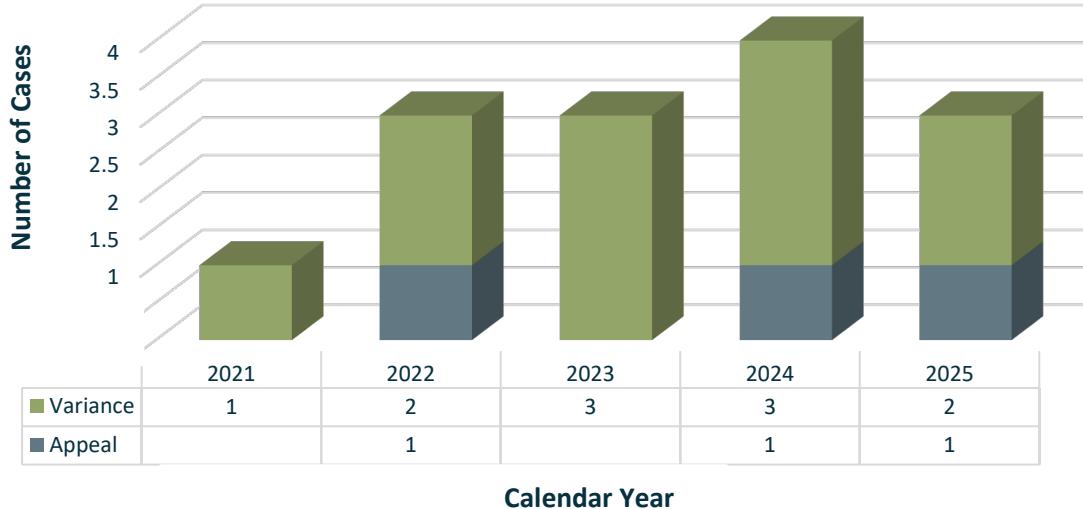
*One of the appeals noted here has not been heard by the Board but has instead been deferred until the Court renders a decision in the legal proceedings relevant to the appeal request.

2021-2025 Board of Zoning Appeals Cases



The Variance cases heard by the Board include five reductions in required setbacks for residential structures and six variances to increase the height of a fence. The three appeal cases received by the Board in the past five years consist of appeals of a Zoning Administrator's determination of the official zoning district for an existing parcel, for the approval of a site development plan for the Amazon Data Center project, and for the alleged vested rights of development for the Amazon Data Center project.

2021-2025 Board of Zoning Appeals Cases



2025 Outlook

Membership

The Board began the 2025 calendar year with four members, due to the former chair's resignation to serve on the Town Council. The Board later had another resignation, leaving two vacancies. These positions were quickly advertised and filled by the Circuit Court. The Board has maintained five members since May of 2025.

Member Name	Term End
Melea Maybach, Chair	April 2026
A Van Baggett, Vice Chair	March 14, 2029
Susan Helander	June 19, 2029
Kenneth "Charlie" Mulliss	March 14, 2028
Elizabeth Scullin	January 1, 2031



Zoning Ordinance

The Town is continuing to work with the consulting firm, Clarion, to update the Zoning Ordinance. Staff has held several meetings to discuss the Ordinance updates with the consultant and expects to release a first draft to the update committee in the coming months. This process is expected to take approximately two years to complete, including multiple public outreach opportunities and review and revision of the draft ordinance. Should any Board members wish to discuss specific Ordinance provisions or concerns with the Clarion project manager, I am happy to forward those comments or coordinate a discussion opportunity.

Conclusion

Thank you for the opportunity to provide you with a brief summary of Board activities. This report will be transmitted to the Town Council at the next available meeting for that body. Should you have any questions or concerns, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Heather E. Jenkins".

Heather E. Jenkins, PLA, CZA
Zoning Administrator
Secretary to the Board of Zoning Appeals
Community Development Department