



Office of the Town Manager
Frank Cassidy

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	January 13 th , 2026.
Agenda Title:	Habitat Request for Subdivision Plat Fee Waiver
Requested Action:	Hold the public Hearing and Consider Ordinance 2026
Department / Agency Lead:	Town Council
Staff Lead:	Stephanie Miller, Acting Town Manager

EXECUTIVE SUMMARY

Fauquier Habitat for Humanity is currently pursuing the subdivision of an existing three-family dwelling recently reconstructed on Haiti Street. As part of this process, the applicant recently appeared before the Board of Zoning Appeals (BZA case number BZA-25-2), to address variances regarding lot width, lot size, and setbacks. The Board of Zoning Appeals granted the variance request on November 6th, 2025. The organization has subsequently requested a waiver of subdivision plat submission fees of approximately \$2,750.00, associated with final plat application number FP-25-6, currently under review by Community Development staff. Pursuant to Code of Virginia § 15.2-958.4, the Town Council is authorized to waive these fees through the adoption of an Ordinance. A public hearing is required prior to the adoption of such an Ordinance. The Public hearing was added to the January 13th, 2026, Regular Town Council meeting for consideration of adoption of the Ordinance which would grant the fee waiver.

BACKGROUND

Fauquier Habitat for Humanity is a nonprofit organization based in Warrenton, Virginia, dedicated to providing affordable housing solutions for the local community. They focus on building simple, energy-efficient homes and offering critical repair services to help families achieve stability and independence. To fund these projects, they operate a ReStore that sells donated furniture, appliances, and building materials, while relying on volunteers and community donations to carry out their mission.

§ 15.2-958.4. Waiver of certain fees for affordable housing.

A. A locality may by ordinance provide for the waiver of building permit fees and other local fees associated with the construction, renovation, or rehabilitation of housing by a § 501(c)(3) organization with a primary purpose of assisting with the provision of affordable housing.

STAFF RECOMMENDATION

Hold the public hearing and consider Ordinance 2026-01

Service Level/Collaborative Impact

Service Level impacts have not been reviewed for this item.

Policy Direction/Warrenton Plan 2040

Habitat for Humanity has worked with the Town of Warrenton towards the affordable housing goals of Plan 2040.

H-1: *Ensure equitable, attainable housing opportunities across residents of all ages, incomes, and abilities by catering to the needs of a diverse community, including young families, professionals early in their careers, essential workforce, and those entering retirement.*

H-3: *Preserve existing neighborhoods and promote infill that supports the character and heritage of Warrenton.*

H-4: *Create regional partnerships to address and enhance attainable housing supply.*

Fiscal Impact

Fees are assessed to partially offset the staff time for administrative processing.

Legal Impact

Legal Impact has not been reviewed for this item.

ATTACHMENTS

1.