



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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STAFF REPORT

Council Meeting Date:	December 9 th , 2025.
Agenda Title:	Habitat Request for Subdivision Plat Fee Waiver
Requested Action:	Consider the addition of a public hearing for the January 13 th , 2026, TC meeting
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."

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

Consider the addition of a public hearing for the January 13th, 2026, Regular Town Council meeting to consider this request.

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.