



## PLANNING COMMISSION REGULAR MEETING

Tuesday, May 19, 2026 at 7:00 PM

### AGENDA

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**CALL TO ORDER AND ESTABLISHMENT OF A QUORUM.**

**ADOPTION OF MINUTES.**

- [1.](#) Draft Meeting Minutes - Planning Commission Work Session - April 28, 2026

**HEARING OF PUBLIC HEARING ITEMS.**

- [2.](#) ZOTA-26-1: A Text Amendment to allow Hotels of up to 30 or 40 Rooms, as well as Clubs and Lodges, as By-Right Uses in the Central Business District

**NEW BUSINESS.**

**WORKSESSION ITEMS.**

**COMMENTS FROM THE COMMISSION.**

**COMMENTS FROM THE STAFF.**

**ADJOURN.**



# PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, April 28, 2026, at 7:00 PM

## MINUTES

**A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON APRIL 28, 2026, at 7:00 PM**

Regular Meeting

PRESENT

Ms. Darine Barbour, Chair; Mr. Ryan Stewart, Vice Chair, Mr. James Lawrence, Secretary, Mr. Steve Ainsworth, Mr. Raeid Ebrahim, Ms. Heather Jenkins, Zoning Administrator

ABSENT

Mr. David McGuire

**The minutes laid out will be a brief recap of the agenda items. Please see recorded video for more in-depth information.**

### CALL TO ORDER AND ESTABLISHMENT OF A QUORUM.

The meeting opened at 7:00 PM by Chair Barbour and declared a quorum present.

Chair Barbour welcomed Commissioner Raeid Ebrahim as the newest appointed member of the Planning Commission.

### ADOPTION OF MINUTES

Secretary Lawrence moved to approve the March 17, 2026 meeting minutes. The motion was seconded by Vice Chair Stewart. The motion passed 4-0 (McGuire absent).

### WORK SESSION ITEMS

During the March 10, 2026 Town Council work session, the Council requested the initiation of a Zoning Ordinance Text Amendment to allow Hotels (up to 30 rooms) and associated Club facilities as a by-right use in the Central Business District. This Zoning Ordinance Text Amendment initiation will take place on April 14, 2026 during the next Town Council Regular Meeting. The Zoning Ordinance Text Amendment is anticipated to include Article 3 and possibly Articles 9 and 12.

Chair Barbour introduced the work session item.

Ms. Jenkins provided a detailed overview of the ZOTA 26-1. This work session now begins the 100-day timeclock; Town Council must review ZOTA 26-1 within those 100 days. Ms. Jenkins provided some staff-posed questions as to what type of club/lounge should be considered "stand-alone" versus accessory to another use, such as attached to a restaurant and what should be considered a by-right use versus

permitted use within the CBD district. Is the proposal consistent with the Comprehensive Plan? Ms. Jenkins asked for any comments from the Planning Commission.

Commissioner Ebrahim asked for a point of clarification on parking requirements within the CBD.

Ms. Jenkins responded that typically within the CBD there are no on-site parking requirements.

Vice Chair Stewart asked about use of municipal lots to accommodate businesses.

Ms. Jenkins responded that the last time the town did a parking study, there was adequate parking available. It would be possible to add standards to Article 9 that Applicants must prove they will have adequate parking on-site.

Commissioner Ebrahim asked if 18 Court Street and the Warren Green Building are currently zoned CBD.

Ms. Jenkins confirmed those buildings are currently in PSP and the property owner will have to request to rezone them to include within CBD.

Commissioner Ebrahim asked if that requires a separate application process.

Ms. Jenkins confirmed that it does. That is a rezoning application that will require two work sessions and two public hearings, and a traffic study.

Secretary Lawrence asked if there is a way to predict what parking requirements an Applicant would need prior to the owner having to go through the rezoning process.

Ms. Jenkins stated she will gather the previous parking study information for reference.

Vice Chair Stewart clarified that they are looking at this broadly and not as one specific project.

Ms. Jenkins discussed that this is by-right currently, but if someone wanted to convert their building into a hotel, they would be required to go through the legislative application process. Any exterior changes would require a COA, since this is in the historic district.

Secretary Lawrence asked if we have any legal restriction on the use as presented to assume this text amendment stems from recent Town Council proceedings.

Ms. Jenkins stated that anyone can come forward and ask for this, but if there are legal questions, please refer to Mr. Strother.

Vice Chair Stewart made remarks on the potential to cause more traffic/noise impact than something like a restaurant.

Ms. Jenkins confirmed that in terms of traffic, the roadways are outdated, this is the historic district, so trucks do impede traffic and we do have noise restrictions, as well. Staff works with property owners, police can enforce certain nuisance noise complaints after hours. Again, it's possible to amend Article 9 to include additional standards.

Secretary Lawrence asked for examples that reference Article 9.

Ms. Jenkins stated that for impacts from large events, the County does have noise requirements for after 9pm but will pull together more examples.

Secretary Lawrence asked if this would apply to a retrofitted building as well as a “new” building? How many sites in the CBD could be developed as hotels? Is there a limit to this? How do we control this?

Ms. Jenkins stated there are not a lot of undeveloped parcels in the CBD and additions to existing buildings could be conceivable; 2-3 story buildings could be possible but there are height restrictions.

Commissioner Ebrahim asked if there are no minimum hotel requirements, could any apartment owner turn their spaces into a hotel space?

Ms. Jenkins confirmed.

Chair Barbour asked about parking requirements and about the 70% capacity for hotel rooms included within wastewater.

Ms. Jenkins replied that she will check with Steven Friend; most recent study should have accounted for this, but any new development will be required to meet utility requirements.

Chair Barbour also asked about the additional usage of the restaurant and club, which adds more requirements.

Ms. Jenkins stated that accessory uses to hotel or two principle uses, could be small restaurant with a continental breakfast, that could be “accessory” but if it’s a stand-alone restaurant, that is its own use.

Vice Chair Stewart - looking at current CBD permissible uses; asked for an explanation on the difference in hotels vs. bed & breakfast.

Ms. Jenkins stated that the ZO is restrictive and requires legislative process for many uses where other localities have those as by-right uses. We wanted the option to determine which uses were appropriate for the CBD.

Ms. Jenkins stated the Planning Commission could initiate another text amendment. However, we’re currently going through a major ZO re-write which could still be evaluated within that instead of initiating a whole new amendment process.

Ebrahim – should we even consider 18 court and warren green at this point since it’s not yet CBD?

Jenkins – correct, consider those as a part of this approach holistically

Chair Barbour and Commissioner Ainsworth asked about considerations for changes to the Article 12 definition for hotels/motels and inns/bed and breakfast.

Ms. Jenkins confirmed that it is possible to change the definitions and will consult the Town attorney if that could be added to this text amendment.

Commissioner Ainsworth asked for clarification on the number of rooms proposed.

Ms. Jenkins stated that number is uncertain, but we do need a specific number to propose for total hotel rooms.

Commissioner Ebrahim asked for clarification on club vs. lounge, is that the same definition?

Ms. Jenkins confirmed.

Commissioner Ebrahim asked about the impact of parking on different businesses – such as overnight for a hotel vs. for a restaurant or residential.

Ms. Jenkins confirmed that all town parking lots are currently first come first serve – generally when you're looking if there's adequate parking, you're looking at residential vs. non-residential.

Secretary Lawrence stated that if you're near a public parking lot (within 300'), you don't need to provide parking but you need to be able to prove that you could provide additional parking requirements.

Commissioner Ebrahim asked if we allow hotels by-right does that mean there is less land for other businesses?

Ms. Jenkins stated that the Comprehensive Plan, Old Town Character District describes needs for future development.

Chair Barbour asked if we would look at each project individually?

Ms. Jenkins confirmed.

Vice Chair Stewart stated that the next steps should include amending Article 9 and to draft criteria as a Commission.

Chair Barbour reiterated the need for clear information on utility/water/sewer requirements from Steven Friend.

Ms. Jenkins advised that the Planning Commission can cancel the public hearing and have another work session or they can move forward with the public hearing in May.

Ms. Jenkins reiterated the research topics that Planning Commission requested prior to the public hearing.

Vice Chair Stewart made a motion to advertise and hold public hearing May 19, 2026.

Commissioner Ainsworth seconded the motion.

All in favor, 4-0 aye (McGuire absent).

#### **COMMENTS FROM THE COMMISSION.**

The Planning Commissioners all welcomed Mr. Ebrahim to his first meeting as a newly appointed Commissioner.

#### **COMMENTS FROM THE STAFF.**

Staff had no comments.

**ADJOURN.**

Chair Barbour moved to adjourn the meeting; Commissioner Ainsworth seconded the motion. With no further business, the Vice Chair Stewart adjourned the meeting at 8:18 PM.

**I hereby certify that this is a true and exact record of actions taken by the Planning Commission of the Town of Warrenton on April 28, 2026.**

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James Lawrence, Secretary  
Planning Commission





# STAFF REPORT

<b>Planning Commission Meeting Date:</b>	May 19, 2026
<b>Agenda Title:</b>	ZOTA-26-1 – A Text Amendment to allow Hotels of up to 30 or 40 Rooms, as well as Clubs and Lodges, as By-Right Uses in the Central Business District
<b>Requested Action:</b>	Hold a Public Hearing
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Heather Jenkins, Zoning Administrator

## EXECUTIVE SUMMARY

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On April 28, 2026, the Planning Commission held a work session to discuss the proposed text amendment, where the Commission moved to hold a public hearing at their next regularly scheduled meeting so as to gather the input of citizens. The staff report and attachments from the April 28<sup>th</sup> work session are provided as an attachment to this staff report.

## BACKGROUND

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On April 14, 2026, Town Council adopted a Resolution to initiate a Zoning Ordinance Text Amendment to Articles 3, 9 and 12 to allow Hotels of up to 30 or 40 rooms, as well as Clubs and Lodges, as Permitted (by-right) uses in the Central Business District (CBD). Currently, the Zoning Ordinance allows Hotels of up to 75 rooms, as well as Clubs and Lodges, as Permissible uses within the Central Business District, requiring the approval of a Special Use Permit by Town Council.

This text amendment must follow the process outlined in Zoning Ordinance Section 11-3.9 *Zoning Amendments*, where the Planning Commission must hold a public hearing and make a recommendation to Town Council no later than August 6, 2026.

## STAFF RECOMMENDATION

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Hold the public hearing. Provide staff with guidance on draft ordinance language.

## Service Level/Collaborative Impact

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The proposed text amendment affects uses allowed within the Central Business District/Old Town area.

**Policy Direction/Warrenton Plan 2040**

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The Comprehensive Plan, Land Use and Character District, states that the intent of the Central Business District is to provide for orderly development, infill, and revitalization of the District, and recommends additional Live/Work and Mixed-Use Residential (with commercial at the ground level) to be allowed.

**Fiscal Impact**

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A Fiscal Impact assessment has not been completed.

**Legal Impact**

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The text amendment, as initiated, will allow Hotels, of up to 30 or 40 rooms, as well as Clubs and Lodges, as Permitted Uses, removing the requirement for a legislatively approved Special Use Permit.

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**ATTACHMENTS**

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- [Attachment A](#) – Staff Report and Presentation from the April 28, 2026, Work Session



# STAFF REPORT

<b>Planning Commission Meeting Date:</b>	April 28, 2026
<b>Agenda Title:</b>	ZOTA-26-1 – A Text Amendment to allow Hotels of up to 30 or 40 Rooms, as well as Clubs and Lodges, as By-Right Uses in the Central Business District
<b>Requested Action:</b>	Hold a Work Session
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Heather Jenkins, Zoning Administrator

## EXECUTIVE SUMMARY

On April 14, 2026, Town Council adopted a Resolution to initiate a Zoning Ordinance Text Amendment to Articles 3, 9 and 12 to allow Hotels of up to 30 or 40 rooms, as well as Clubs and Lodges, as Permitted (by-right) uses in the Central Business District (CBD). A copy of the Resolution to initiate the text amendment is provided with this staff report as Attachment A. Currently, the Zoning Ordinance allows Hotels of up to 75 rooms, as well as Clubs and Lodges, as Permissible uses within the Central Business District, requiring the approval of a Special Use Permit by Town Council.

This text amendment must follow the process outlined in Zoning Ordinance Section 11-3.9 *Zoning Amendments*, where the Planning Commission must hold a public hearing and make a recommendation to Town Council no later than August 6, 2026.

## BACKGROUND

The current Zoning Ordinance, adopted on February 14, 2006, classifies Hotels and motels, not exceeding 75 rooms, and Clubs and lodges, as use categories that require the approval of a Special Use Permit by Town Council, as stated in Ordinance Section 3-4.11.3 *Permissible Uses*. The requirement for Special Use Permit approval for these two use categories has been included in the Town’s Zoning Ordinance back to at least 1976.

The 1976 Zoning Ordinance created the Central Business District (CBD) zoning district; prior to 1976 the area now currently zoned as Central Business District was likely\* zoned Business (C-1) as found in the 1955 and 1959 Zoning Ordinances. (\*Note – official zoning maps from before 1976 have not been located.). Prior to the 1976 Ordinance, Hotels were permitted, by-right uses in the Business (C-1) district; Clubs and Lodges did not appear as a separate use category until the 1976 Ordinance.

Zoning Ordinance Effective Year	Zoning District	Use Category	Approval Process	Ordinance Section
1955	Business (C-1)	Hotels	Permitted (by-right)	Section IX Zoning
1959	Business (C-1)	Hotels	Permitted (by-right)	Section IX Zoning
1976	Central Business District (CBD)	Hotels Clubs and Lodges	Permissible (with approval of a Special Use Permit)	Section 18-1.2
2006	Central Business District (CBD)	Hotels, not exceeding 75 Rooms Clubs and Lodges	Permissible (with approval of a Special Use Permit)	Section 3-4.11.3

The proposed Zoning Text Amendment will allow a smaller subset of the Hotel use category, limited to either 30 or 40 rooms, as a Permitted, by-right use in the Central Business District, while still requiring that Hotels above 30 or 40 rooms, and up to 75 rooms, be allowed as a Permissible use, with the approval of a Special Use Permit. The proposed Zoning Text Amendment will relocate altogether the Clubs and Lodges use category, to allow this use as a Permitted, by-right use in the Central Business District, and remove the requirement for a Special Use Permit. A copy of the draft changes to Zoning Ordinance Article 3 is included with this staff report as [Attachment B](#).

*The Central Business District*

The Central Business District, as a separate zoning district, was established in 1976, as a part of the adoption of the newly revised Zoning Ordinance of the time, and encompasses the central, historic portion of the Town, radiating out from the intersection of Culpeper Street, Waterloo Street, Winchester Street, and Alexandria Pike. The majority of the Central Business District is encompassed by the Town’s Historic District, with the exception of properties north of Horner Street and Spring Lane.

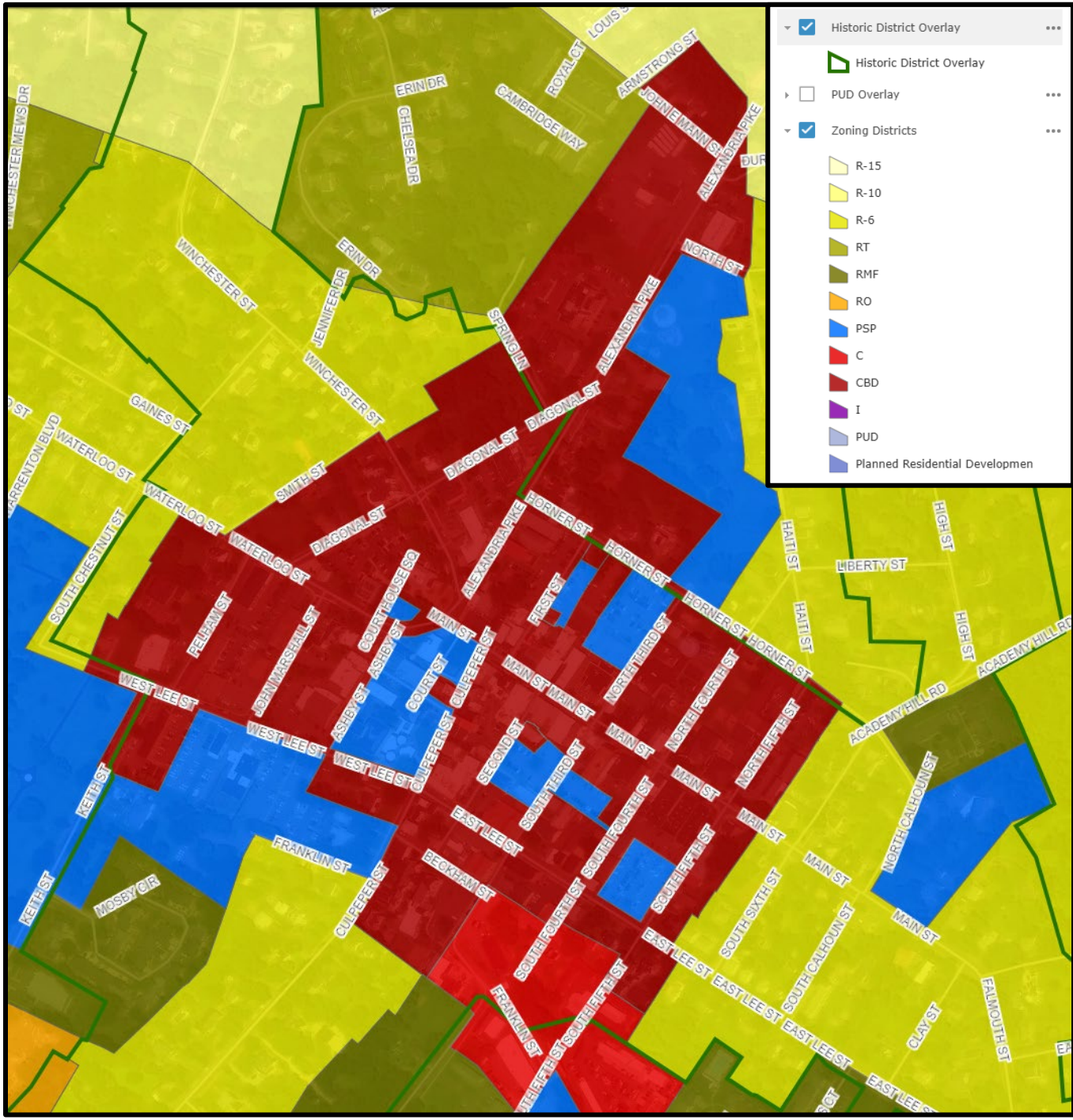
The Central Business District is described in Ordinance Section 3-4.11.1 *Legislative Intent* as:

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**Legislative Intent.** *The intent of this district is to provide for orderly development, infill and revitalization of the central business and commerce area of the Town of Warrenton in accordance with objectives, policies, and proposals of the Comprehensive Plan of the Town; and for the logical and timely development of the land for primarily business purposes providing for higher density residential development, especially on the upper floors of structures on Main Street and encouraging a lively retail environment at the street level of Main Street. The district is designed to encourage the following:*

- *Re-use of existing buildings in ways that are compatible with and supportive of the purposes of the district and of the Comprehensive Plan.*
- *Preservation of the unified, historic character of the district and its function as the retail and service center for Town citizens and visitors.*
- *The creation and reinforcement of the street as a public space, defined by buildings fronting the street, to create a harmonious pedestrian environment for Town citizens and visitors.*
- *Mixed uses within the district, including mixed uses within single structures.*
- *A uniformity of design to ensure the orderly arrangement of buildings, land uses, and parking areas, and all construction hereafter proposed for this area.*
- *A cohesive interrelationship of buildings in order to ensure a harmonious environment, allowing a degree of variety in building design provided said variety is within the overall historic, human-scale design framework of the district.*

- Maximization of a beneficial interrelationship between vehicular facilities (streets and parking lots), pedestrian facilities (sidewalks, malls and plazas), and commercial establishments, with a particular focus on pedestrian, convenience and safety.
- The provision of adequate, appropriately located off-street parking facilities.
- The architectural design and arrangement of buildings and spaces so as to conform to the general character and plans of the district.



*Use Category Definitions*

The two use categories that are considered as a part of the text amendment are Hotels and Motels, and Clubs and Lodges. These uses are currently defined in Article 12 *Definitions* as:

**Hotel:** *A facility offering transient lodging accommodations for ten or more individuals on a daily rate and providing additional services, such as restaurants, meeting rooms, and recreational facilities (also see Motel).*

**Motel:** *A building or group of two (2) or more detached or semi-detached buildings containing rooms or apartments having separate entrances provided directly or closely in connection with automobile parking or storage space serving such rooms or apartments, which building or group of buildings is designed, intended, or used principally for the providing of sleeping accommodations for automobile travelers and is suitable for occupancy at all seasons of the year.*

**Club:** *Buildings and/or facilities owned and operated by a corporation, association, or persons, which serves as a gathering place for a group of individuals organized for a common purpose to pursue common goals, interests, or activities and characterized by certain membership qualifications, payment of fees and dues, regular meetings, and a constitution of by-laws.*

**Lodge:** *(see Club)*

The current Zoning Ordinance allows for Hotels and Motels, not exceeding 75 rooms, as a Permissible Use that requires the approval of a Special Use Permit by Town Council, under Ordinance Section 3-4.11.3 *Permissible Uses*. This text amendment proposes to create a new subset of Hotels, of up to 30 or 40 rooms, to be allowed as a by-right use under Ordinance Section 3-4.11.2 *Permitted Uses*; Hotels with more than 30 or 40 rooms, and up to 75 rooms, would continue to require the approval of a Special Use Permit. Hotels and Motels have been required to obtain a Special Use Permit to authorize their use since the 1976 Ordinance; this proposed text amendment would remove the legislative approval requirement for smaller hotel facilities within the Central Business District.

The current Zoning Ordinance allows for Clubs and Lodges as a Permissible Use that requires the approval of a Special Use Permit by Town Council, under Ordinance Section 3-4.11.3 *Permissible Uses*. This text amendment proposes to entirely relocate the Clubs and Lodges use category from a Permissible Use to a Permitted, by-right use under Ordinance Section 3-4.11.2 *Permitted Uses*, and remove the legislative approval requirement for these uses altogether within the Central Business District.

*Required Minimum Parking*

Minimum required parking spaces are regulated by Zoning Ordinance Article 7 *Off-Street Parking and Loading*. Not all use categories listed as Permitted or Permissible uses in Article 3 are represented in Article 7, and so in some cases the minimum number of off-street parking spaces must be based off of the closest-available use category, based on parking demand information provided by the developer, or based off of research such as the requirements in other jurisdictions, as is permitted in Ordinance Section 7-8 *Uses Not Specifically Covered by this Schedule*.

Use Category	Minimum Parking Requirement	Ordinance Section
Hotel or Motel	One (1) space per room, plus one (1) space for each employee calculated for the work period containing the largest number of employees, plus additional spaces for restaurants.	Sec. 7-6 <i>Commercial Uses</i>
Restaurants, Sit Down	One (1) space per two hundred fifty (250) square feet of gross floor area.	Sec. 7-6 <i>Commercial Uses</i>
Civic Club or Org.	One (1) space per four (4) members, based on the designed occupancy load.	Sec. 7-4 <i>Institutional and Community Service Uses</i>
Country Club	One (1) space per four (4) members, based on the designed occupancy load.	Sec. 7-5 <i>Recreational Uses</i>

Parking for businesses located in the Central Business District are afforded additional flexibility beyond that allowed in other zoning districts, as included in Ordinance Section 7-9 *Special Parking Considerations for the CBD District*. This flexibility allows up to a 50% parking reduction through either reserved spaces in an off-site parking lot within 500 feet of the use, and/or a contribution to the Town’s parking fund.

**7-9.1 Off-Site Parking in CBD**  
*In the Central Business District, up to twenty-five percent (25%) of the parking requirement for any use may be provided on an off-site parking lot located so long as it is within five hundred (500) feet of the use and the owner or applicant of the use provides to the Zoning Administrator a deed restriction, contract, easement, or some form of written agreement showing that the parking lot will remain available at such off-site location.*

**7-9.2 Parking Credit in CBD**  
*In the Central Business District, in addition to the off-site parking provisions in Section 7-9.1, an owner or applicant may contribute to the Town’s Downtown Parking Fund in lieu of providing up to twenty-five percent (25%) of the otherwise required parking for the site. Such fee shall be in accord with a fee schedule adopted by the Town Council.*

Further flexibility is allowed for those uses that are located within 300 feet of a municipal parking lot, where a use may receive approval to forgo up to 100% of the minimum required parking spaces, as allowed by Ordinance Section 7-13 *Proximity to Municipal Parking Lots*. Section 7-13 waives all minimum parking requirements for non-residential uses as long as the use is within 300 feet of a Town-owned parking lot.

**7-13 Proximity to Municipal Parking Lots**  
*Any building or use located within three hundred (300) feet of an existing municipally-operated parking lot shall be exempt from the provisions of this Article. A parking demand study shall be required for the establishment of any new residential uses utilizing municipal parking lot spaces for required parking. The parking demand study shall include weekdays and both weekend days, parking availability at peak times, and the distance to the nearest municipal parking lot via a clear pedestrian path.*

The flexibility offered In Ordinance Article 7 to non-residential uses in the Central Business District has the potential to completely waive all minimum parking requirements for a business. The specific location of any proposed Hotel, Club or Lodge in relation to an off-site parking lot or Town-owned parking lot would have to be determined with each individual application for that use.

**STAFF RECOMMENDATION**

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Staff requests that the Planning Commission hold a work session to discuss this matter, and then provide guidance to staff. Staff specifically requests clarification on the number of hotel rooms to allow by-right - either 30 or 40 - as flexibility in the number of rooms was allowed as a part of the initiation by Town Council. Additionally, both Article 9 *Supplemental Use Regulations*, as well as Article 12 *Definitions*, were included in the Resolution to initiate the text amendment, should the Commission desire to set additional performance standards or revise the definitions for the use categories.

This text amendment can return to the Planning Commission on May 19, 2026, for either a second work session, or as a public hearing, at the Commission's direction.

**Service Level/Collaborative Impact**

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*Utility Service Provision*

The entirety of the Central Business District is served by Town water and sewer services via the Department of Public Utilities. Should Hotels, Clubs and Lodges be made into Permitted, by-right uses, these businesses would be served by Town-owned water and sewer.

*Parking and Access*

Parcels within the Central Business District are served by public roadways maintained by the Town. Due to the historic nature of the Central Business District area, public roadways or private accessways that serve a proposed Hotel, Club or Lodge may need to be evaluated with a vehicle turn analysis or other detailed schematic with each individual application to ensure adequate access by emergency response vehicles.

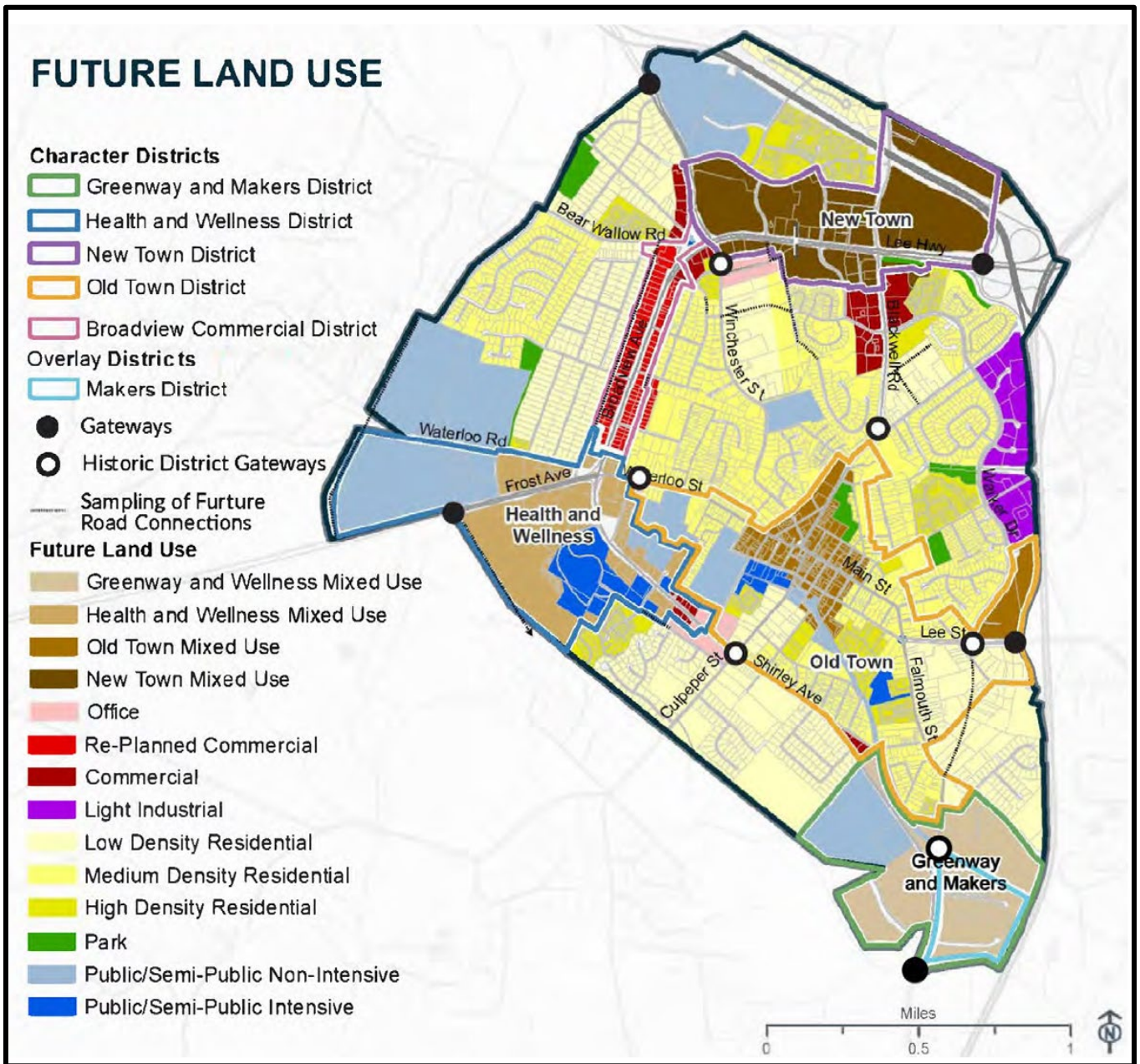
*Trash and Waste Removal*

Trash pick-up is provided to businesses within the Central Business District/Historic District in accordance with Town Code, where such service is provided by the Department of Public Works.

### Policy Direction/Warrenton Plan 2040

The Comprehensive Plan, Land Use and Character District, states that the intent of the Central Business District is to provide for orderly development, infill, and revitalization of the District, and recommends additional Live/Work and Mixed-Use Residential (with commercial at the ground level) to be allowed.

The Future Land Use Map shows the Central Business District zoning district to be located within the Old Town District Character District, and the Old Town Mixed Use Future Land Use Area. The Comprehensive Plan describes the Old Town District as *Warrenton will continue to promote Old Town as the signature, cultural, social, and historic hub. The Town will encourage infill housing and other adaptive reuse of structures to bring more foot traffic to Old Town, but maintain the historic character and scale.*



**Fiscal Impact**

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A Fiscal Impact assessment has not been completed.

**Legal Impact**

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This text amendment will allow Hotels of up to 30 or 40 rooms, as well as Clubs and Lodges, as Permitted, by-right uses within the entirety of the Central Business District zoning district, where the use may be established with Administrative approval at the staff level with Site Development Plans and/or Zoning and Building Permits as regulated by Zoning Ordinance Sections 11-3.4 *Zoning Permits*, 11-3.5 *Building Permits*, 11-3.6 *Occupancy Permit*, and 11-3.7 *Site Development Plan*. This would remove the requirement for any such use in the Central Business District to obtain a Special Use Permit from the Town Council following public hearings as regulated in Zoning Ordinance Section 11-3.10 *Special Use Permits and Waivers*.

Where any proposed use is located in the Town’s Historic District, any exterior changes to the structure or property requires the issuance of a Certificate of Appropriateness as regulated in Zoning Ordinance Section 3-5.3 *Historic District*.

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**ATTACHMENTS**

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- Attachment A – *Resolution to Initiate 4-14-2026*
- Attachment B – *Draft Text Changes (red line)*

April 14, 2026  
Town Council  
Regular Meeting  
RES-26-04-01

**A RESOLUTION TO INITIATE ZOTA-26-1, A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLES 3, 9 AND 12 TO ALLOW HOTELS OF UP TO 30 OR 40 ROOMS, AS WELL AS CLUBS AND LODGES, AS BY-RIGHT USES IN THE CENTRAL BUSINESS DISTRICT**

**WHEREAS**, Warrenton, VA (Hereinafter "the Town") is a municipal corporation located within the County of Fauquier; and

**WHEREAS**, the Warrenton Town Council (Hereinafter "Council") may, by ordinance, amend, supplement, or change the regulations of the Zoning Ordinance of the Town whenever the public necessity, convenience, general welfare or good zoning practice may require such an amendment; and

**WHEREAS**, such an amendment may be initiated by resolution of Council in accord with the procedures and requirements of Section 11-3.9 of the Zoning Ordinance; and

**WHEREAS**, Ordinance Section 3-4.11.3 *Permissible Uses* currently allows *Hotels and motels, not exceeding seventy-five (75) rooms*, as an allowable use upon approval of a Special Use Permit by Town Council within the Central Business District; and

**WHEREAS**, Ordinance Section 3-4.11.3 *Permissible Uses* currently allows *Clubs and lodges* as an allowable use upon approval of a Special Use Permit by Town Council within the Central Business District; and

**WHEREAS**, upon the conclusion of the March 10, 2026 work session to discuss the potential redevelopment of the properties at 10 Hotel Street, known as the Warren Green Hotel Building, and 18 Court Street, known as the former Town Hall, Council now desires to allow properties within the Central Business District to be used as *Hotels and motels, not exceeding thirty (30) to forty (40) rooms*, as well as *Clubs and lodges*, as by-right uses as regulated by Ordinance Section 3-4.11.2 *Permitted Uses (by-right)*; and

**WHEREAS**, the intent of this Text Amendment is to allow these uses as *Permitted Uses (by-right)* that do not require the approval of a Special Use Permit; and

**WHEREAS**, Council finds that this Text Amendment promotes public necessity, public convenience, general welfare, or good zoning practice within the Town of Warrenton; and

**WHEREAS**, Council hereby directs staff to prepare a text amendment for consideration by the Planning Commission to add *Hotels and motels, not exceeding thirty (30) to forty (40) rooms*, as a *Permitted Use (by-right)* in the Central Business District, and to remove the requirement of a Special Use Permit for *Clubs and lodges* and add *Clubs and lodges* as a *Permitted Use (by-right)* in the Central Business District in the Town of Warrenton; now, therefore, be it

**RESOLVED**, by the Warrenton Town Council this 14<sup>th</sup> day of April, 2026, that Council hereby initiates a text amendment to Articles 3, 9 and 12 to allow these use categories as *Permitted Uses (by-right)*, as regulated by Ordinance Section 3-4.11.2.

**Votes:**

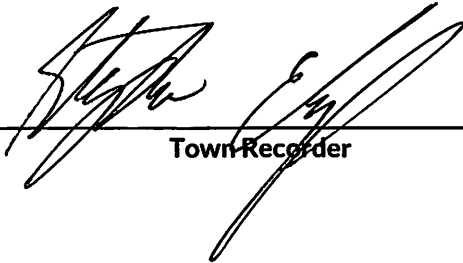
**Ayes:** Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney;

**Nays:** Mr. David McGuire

**Absent from Vote:**  
**Absent from Meeting:**

**For Information:**  
Community Development Director,  
Town Attorney

**ATTEST:** \_\_\_\_\_



Town Recorder

# Article 3 Zoning Districts and Map

Amended by Town Council: March 11, 2008  
February 12, 2013  
April 12, 2016  
June 14, 2016  
August 9, 2016  
December 11, 2018  
August 11, 2020  
August 10, 2021  
April 12, 2022  
September 13, 2022  
XXXXXXXX XX, 2026

## Contents (Sections)

- 3-1 Zoning Districts Established**
  - 3-1.1 Base Districts
  - 3-1.2 Overlay Districts
- 3-2 Zoning Map**
- 3-3 Zoning District Boundaries**
- 3-4 Requirements for Base Zoning Districts**
  - 3-4.1 R-15 Residential District
  - 3-4.2 R-10 Residential District
  - 3-4.3 R-6 Residential District
  - 3-4.4 RT Residential Townhouse District
  - 3-4.5 RMF Residential Multifamily District
  - 3-4.6 R-40 Residential District
  - 3-4.7 R-E Residential District
  - 3-4.8 RO Residential Office District
  - 3-4.9 PSP Public-Semi-Public Institutional District
  - 3-4.10 C Commercial District
  - 3-4.11 CBD Central Business District
  - 3-4.12 I Industrial District
- 3-5 Requirements for Overlay Zoning Districts**
  - 3-5.1 FPD - Floodplain District
  - 3-5.2 PUD - Planned Unit Development District
  - 3-5.3 HD - Historic District

## Article 3 Zoning Districts and Map

### 3-4.11 CBD Central Business District

#### 3-4.11.1 Legislative Intent

**Legislative Intent.** The intent of this district is to provide for orderly development, infill and revitalization of the central business and commerce area of the Town of Warrenton in accordance with objectives, policies, and proposals of the Comprehensive Plan of the Town; and for the logical and timely development of the land for primarily business purposes providing for higher density residential development, especially on the upper floors of structures on Main Street and encouraging a lively retail environment at the street level of Main Street. The district is designed to encourage the following:

- Re-use of existing buildings in ways that are compatible with and supportive of the purposes of the district and of the Comprehensive Plan.
- Preservation of the unified, historic character of the district and its function as the retail and service center for Town citizens and visitors.
- The creation and reinforcement of the street as a public space, defined by buildings fronting the street, to create a harmonious pedestrian environment for Town citizens and visitors.
- Mixed uses within the district, including mixed uses within single structures.
- A uniformity of design to ensure the orderly arrangement of buildings, land uses, and parking areas, and all construction hereafter proposed for this area.
- A cohesive interrelationship of buildings in order to ensure a harmonious environment, allowing a degree of variety in building design provided said variety is within the overall historic, human-scale design framework of the district.
- Maximization of a beneficial interrelationship between vehicular facilities (streets and parking lots), pedestrian facilities (sidewalks, malls and plazas), and commercial establishments, with a particular focus on pedestrian, convenience and safety.
- The provision of adequate, appropriately located off-street parking facilities.
- The architectural design and arrangement of buildings and spaces so as to conform to the general character and plans of the district.

#### 3-4.11.2 Permitted Uses (by-right)

- Accessory buildings
- Apartments

- Banks and other financial institutions, but not drive-in facilities
- Broadcasting stations
- Churches
- Cleaning and pressing shops limited to six (6) pressing machines, and four (4) dry cleaning machines
- Clinics - outpatient care only
- Clubs and lodges (Accessory to a Primary Use)
- Community buildings
- Historic shrines and museums
- Home Occupations
- Hotels (up to 40 rooms)
- Institutional buildings
- Medical and dental offices/clinics
- Mixed Use structures
- Mobile Food Vendors subject to Article 9-24
- Offices for business or professional use
- Off-street parking and load subject to Article 7
- Open space subject to Article 9
- Parking lots, in accord with supplemental regulations in Article 9 and parking lot standards, Article 7
- Personal service stores not exceeding three thousand (3,000) square feet in gross area, or within an existing space legally used for such purposes within the previous five years.
- Restaurants, without drive-in facilities
- Retail service stores not exceeding three thousand (3,000) square feet in gross area, or within an existing space legally used for such purposes within the previous five years
- Signs subject to Article 6
- Single-family detached dwelling units
- Studios and Trade Schools
- Theaters
- Townhouses and duplexes
- Utilities related to and necessary service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution of communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit
- Vending machines

### **3-4.11.3 Permissible Uses (by special use permit upon approval of the Town Council)**

- Active and passive recreation and recreational facilities
- Child care center, day care center, or nursery school

- **Clubs and lodges (Primary Use)**
- Commercial parking lots and garages
- Commercial recreational establishments
- Drive-through facilities for banks and financial institutions
- Emergency housing
- Farmers markets
- Funeral homes
- Health and Fitness Facilities
- Hotels and motels, greater than thirty 40 rooms and not exceeding seventy-five (75) rooms
- Hotels, Inns, Bed & Breakfasts, and Tourist Homes
- Medical centers and laboratories
- Parks and playgrounds.
- Printing establishments in excess of 3,000 square feet in gross area
- Rental service establishments, with no outside equipment storage.
- Retail, personal or business services, office, or restaurants in dwellings or apartment buildings
- Schools, including trade schools
- Small equipment sales and/or service operations
- Taxicab stands
- Water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, and substations, and cable television facilities and accessory buildings

**3-4.11.4. Lot and Yard Regulations**

Use	Minimum	Minimum	Maximum	Minimum Setbacks		
	Lot Size (sq. ft.)	Lot Frontage (at front setback)	Lot Coverage (impervious surfaces)	Front	Side	Rear
Commercial Uses	3,000	none	none	none	None to C or I District; 25 ft. to R District	None to C or I District; 25 ft. to R District
Other Permitted and Permissible Uses	None	none	none	none	None to C or I District; 25 ft. to R District	None to C or I District; 25 ft. to R District
Mixed-use structures	None	none	none	none	none	None to C or I District; 20 ft. to R District

Use	Minimum	Minimum	Maximum	Minimum Setbacks		
	Lot Size (sq. ft.)	Lot Frontage (at front setback)	Lot Coverage (impervious surfaces)	Front	Side	Rear
Apartments (if stand-alone, non-mixed-use structure)	None	none	85%	none	None to C or I District; 20 ft. to R District	None to C or I District; 20 ft. to R District
Single Family Dwellings	none	50 ft.	none	none	None to C or I District; 20 ft. to R District	None to C or I District; 20 ft. to R District

**3-4.11.5 Building Regulations**

Use	Maximum Height*	Yards
All main buildings	45 feet by right 75 feet by Special Use Permit	
Accessory buildings	Within 10 feet of any lot line shall not exceed 15 feet in height. All accessory buildings shall be less than the main building in height	All non-residential accessory buildings shall satisfy setback requirements

- \* Side and rear yards adjacent to any other C or I district shall be increased one (1) additional foot of building height above thirty-five (35) feet;
- \* Side and rear yards adjacent to any R district shall be increased two (2) additional feet for each one (1) foot of building height above thirty-five (35) feet.

**3-4.11.6 Use Limitations**

1. Apartments are a permitted use in the district; however, apartments are prohibited on the ground floor except by Special Use Permit.
2. Apartment densities shall not exceed twenty-five (25) dwelling units per gross acre.



# ZOTA-26-1

**A Zoning Ordinance Text Amendment affecting Hotels,  
Clubs and Lodges in the Central Business District**

Planning Commission Work Session  
April 28, 2026

# Text Amendment – ZOTA-26-1

A text amendment to allow as Permitted, by-right uses in the Central Business District (CBD):

- Hotels of up to 30 or 40 Rooms
- Clubs & Lodges

### Process:

- Initiated by Town Council on April 14, 2026
- Planning Commission Work Session April 28, 2026
- Planning Commission Public Hearing May 19, 2026

The Planning Commission must make a recommendation to Town Council by no later than 100 days after the first meeting.

100-day deadline:  
August 6, 2026

Potential Planning Commission meeting dates for final recommendation:  
Tuesday, July 21, 2026  
Tuesday, July 28, 2026

# Zoning Ordinance Regulations – Article 3

Item 2.

## Current Zoning Ordinance Provisions

### Section 3-4.11.3 Permissible Uses

Requires the approval of a Special Use Permit by Town Council

#### ➤ *A Legislative Approval Process*

- Clubs and Lodges
- Hotels and Motels, not exceeding 75 Rooms

## Proposed Zoning Ordinance Provisions

### Section 3-4.11.2 Permitted Uses

By-Right Uses - Requires Site Plan, Zoning & Building Permits

#### ➤ *An Administrative Approval Process*

- Clubs and Lodges
- Hotels of up to 30 or 40 Rooms

### Section 3-4.11.3 Permissible Uses

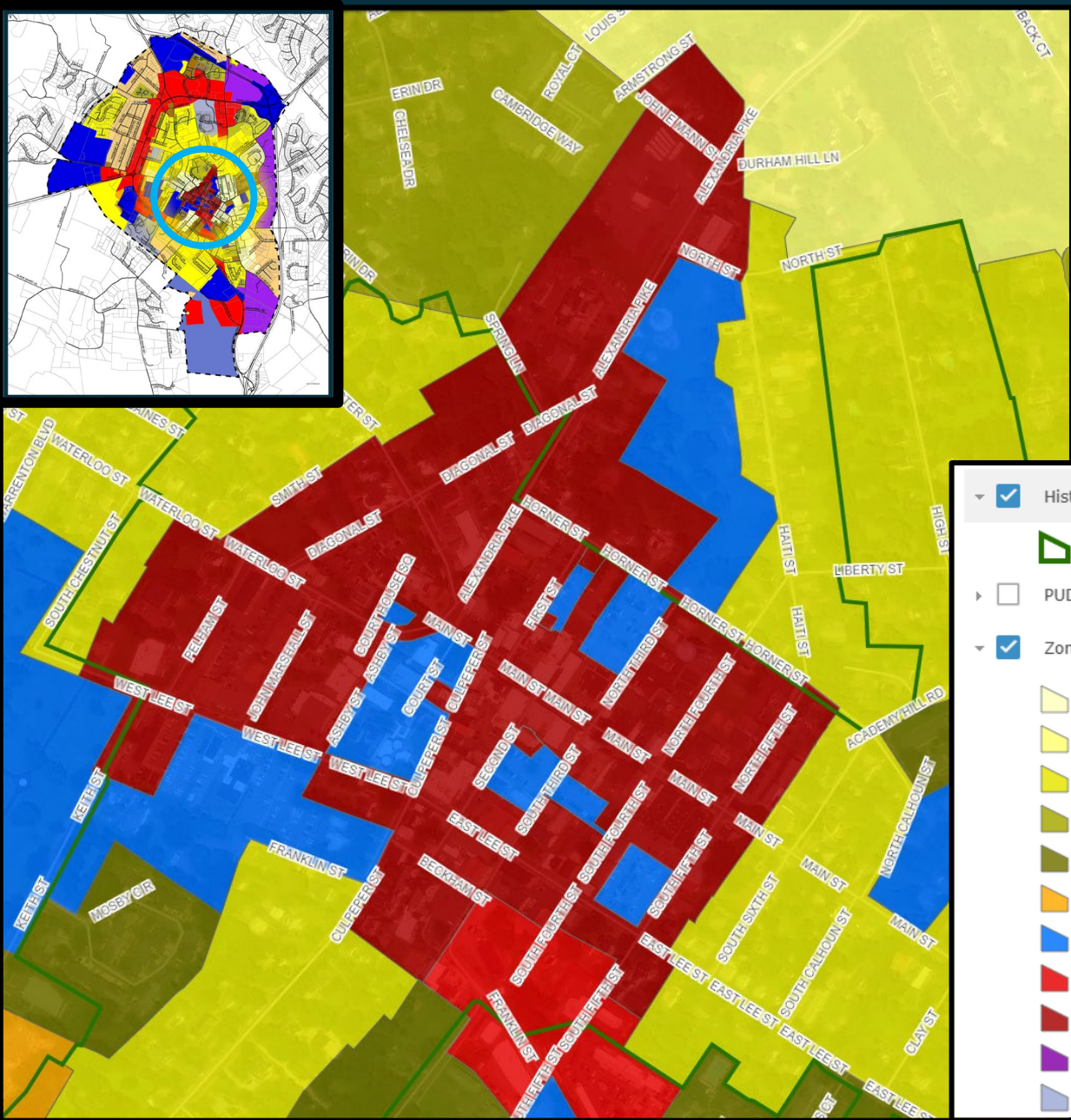
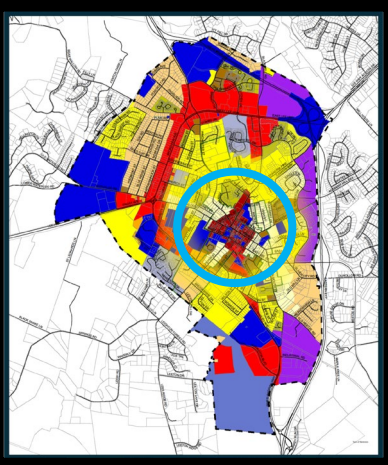
Requires the approval of a Special Use Permit by Town Council

#### ➤ *A Legislative Approval Process*

- Hotels and Motels, not exceeding 75 Rooms

# Central Business District

- ❖ 264 Parcels
- ❖ Established in 1976
- ❖ Most lots are within the Historic District



Historic District Overlay  
 PUD Overlay  
 Zoning Districts

- R-15
- R-10
- R-6
- RT
- RMF
- RO
- PSP
- C
- CBD
- I
- PUD

## Legislative Intent of the District Z.O. Section 3-4.11.1

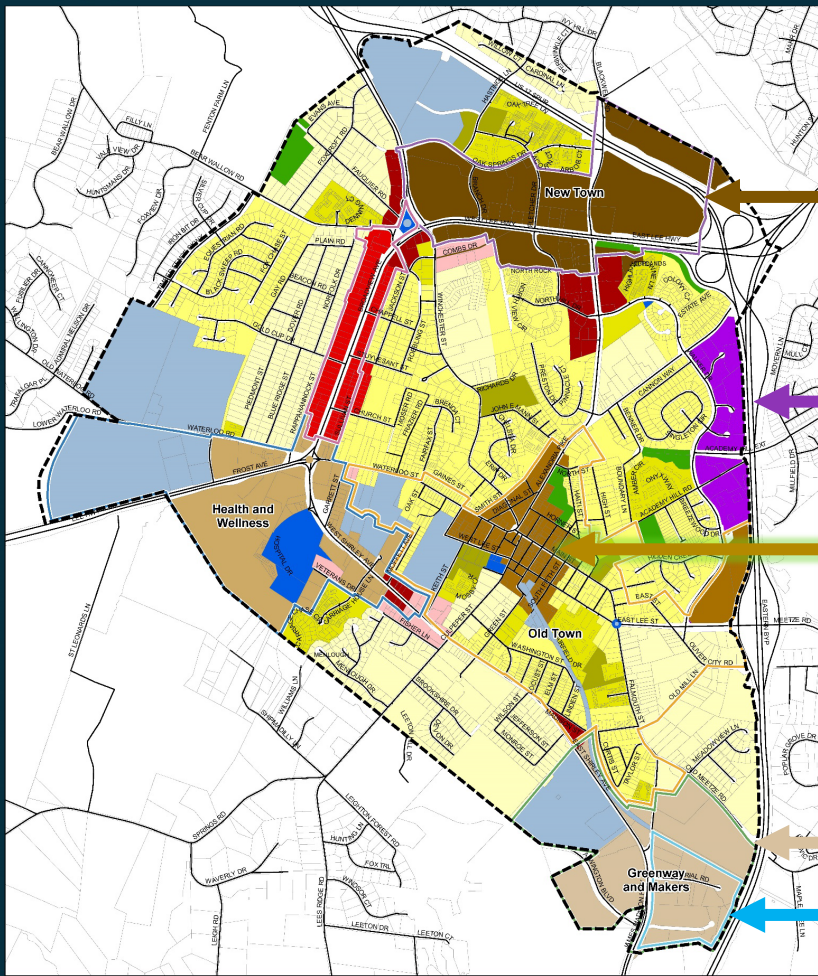
- Re-Use of Existing Buildings
- Preservation of Character
- Pedestrian Environment
- Mixed Uses
- Design Uniformity
- Adequate Parking

# Future Land Use Map Comprehensive Plan – Plan Warrenton 2040

Current Zoning Map – Industrial District

Future Land Use Map:

- New Town Character District/New Town Mixed Use
- Light Industrial
- **Old Town Character District/Old Town Mixed Use**
- Greenway & Makers Character District/Greenway and Wellness Mixed Use
- Makers Character District



<b>Legend</b>			
<b>Character Districts</b>	Makers District	Re-Planned Commercial	Park
Greenway and Makers District	<b>Future Land Use</b>	Commercial	Public/Semi-Public Non-Intensive
Health and Wellness District	Greenway and Wellness Mixed Use	Light Industrial	Public/Semi-Public Intensive
New Town District	Health and Wellness Mixed Use	Low Density Residential	<b>Other Features</b>
Old Town District	Old Town Mixed Use	Medium Density Residential	Parcel
<b>Overlay Districts</b>	New Town Mixed Use	High Density Residential	Street
Broadview Commercial District	Office	Live-Work Neighborhood	Town of Warrenton Boundary

July 6, 2021

Source:  
Town of Warrenton  
& Fauquier County



# Old Town Character District

## Comprehensive Plan – Plan Warrenton 2040



Warrenton will continue to promote Old Town as the signature, cultural, social, and historic hub. The Town will encourage infill housing and other adaptive reuse of structures to bring more foot traffic to Old Town, but maintain the historic character and scale.

# Zoning Ordinance Regulations – Article 3

Item 2.

## Current Zoning Ordinance Provisions

### Section 3-4.11.3 Permissible Uses

Requires the approval of a Special Use Permit by Town Council

#### ➤ *A Legislative Approval Process*

- Clubs and Lodges
- Hotels and Motels, not exceeding 75 Rooms

## Proposed Zoning Ordinance Provisions

### Section 3-4.11.2 Permitted Uses

By-Right Uses - Requires Site Plan, Zoning & Building Permits

#### ➤ *An Administrative Approval Process*

- Clubs and Lodges
- Hotels of up to 30 or 40 Rooms

### Section 3-4.11.3 Permissible Uses

Requires the approval of a Special Use Permit by Town Council

#### ➤ *A Legislative Approval Process*

- Hotels and Motels, not exceeding 75 Rooms

# Zoning Ordinance Regulations – Article 12

## Use Category Definitions

- **Hotel:** A facility offering transient lodging accommodations for ten or more individuals on a daily rate and providing additional services, such as restaurants, meeting rooms, and recreational facilities (also see Motel).
- **Motel:** A building or group of two (2) or more detached or semi-detached buildings containing rooms or apartments having separate entrances provided directly or closely in connection with automobile parking or storage space serving such rooms or apartments, which building or group of buildings is designed, intended, or used principally for the providing of sleeping accommodations for automobile travelers and is suitable for occupancy at all seasons of the year.
- **Club:** Buildings and/or facilities owned and operated by a corporation, association, or persons, which serves as a gathering place for a group of individuals organized for a common purpose to pursue common goals, interests, or activities and characterized by certain membership qualifications, payment of fees and dues, regular meetings, and a constitution of by-laws.
- **Lodge:** (see Club)

# Zoning Ordinance Regulations – Article 7

## Required Minimum Parking

### Minimum Number of Spaces are Based off of:

- Closest-Available Use Category; or
- Parking Demand Information Provided by Applicant; or
- Research by Staff

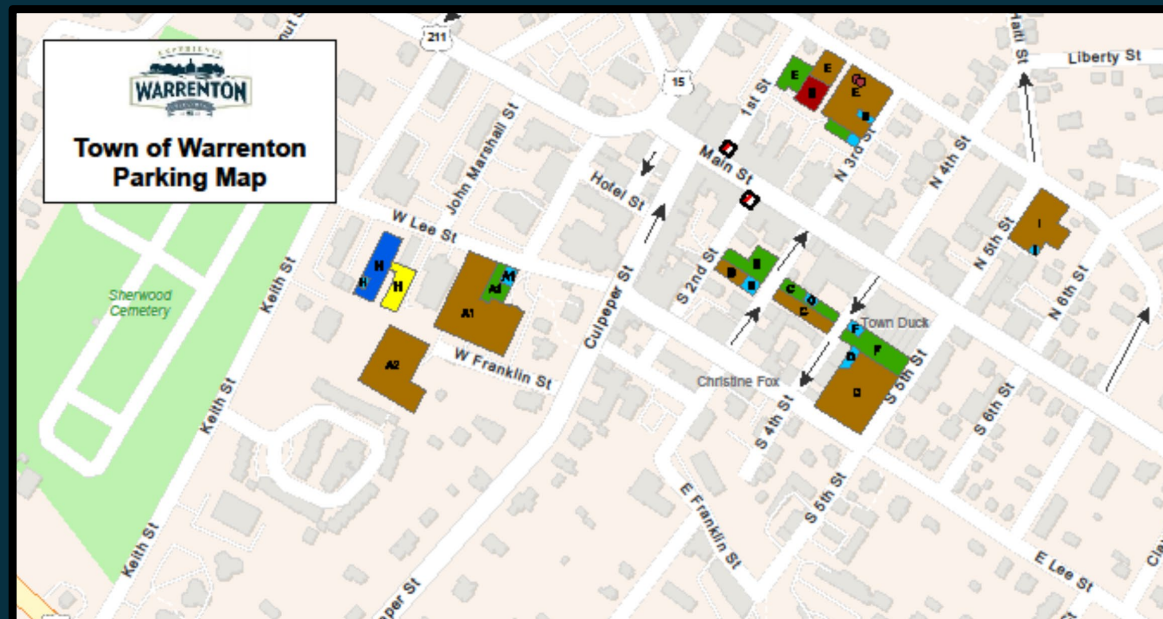
Use Category	Minimum Parking Requirement	Ordinance Section
Hotel or Motel	One (1) space per room, plus one (1) space for each employee calculated for the work period containing the largest number of employees, plus additional spaces for restaurants.	Sec. 7-6 Commercial Uses
Restaurants, Sit Down	One (1) space per two hundred fifty (250) square feet of gross floor area.	Sec. 7-6 Commercial Uses
Civic Club or Org.	One (1) space per four (4) members, based on the designed occupancy load.	Sec. 7-4 Institutional and Community Service Uses
Country Club	One (1) space per four (4) members, based on the designed occupancy load.	Sec. 7-5 Recreational Uses

# Zoning Ordinance Regulations – Article 7 Required Minimum Parking

## Special Parking Considerations for the Central Business District

- Section 7-9.1 – 25% Reduction if the use is within 500 feet of another off-site parking lot.
- Section 7-9.2 – 25% Reduction if the applicant contributes to the Downtown Parking Fund\*
- Section 7-13 – 100% Reduction if the use is within 300 feet of a Town-owned parking lot.

\* A parking fund is provided for in the Zoning Ordinance, but a fund has not been adopted by Town Council.



# Ordinance Comparison Neighboring Towns

## Town of Purcellville

- Hotels are permitted by-right in the mixed used and neighborhood scale districts (C-1, MC, C-4).

## Town of Culpeper

- Consumer Service – Indoor is permitted by-right in all mixed use districts (MX, NC, C)

## Town of Leesburg

- Hotels and Motels are permitted with the approval of a Special Exception in the Community (Downtown) Business District (B-1).

# Text Amendment – Staff Questions

## Proposed Zoning Ordinance Provisions

### Section 3-4.11.2 Permitted Uses

#### By-Right Uses - Requires Site Plan, Zoning & Building Permits

##### ➤ *An Administrative Approval Process*

- Clubs and Lodges
  - *Should this be limited to only those Clubs and Lodges that are accessory to a Principal Use, with all stand-alone Clubs and Lodges remaining Permissible Uses (Special Use Permit required)?*
- Hotels of up to 30 or 40 Rooms
  - *What is the appropriate number of rooms to allow as a by-right use?*

### Section 3-4.11.3 Permissible Uses

#### Requires the approval of a Special Use Permit by Town Council

##### ➤ *A Legislative Approval Process*

- Hotels and Motels, not exceeding 75 Rooms
- *Clubs and Lodges – see question above.*

# Zoning Ordinance Criteria for Consideration of Text Amendments

When there is a request for a zoning ordinance text amendment, the Planning Commission and Town Council shall consider the following matters:

## Section 11-3.9.13 Two Main Considerations for Text Amendments:

1. Whether the proposed text amendment is consistent with the Comprehensive Plan.
2. Whether the proposed text amendment is consistent with the intent and purpose of the Zoning Ordinance.

## Section 11-3.9.12 Fourteen Additional Considerations – Use only those that are Relevant to the Proposed Text Amendment

1. Does it further the public interest, and conforms with the goals, objectives, and policies of the Comprehensive Plan?
2. Is it consistent with the Future Land Use Plan and the established character and land use patterns?
3. Is it justified by changed/changing conditions?
4. Would it create an isolated district that is unrelated to adjacent districts?
5. Are there now, or could there be built, adequate infrastructure and utilities to serve the use?
6. Is it compatible with properties in the vicinity, and would have no adverse impact on these properties?
7. Are there adequate sites elsewhere in the Town for the use?
8. Would there be traffic impacts that cannot be mitigated?
9. Is there already a reasonable and viable economic use of the property?
10. Would it have a negative impact on natural resources that is not compatible with the Comprehensive Plan?
11. Does it encourage economic development in areas deigned suitable by the Comprehensive Plan, provides desirable employment and enlarges the tax base?
12. Does it consider the current and future needs of the community, as determined by population and economic studies?
13. Does it enhance the opportunity for moderate housing for residents of the Town?
14. Does it negatively effect natural, scenic, archaeological, or historic features of significant importance?

# Text Amendment – ZOTA-26-1

A text amendment to allow as Permitted, by-right uses in the Central Business District (CBD):

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- Clubs & Lodges

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Tuesday, July 21, 2026  
Tuesday, July 28, 2026

# Questions?



April 4, 2017

Brannon Godfrey  
Town Manager  
Town of Warrenton  
P.O. Drawer 341  
Warrenton, Virginia 20188

Re: Final Report – Old Town Warrenton Parking Management Plan

Dear Mr. Godfrey:

Walker Parking Consultants is pleased to present our findings and recommendations related to the above referenced project. The attached report contains our analysis, assumptions, conclusions, and recommendations regarding parking in the Old Town.

Overall, our observations suggest that adequate parking is available in the study area, but it may not be perceived as convenient for some users given the required walking distances from some parked locations. Speculative development under a “worst case” scenario would warrant the need for additional parking but it certainly reinforces the need for maximize the performance to the Town’s existing parking infrastructure today. The parking management plan identified opportunities to increase the efficiency and effectiveness of the existing on- and off-street public parking program through modifications to space allocation, time management, signage/wayfinding, and enforcement strategies.

Deferred maintenance issues and associated repair and rehabilitation costs were identified for two of the Town’s off-street parking lots and recommendations for scheduled maintenance and resurfacing are included. Ultimately, the physical and operational improvements were summarized under a 10-year financial assessment to justify committed annual operating and maintenance funds.

Lastly, the report examines, in concept, alternative funding sources, namely a fee-based management program (aka, parking meters, gates, and related control equipment) and a special tax district. However, the fiscal and political capital required to implement either of these non-general fund strategies is significant and, given current parking market conditions, would likely prove unacceptable. Therefore, financial commitments from the general fund must be anticipated.

We appreciate and thank you for the opportunity to be of service to the Town of Warrenton. Please do call if there are any questions regarding our work.

Sincerely,

WALKER PARKING CONSULTANTS

A handwritten signature in blue ink that reads "Michael C. Connor".

Michael C. Connor  
Senior Parking Consultant

Ahead of the Curve  
in creative parking solutions

PARKING NEEDS ASSESSMENT AND  
OPERATIONAL RECOMMENDATIONS

**OLD TOWN  
WARRENTON PARKING  
MANAGEMENT PLAN**  
WARRENTON, VIRGINIA

Prepared for:  
TOWN OF WARRENTON

APRIL 4, 2017



**WALKER**  
PARKING CONSULTANTS

APRIL 4, 2017

PROJECT # 14-4143-00

**TABLE OF CONTENTS**

EXECUTIVE SUMMARY ..... 1

INTRODUCTION..... 5

PARKING INVENTORY AND OCCUPANCY .....6

Inventory of Public Off-Street Lots ..... 7

Inventory of Private/ Restricted Off-street Lots..... 8

Inventory of Public On-street Spaces ..... 10

Occupancy of Public Off-Street Spaces..... 11

Occupancy of Private/ Restricted Off-street Lots..... 15

Occupancy of Public On-Street Spaces..... 16

Summary of Existing Parking Supply and Peak Utilization ..... 16

FUTURE PARKING CONDITIONS..... 18

STRUCTURED PARKING “101” ..... 20

PARKING OPERATIONS, POLICIES & PROCEDURES REVIEW AND RECOMMENDATIONS..... 22

Overview of Existing Conditions..... 22

Public Parking Management “101” ..... 22

On-Street Parking Management ..... 23

Off-street Parking Management ..... 23

Signage and Wayfinding..... 23

Parking Enforcement..... 25

EXISTING AND FUTURE PARKING SYSTEM COSTS..... 29

Parking Maintenance and Repair..... 29

System-wide Operations, Maintenance, and Management Costs..... 29

Financial Resources to Maintain Parking System.....31

CONCLUSION.....33

APRIL 4, 2017

PROJECT # 14-4143-00

## **EXECUTIVE SUMMARY**

To meet the varied and continually changing needs of the Town's downtown district, Warrenton must maximize the performance of its on- and off-street parking assets through improved operations and management.

A study area was determined by the Town staff and the consultants to encompass all of the Old Town district and potential development activity that could impact that area. In an effort to recognize acceptable walking distance differences between short-term parkers (shoppers, diners, visitors) and long-term parkers (employees and residents) the study area was subdivided in to "core" and "peripheral" areas with the core being bound by Ashby Street, Main Street, Lee Street, and 5th Street.

Following lot entry signage, it appears that the Town operates nine (9) public lots within the study area boundary using municipal lot designations A through I. However, upon further inquiry it was determined that one of the lots (Lot I) is on church property, one lot (Lot A2) is owned by Fauquier County, and another (Lot A1) is owned/operated jointly by the Town and County. This mixed ownership of public parking assets does not negate parking management strategies but it does complicate them.

In total, there are 611 "municipal" off-street parking spaces in the study area, 190 within the core area and an additional 421 in the periphery. In both the core and peripheral lots there are a large number of 1-hour, 2-hour, and 3-hour spaces. Typically, off-street parking is managed to meet the needs of long-term parkers like employees or residents given their more remote location in comparison to on-street parking spaces.

Fields surveys also recorded the inventory and restriction of all curbside spaces within the study area. A total of 561 publicly available on-street spaces were identified within the study area. Time restrictions noted for on-street inventory include 5-minute, 15-minute, 30-minute, 1-hour, 2-hour, all-day (i.e., unrestricted), police parking, ADA, and loading zones.

Occupancy counts were conducted on Thursday October 20<sup>th</sup>, a typical weekday. During the peak hour of parking activity 75% of the public off-street parking spaces and 55% of the on-street spaces were occupied.

There are considerable differences in utilization and operational surplus or deficit conditions between the core and peripheral area. The core area has an operational surplus of only six spaces which suggests frustration when trying to find an available space while peripheral facilities enjoy a surplus of 281 spaces. Much of the operational surplus in the periphery are found on-street in predominantly residential area.

Additionally, the peripheral operational surplus includes parking facilities that are owned/operated jointly by the Town and County (Lot A1), or owed/operated by the County (Lot A2). Given the importance of these peripheral facilities it is recommended that the Town obtain long-term commitments from the County and the church so that strategies to improve the value and use of these facilities do not end up being temporary solutions.

APRIL 4, 2017

PROJECT # 14-4143-00

Recommendations to improve the effectiveness, efficiency, and overall performance of the public parking system will need to anticipate changing conditions, particularly as it relates to additional parking demand. Town staff created a conceptual vision of future development. The quantity of parking space demand generated by potential development far exceed the current operational surplus that was recorded.

Under this vision, additional surface parking or a parking structure would be required. However, the scope of this parking management plan does not include the siting of such a facility. Costs associated with operating and maintaining additional parking, however, are included for purposes of a financial model.

Old Town Warrenton needs to simplify the on-street parking management program by replacing all one-hour parking spaces with two-hour durations. Two-hour durations meet the needs of a larger volume of short-term parkers. Conversely, the number of short-term parking spaces in peripheral parking lots need to be reduced as 20% of the peripheral lot spaces are two or three hour durations.

It would appear that the Town has made a number of efforts to address parking orientation and directional wayfinding, but the effort seems disjointed and incomplete. It is recommended that a comprehensive signage study be completed to present a unified and easy to understand and manage system.

Since 2011, the number of parking tickets issued by the Police and Parking Enforcement unit has declined. Parking enforcement must be balanced and consistent to be effective. It is recommended that the Town retain a part-time employee, or parking enforcement aid (PEA).

Fines for parking violations, when issued, may not have the desired effect of discouraging repeat offenders as they are quite modest. It is recommended that the fines for the overtime parking be increased to \$10 for the first violation, \$25 for the second, \$50 for the third and all subsequent violations received by a single vehicle within a one-year period.

In addition to personnel costs, the Town must invest in a handheld parking citation enforcement system and the following best management and operating practices are offered. Investing in these handheld ticket issuance devices would permit the creation of a first time warning which is ideal for a community with a high volume of "out of Town" visitors and tourists.

A visual condition survey of the Town's public parking lots was conducted and used to prepare the ten-year public parking lot repair plan. While the majority of the lots were in fair condition requiring only periodic resurfacing and restriping, Lot A1 and A2 (in FY2019), and Lot H (FY2017) required more significant and immediate remediation. To fund that repair program and using a ten-year term and a rate of interest of 4.0%, the Town should include in its annual budget \$121,100 per year.

On-going but potentially unrecognized costs for planning, management, maintenance, and enforcement are combined with cost estimates for recommended improvements. Presuming many of these improvements are implemented immediately, the FY2017 parking system O&M costs would equal \$264,050. Depending on the timing and acquisition of additional parking

APRIL 4, 2017

PROJECT # 14-4143-00

enforcement equipment and technology, those annual costs would vary between \$222,250 and \$276,950.

While \$144,550 in annual parking revenue could conceivably be generated by a core downtown fee-based parking management plan (aka meters), market forces and community support required for such a plan do not, at present, exist to the extent required to create this plan.

The increasing complexity of parking needs in Old Town requires that the Town elevate its parking management program to be as responsive and flexible as possible. This will require financial commitments from the Town's political leadership so as to avoid inefficiency and decay. While a cost neutral parking program would be ideal, the level of operational complexity or market forces behind parking demand are not so compelling in Old Town as to require fee-based management strategies.

APRIL 4, 2017

PROJECT # 14-4143-00

## **INTRODUCTION**

Old Town Warrenton is the historic center of Warrenton. With its preserved historic buildings and brick sidewalks, the area is a thriving retail, office, residential, dining, and visitor destination. It's also the seat for Fauquier County, its Circuit Court, and related government offices. To support this activity, the Town operates and maintains curbside and off-street parking. Like roads, sewers, and sidewalks, parking is infrastructure that, in itself, does not generate revenue but rather supports economic viability and success of commercial and residential real estate. However, public parking facilities are quite often an underappreciated asset and annual funding for management, repair, maintenance, and expansion costs can be woefully insufficient.

In parallel with a discussion of parking as infrastructure is the municipality's responsibility to manage parking in an efficient and effective manner. The supply of parking is finite but the demand for parking is constantly growing and changing in response to changes in land use and development activity. A quiet bookstore becomes a popular restaurant, a vacant third-level of a building becomes loft apartments, and an undeveloped parcel becomes a boutique hotel. This activity can have a tremendous impact on parking demand both in volume and type. Restaurants generate high turnover activity and a need for safe parking for employees in the evening, offices generates traditional "9 to 5" activity by employees who will search for convenient spaces, and residential and hotel development generates long-duration parking needs within close proximity to their apartments/rooms. As a result, a municipality must offer a mix of different parking services; short-term spaces for shoppers, diners, and visitors, daytime long-term parking for office employees, and all-day and evening parking for residents and hotel guests.

The Town of Warrenton, Virginia ("Warrenton") engaged Walker Parking Consultants ("Walker") to conduct a comprehensive parking study for its Old Town area to include an analysis of existing parking supply/demand, a review of existing parking policies and practices, as well as a conditional appraisal and financial plan for its existing parking infrastructure. The purpose of the study was to assess the stress on the parking system now and in the near future, draft recommendations to improve the efficiency of this service infrastructure, and quantify the true cost to manage, maintain, operate, and enforce Town ordinances related to effective parking performance. With that understanding, and through this document, Town staff would have sufficient information to justify near- and long-term funding to ensure that the public parking system meets the needs of a changing economy yet does so in a fair and professional manner.

APRIL 4, 2017

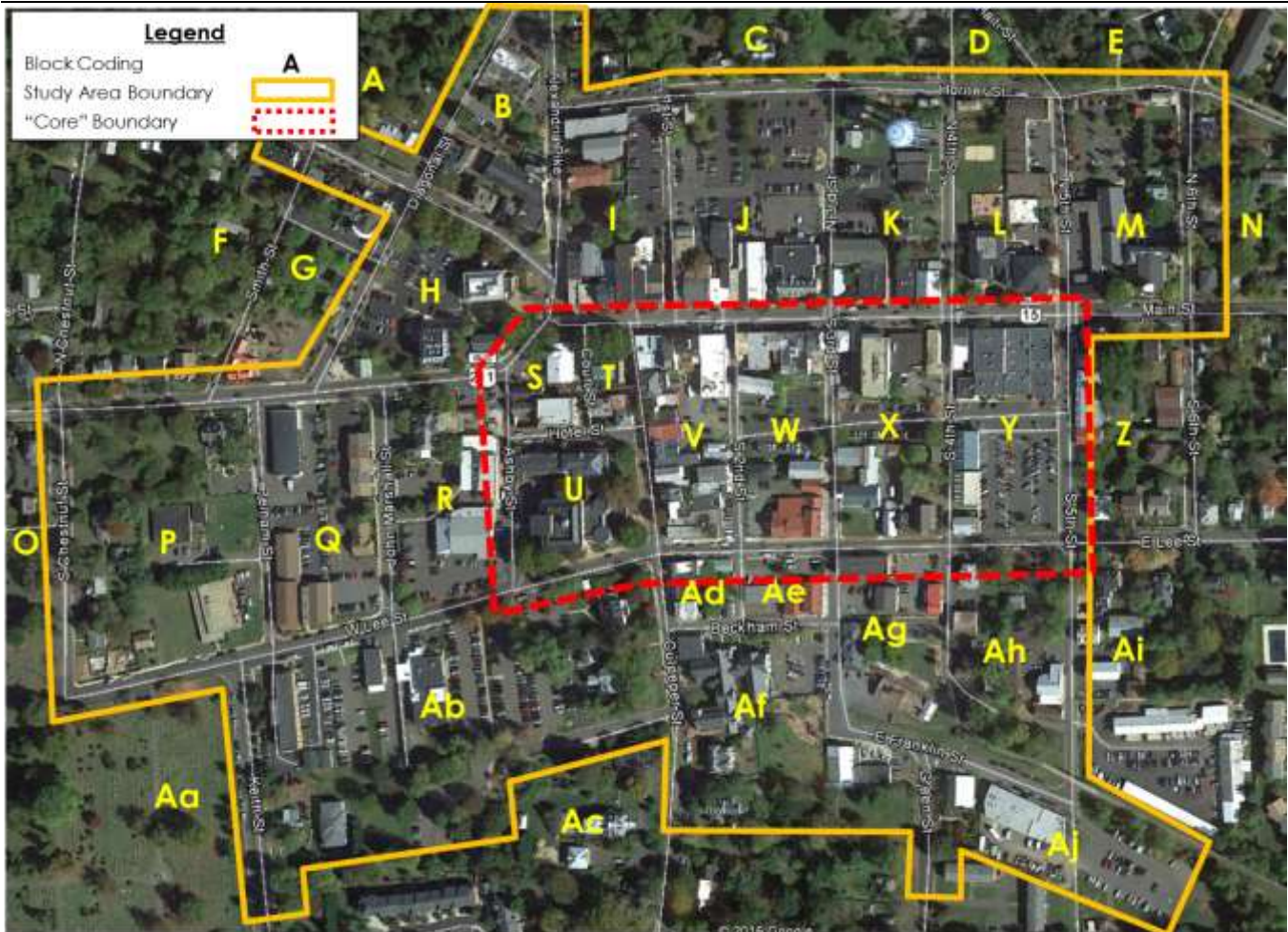
PROJECT # 14-4143-00

**PARKING INVENTORY AND OCCUPANCY**

A study area was determined by the project team to encompass all of the Old Town district. The northern and southern boundaries were set at Horner St. and south of Franklin St. and the eastern and western boundary was set at 5<sup>th</sup> and 6<sup>th</sup> street with the western boundary following Keith, South Chestnut and Diagonal Streets. Exhibit 1 displays the study area boundary and block coding to be referenced throughout this report.

After the initial data collection effort was completed, and the results are presented in the following pages, Town staff were concerned that the size of the study area was too large and, when examined in aggregate, “watered down” the determination of parking shortfalls because peripheral parking lots and quiet residential streets were included. As a result, the study area was subdivided in to “core” and “peripheral” areas with the core (see red dashed lines) being bound by Ashby Street, Main Street, Lee Street, and 5<sup>th</sup> Street and being reminiscent of parking studies conducted in the 1980’s and 90’s.

Exhibit 1: Study Area Boundary & Block Coding



Source: Google Earth

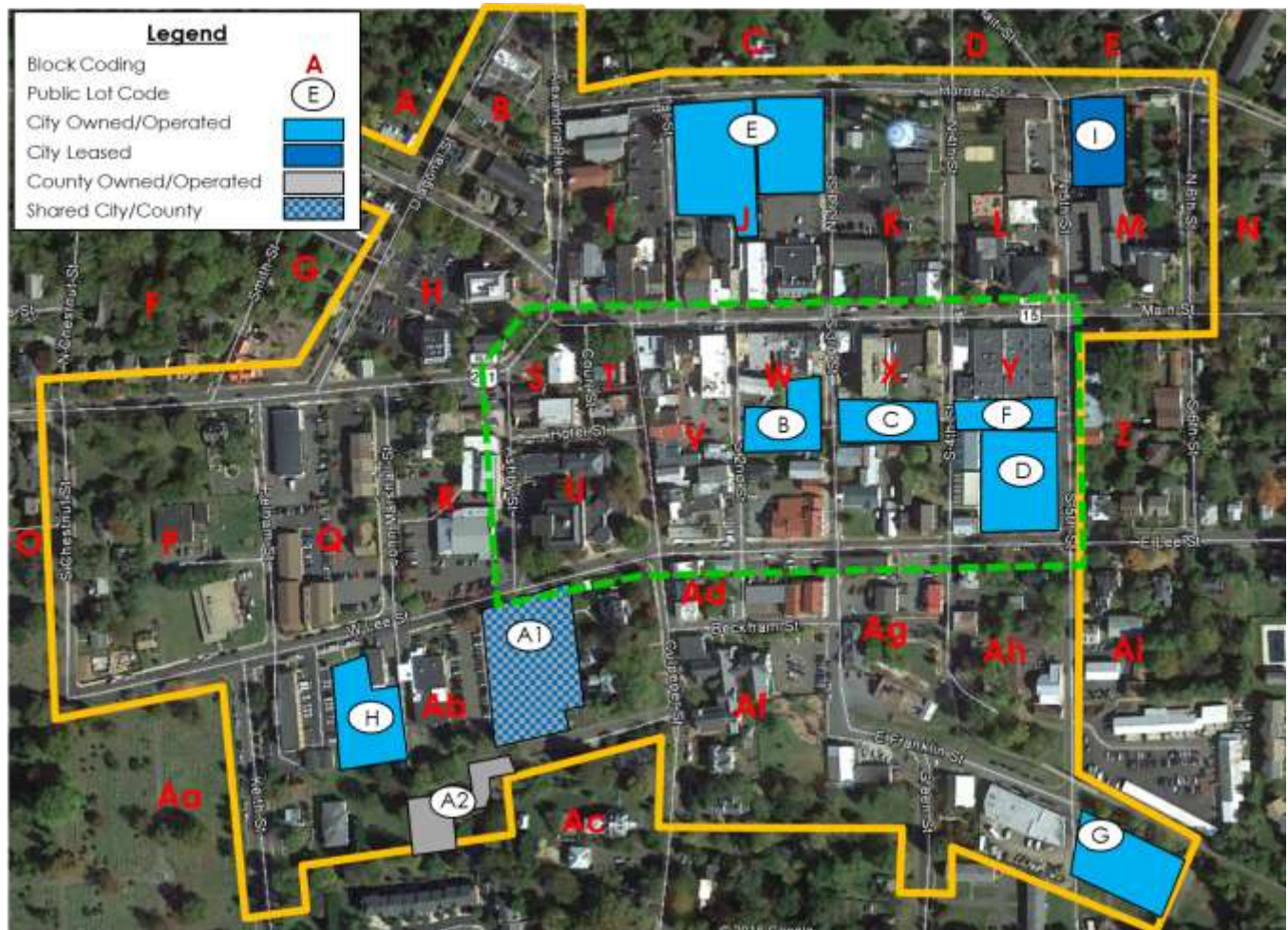
APRIL 4, 2017

PROJECT # 14-4143-00

**INVENTORY OF PUBLIC OFF-STREET LOTS**

The first step in the assessment of the Town's parking system is an inventory of existing spaces including publicly owned/operated off-street lots, on-street parking, and private/restricted off-street lots. Following lot entry signage, it appears that the Town operates nine (9) public lots within the study area boundary using municipal lot designations A through I. However, upon further inquiry it was determined that one of the lots (Lot I) is on church property, is maintained by the Town, and is operated on a year to year agreement, one lot, the rear portion of Lot A (now coded Lot A2), is owned by Fauquier County, and the front section of Lot A (now coded Lot A1) is owned/operated jointly by the Town and County. Exhibit 2 illustrates the location and ownership of the publicly available lots while Table 1 provides a numerical summary including posted parking restrictions.

**Exhibit 2: Inventory of City, City Leased, County, and Shared City/County Off-Street Lots**



Source: Google Earth & Walker Parking Consultants, 2017

APRIL 4, 2017

PROJECT # 14-4143-00

Table 1: Inventory of Publicly Accessible Parking Lots

Lot Code	Ownership	1-hr	2-hr	3-hr	All Day	ADA	Other	Total
<b>Core</b>								
Lot B	Town		20		9	3		32
Lot C	Town		15		20	3		38
Lot D	Town				84	3		87
Lot F	Town	12	19			2		33
<b>Core Subtotal</b>	----	12	54	0	113	11	0	190
<b>Periphery</b>								
Lot A1	Town/County		19		72	6		97
Lot A2	County				32			32
Lot E	Town		30	33	51	6		120
Lot G	Town				63	3	9	75
Lot H	Town				48	2		50
Lot I	Town Leased				45	2		47
<b>Periphery Subtotal</b>	----	0	49	33	311	19	9	421
<b>Total</b>	----	12	103	33	424	30	9	611

Source: Walker Parking Consultants, 2017

In total, there are 611 “municipal” off-street parking spaces in the study area, 190 within the core area and an additional 421 in the periphery. In both the core and peripheral lots there are a large number of 1-hour, 2-hour, and 3-hour spaces. Typically, off-street parking is managed to meet the needs of long-term parkers like employees or residents given their more remote location in comparison to on-street parking spaces.

Changes, if warranted, to the mix and location of one-hour, two-hour, and other parking durations/restrictions may be necessary to improve the systems performance. As such, the Appendix section to this report includes lot by lot aerial photos (see Exhibit A1 through A7) depicting through color coding the location and type of duration/restriction.

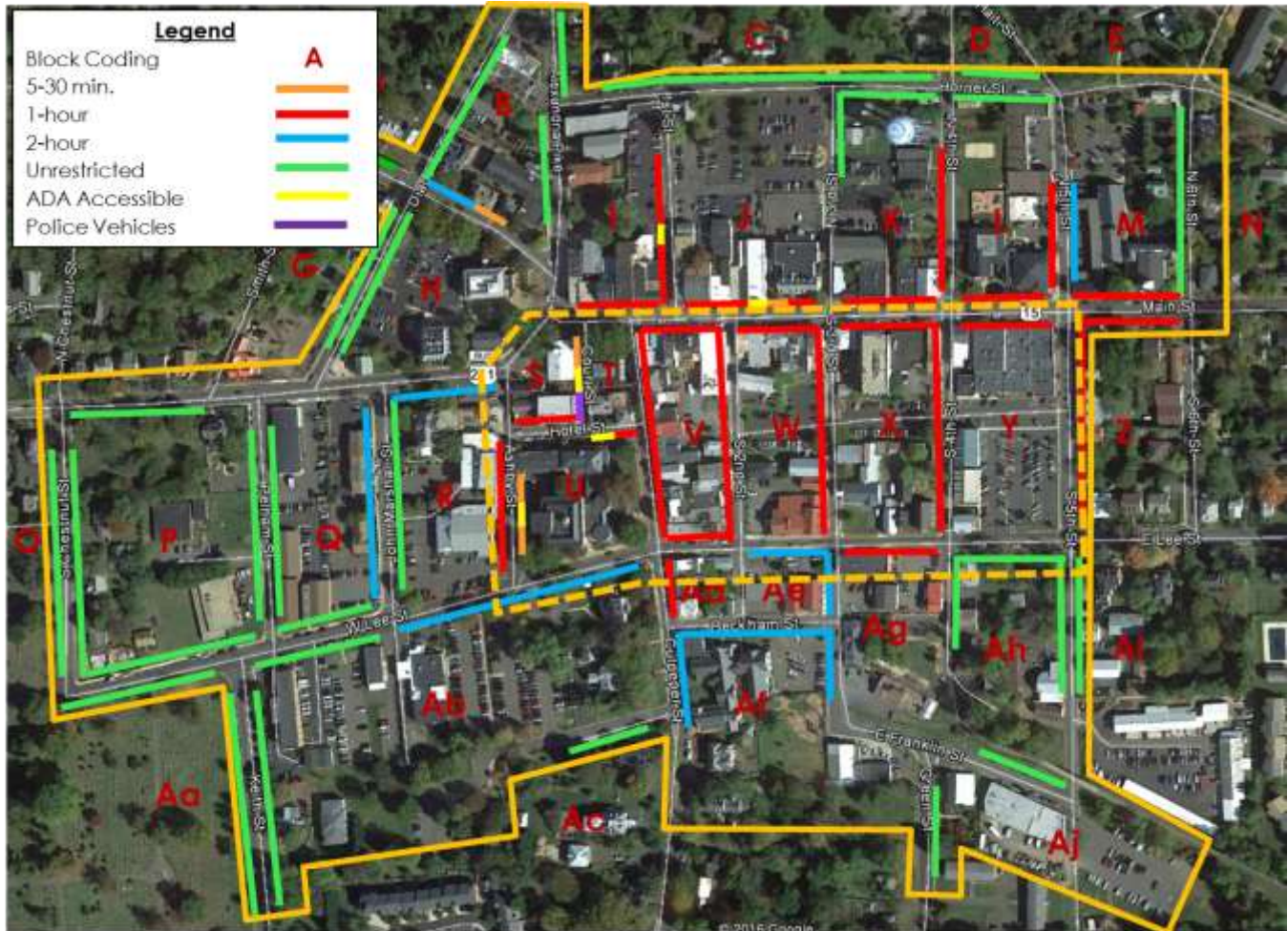
**INVENTORY OF PUBLIC ON-STREET SPACES**

Fields surveys also recorded the inventory and restriction of all curbside spaces within the study area. A total of 561 publicly available on-street spaces were identified within the study area. Time restrictions noted for on-street inventory include 5-minute, 15-minute, 30-minute, 1-hour, 2-hour, all-day (i.e., unrestricted), police parking, ADA, and loading zones. More than half of these spaces (324 spaces) are unrestricted. Exhibit 3 illustrates their relative location while Table 2 details on-street inventory by location (core vs. periphery), restriction, and duration. A block face by block face inventory is included under Appendix Exhibit C.

APRIL 4, 2017

PROJECT # 14-4143-00

**Exhibit 3: On-Street Parking Restrictions by Type and Location**



Source: Walker Parking Consultants, 2017

**Table 2: Inventory of On-Street Parking Space by Restriction**

Location	Inventory by Restriction/Duration									Total
	5 min.	15-min	30-min	1-hr	2-hr	All Day	ADA	Police	Loading	
Core	0	1	5	72	6	5	2	2	1	91
Periphery	4	0	0	74	61	319	3	5	1	470
<b>Total</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>146</b>	<b>67</b>	<b>324</b>	<b>5</b>	<b>7</b>	<b>2</b>	<b>561</b>

Source: Walker Parking Consultants, 2017

When the Town's on- and off-street parking inventory is examined in aggregate, we find an unusually high number of one-hour parking spaces (148) versus the number of two-hours spaces (170). In fact, 85% of the on-street spaces in the core are one hour or less. Short-term parking in an urban environment is generally managed using two-hour durations. Businesses often complain that one-hour parking is insufficient to support shopping, dining, and business meeting activities, and municipalities are hard pressed to enforce such short restrictions. With this



APRIL 4, 2017

PROJECT # 14-4143-00

understanding, the 74 one-hour spaces in the peripheral on-street areas is even more perplexing.

A principal of parking enforcement is patrols have to occur in accord with the posted restrictions. Therefore, a one-hour posted duration requires twice as much enforcement effort (and staff) as two-hour parking. Similarly, while there might be some logic behind 5, 15, and 30-minute on-street parking durations, these spaces will generally function like long-term parking spaces because the enforcement officer realistically patrols the area every few hours.

It is understood, based on conversations with Town staff, that the 5-minute spaces in front of the post office do functional effectively due to the fact that post office staff and patrons often self-police that restriction. While that is certainly an advantage of living and working in a small, tightknit community where “everyone knows everyone else”, the management of parking restrictions either on-street or off should not be dependent on such informal efforts.

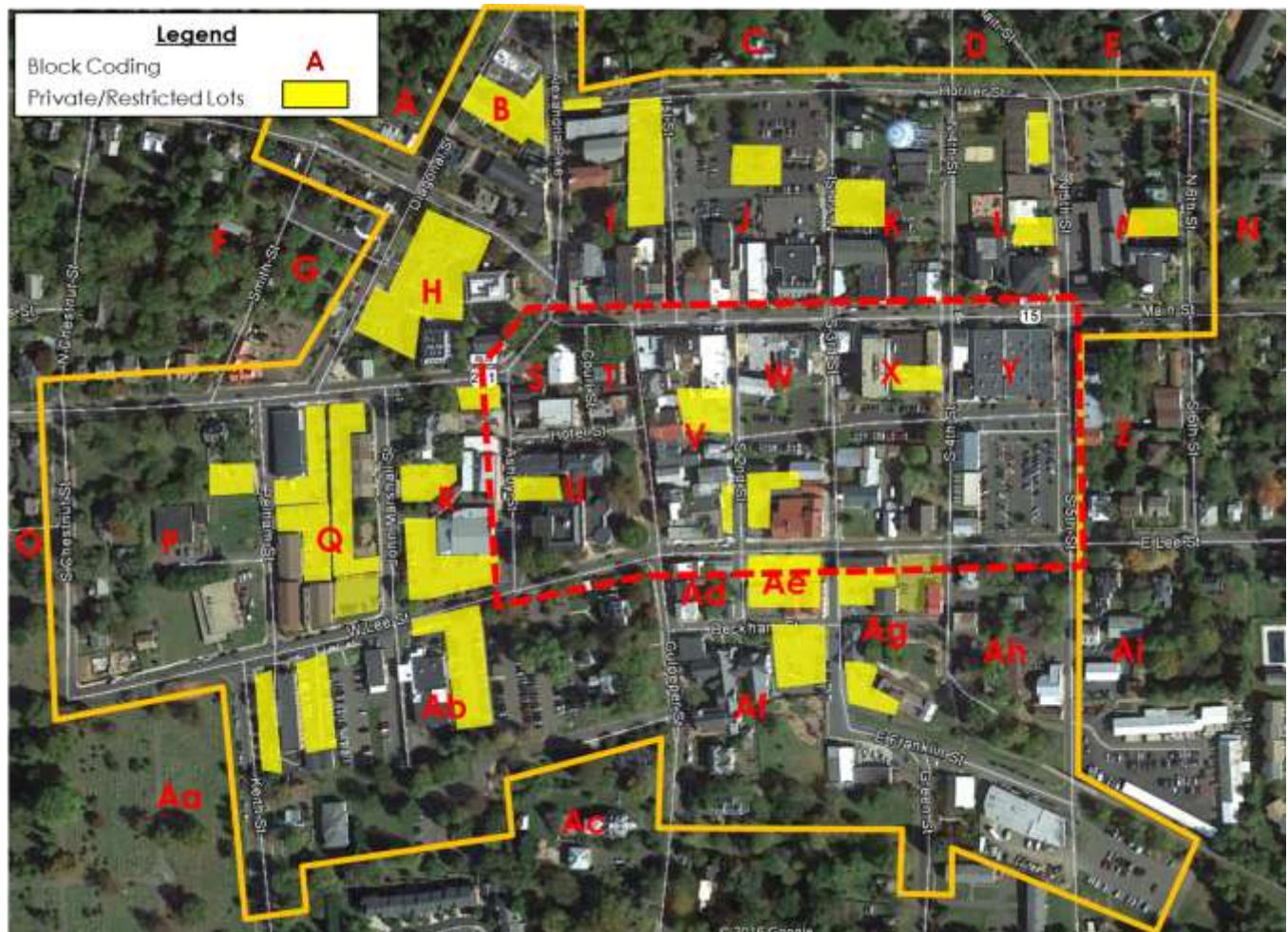
#### INVENTORY OF PRIVATE/ RESTRICTED OFF-STREET LOTS

The location and inventory of private restricted spaces were also identified (see Exhibit 4). There are 30 private/restricted lots located throughout the study area and they have a capacity for 650 spaces. While the inventory and peak daytime utilization of private/restricted parking spaces is included in this assessment, the focus is on the performance now and in the near future of public owned and operated on- and off-street facilities. Therefore, the lot by lot information on private/restricted spaces is included in Appendix Exhibit B and a simply narrative on inventory and occupancy is presented herein.

APRIL 4, 2017

PROJECT # 14-4143-00

**Exhibit 4: Private/Restricted Off-Street Parking Lot**



Source: Walker Parking Consultants, 2017

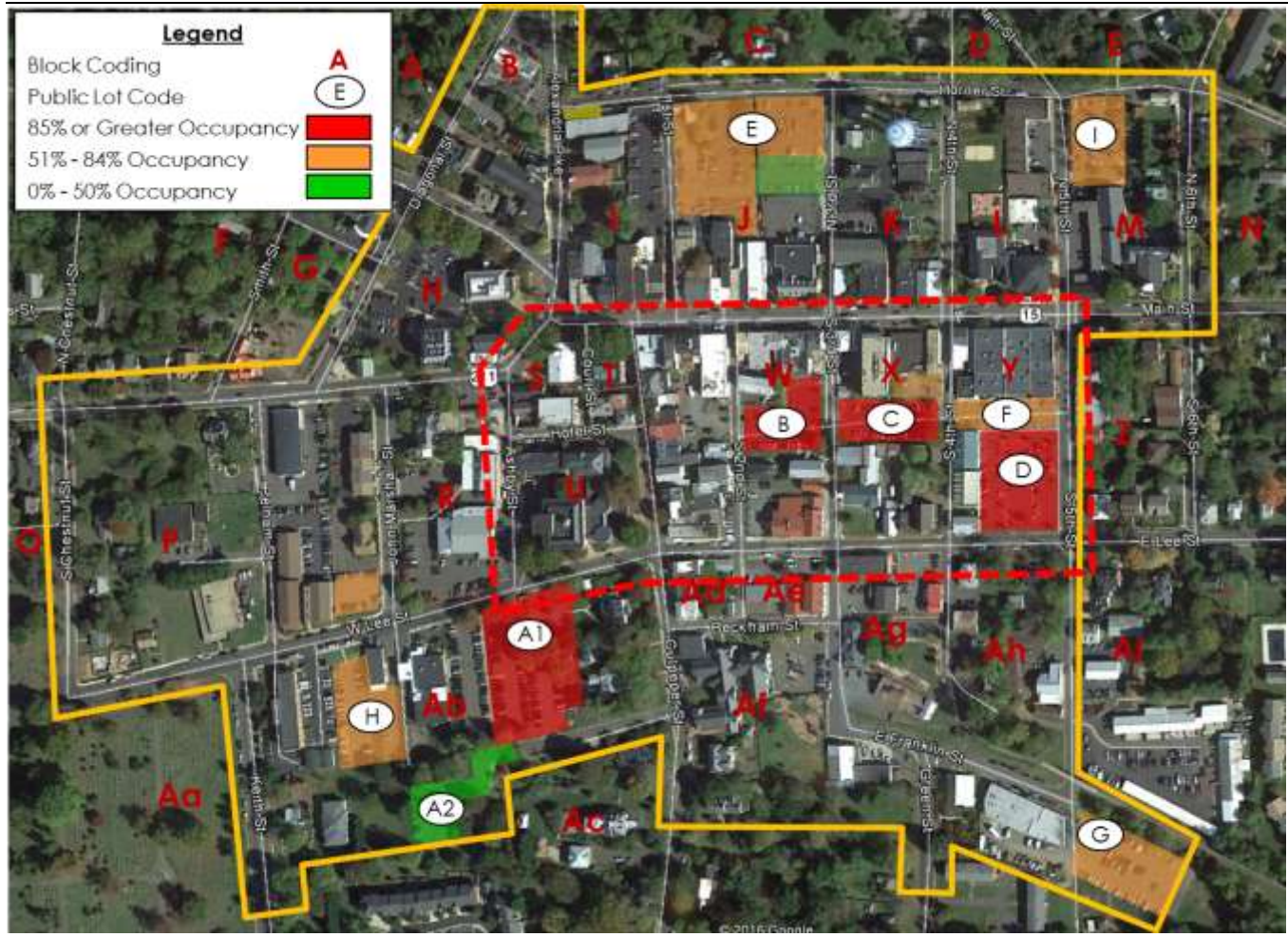
**OCCUPANCY OF PUBLIC OFF-STREET SPACES**

Occupancy counts were conducted on Thursday October 20<sup>th</sup> and are judged to represent a typical weekday. Four counts were performed; 9 AM to 10 AM, noon to 1 PM, 3 PM to 4 PM, and 6 PM to 7 PM. Exhibit 5 illustrates on a map peak period (noon to PM) occupancy as a percentage of spaces, with red indicating use between 85% and 100%, orange being 51% to 84%, and green being less than 51%. At that time, 461 of the total 661 public parking spaces within the overall study area were occupied (75%).

APRIL 4, 2017

PROJECT # 14-4143-00

Figure 5: Peak Weekday Occupancy of Core and Periphery Off-Street Spaces



Source: Walker Parking Consultants, 2017

Public off-street lots in the core exhibited much greater levels of utilization during the peak hour and Table 3a (core) and 3b (periphery) provide a break out of these differences. Of the 190 off-street spaces in the core, 167 (87%) were occupied. It is interesting to note that utilization of the all-day core spaces at 97% was greater than the use of 1-hour (75%) and 2-hour (81%) spaces. Based on discussion with Town staff and personal observations, it could be argued that many of the vehicles parked in the short-term spaces were, in fact, employees who not could find available spaces in the all-day spaces.

APRIL 4, 2017

PROJECT # 14-4143-00

Table 3a: Peak Weekday Parking Occupancy by Lot/Restriction in the Core

Lot Code	Restrictions	Inventory	12-1PM	
			Occupied	%
<b>Lot B</b>	2-hr.	20	20	100%
	Unrestricted	9	9	100%
	ADA	3	1	33%
	Subtotal	32	30	94%
<b>Lot C</b>	2-hr.	15	15	100%
	Unrestricted	20	20	100%
	ADA	3	0	0%
	Subtotal	38	35	92%
<b>Lot D</b>	Unrestricted	84	81	96%
	ADA	3	0	0%
	Subtotal	87	81	93%
<b>Lot F</b>	1-hr.	12	9	75%
	2-hr.	19	9	47%
	ADA	2	1	50%
	Subtotal	33	19	58%
<b>Total Core</b>	1-hr.	12	9	75%
	2-hr.	54	44	81%
	Unrestricted	113	110	97%
	ADA	11	2	18%
	<b>Total</b>	<b>190</b>	<b>165</b>	<b>87%</b>

Source: Walker Parking Consultants, 2017

When examining the peak utilization of peripheral parking lots (see Table 3b) the same pattern is found in Lot E where 96% of unrestricted spaces were occupied while only 63% and 79% of the two-hour and three-hour spaces were occupied respectively. Of the 129 spaces in “municipal Lot A” only 95 (74%) were occupied. However, when you differentiate between the upper section(s) of the lot (A1) and the lower section (A2) peak occupancy varies from over 90% in the upper and only 31% in the lower. Obviously, the topography and distance from the lower lot to employee and visitor destinations makes this lot less desirable.



APRIL 4, 2017

PROJECT # 14-4143-00

**Table 3b: Peak Weekday Parking Occupancy by Lot/Restriction in the Periphery**

Lot Code	Restrictions	Inventory	12-1PM	
			Occupied	%
Lot A1	2-hr.	19	18	95%
	Unrestricted	72	67	93%
	ADA	6	0	0%
Lot A2	Unrestricted	32	10	31%
	Total	129	95	74%
Lot E	2-hr.	30	19	63%
	3-hr.	33	26	79%
	Unrestricted	51	49	96%
	ADA	6	0	0%
Total	120	94	78%	
Lot G	Unrestricted	63	52	83%
	ADA	3	1	33%
	Other	9	0	0%
	Total	75	53	71%
Lot H	Unrestricted	48	29	60%
	ADA	2	0	0%
	Total	50	29	58%
Lot I	Unrestricted	45	25	56%
	ADA	2	0	0%
	Total	47	25	53%
Periphery Total	2-hr.	49	37	76%
	3-hr.	33	26	79%
	Unrestricted	311	232	75%
	ADA	19	1	5%
	Other	9	0	0%
	<b>Total</b>	<b>421</b>	<b>296</b>	<b>70%</b>

Source: Walker Parking Consultants, 2017

The analysis of occupancy in the core and peripheral off-street lots is quite straightforward. The core lots, Lots B, C, and D, and peripheral Lot A1 had occupancy levels above 90% which included short-term and long-term spaces and, presumably, short-term and long-term parkers. Occupancy of the most convenient long-term parking spaces is higher than in less convenient spaces. Like any parking user group, employees want access to the spaces closest to their destination. However, the demand for long-term parking isn't so high as to push occupancy levels in the most peripheral lots. Lot A2 peaked at 31% utilization and Lot I peak at 56% utilization. It is acknowledged that these spaces require a greater and more challenging walking distance but the spaces do exist and are reasonably maintained. With design and walkability improvements and appropriate parking management strategies these lots could be made more useful for long-term parkers. It could be argued that the parking surpluses in Lot G and H should also be referenced when discussing acceptable locations for long-term parkers. However, Lot G is a considerable distance from major employment centers and little pedestrian infrastructure exists to ensure a safe and efficient walking experience. Lot H is adjacent to the detention center, is in very poor condition, and major rehabilitation would be required to make it acceptable.

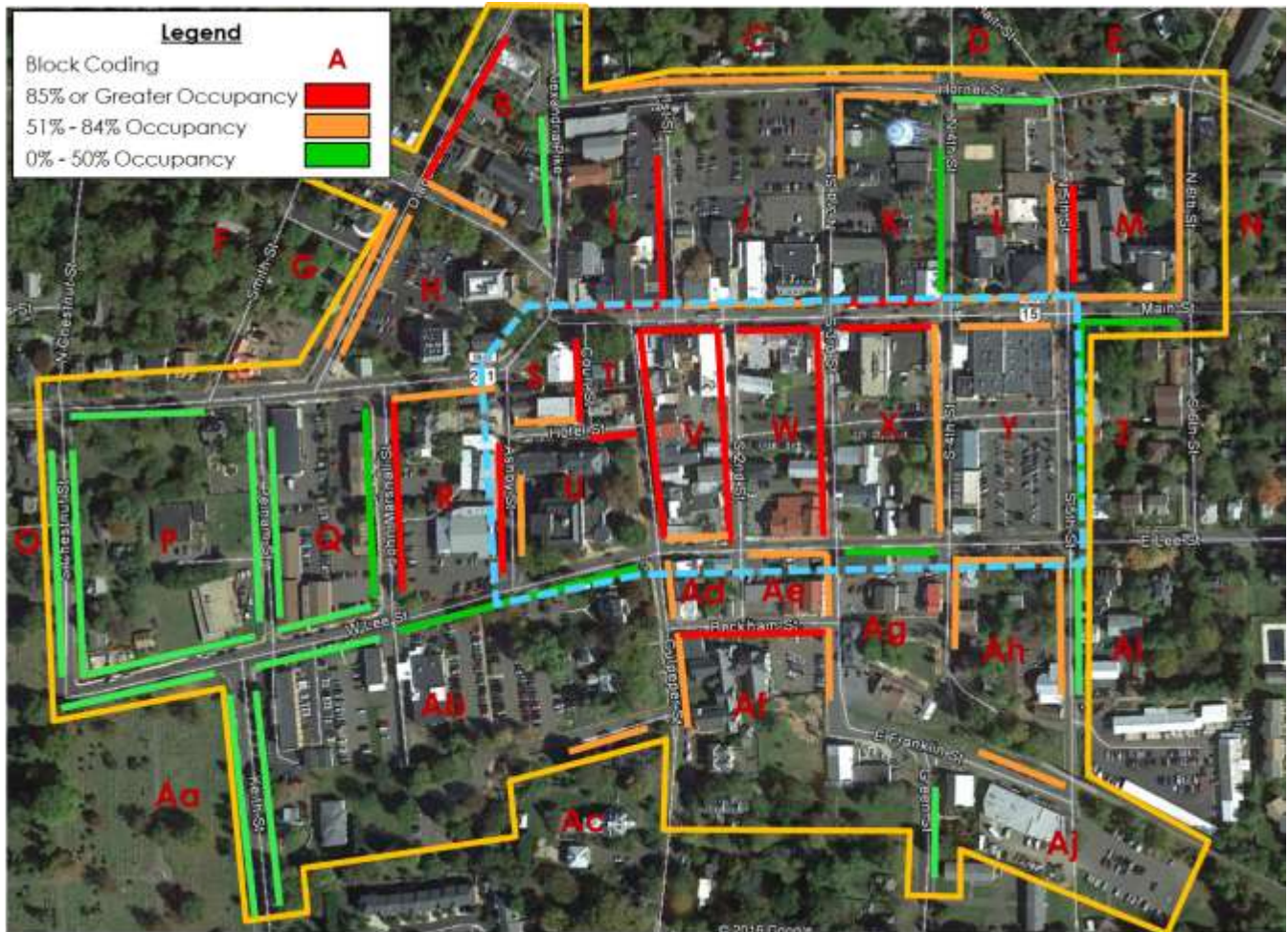
APRIL 4, 2017

PROJECT # 14-4143-00

**OCCUPANCY OF PUBLIC ON-STREET SPACES**

Walker also collected on-street parking occupancy at 9 AM, noon, 3 PM, and 6 PM. The study wide results indicate that the greatest demand for on-street occurs at noon when 307 (55%) of the 561 spaces were occupied. Figure 6 provides a block face by block face illustration of the observed utilization during this period with red indicated use between 85% and 100%, orange being 51% to 84%, and green being less than 51%.

**Figure 6: Peak Weekday Occupancy of Core and Periphery On-Street Spaces**



Source: Walker Parking Consultants, 2017

Table 4 then examines the inventory and peak occupancy differences between the core and periphery spaces. Of the 91 on-street spaces in the core, 82 (or 90%) were occupied while only 225 (48%) of the 470 periphery spaces were occupied. Given the size of the overall study area, certain blocks are exclusively or predominately residential. Ideally, curbside parking spaces in areas zoned residential should not be managed to meet the needs of employees and other long-term parkers. Like many cities/Towns, as parking pressure grows in Old Town Warrenton

APRIL 4, 2017

PROJECT # 14-4143-00

the Town may wish to consider the creation of residential parking permit programs where only residents and their temporary visitors are permitted to park.

**Table 4: Peak Weekday Occupancy of Core and Periphery On-Street Spaces**

Location	12-1PM		
	Total	Occupied	%
Core	91	82	90%
Periphery	470	225	48%
<b>Total</b>	<b>561</b>	<b>307</b>	<b>55%</b>

Source: Walker Parking Consultants, 2017

**SUMMARY OF SUPPLY AND PEAK OCCUPANCY FINDINGS**

Table 5 summarizes the on-street and public-off street parking inventory and peak occupancy data and includes the concept of operational capacity. Parkers become frustrated when trying to find an available space. At a certain level of occupancy, their level of frustration grows. To measure this frustration in terms of parking surplus or deficit conditions an operational capacity figure equal to 90% of the available spaces is applied. For example, a 100 space surface lot that is 90% occupied is considered to be operationally full. The 91<sup>st</sup> parker can find an available space but their search pattern may be longer and more trying.

Using that measure of frustration, the core parking facilities experienced an operational surplus of only six spaces while the peripheral spaces exhibited a surplus of 281 spaces. On the face of it, Old Town Warrenton does not have a system-wide supply and demand problem as long-term parkers in the core simply need to be “pushed” to available spaces in the periphery.

**Table 5: Peak Weekday On- and Off-Street Operational Surplus or Deficit by Location**

Location	Parking Inventory	Operational Capacity <sup>(1)</sup>	Peak Occupancy	Operational Surplus
<b>Core</b>				
Off-Street	190	171	165	6
On-Street	91	82	82	0
<b>Subtotal</b>	<b>281</b>	<b>253</b>	<b>247</b>	<b>6</b>
<b>Periphery</b>				
Off-Street	421	379	296	83
On-Street	470	423	225	198
<b>Subtotal</b>	<b>891</b>	<b>802</b>	<b>521</b>	<b>281</b>
<b>Public Total</b>				
Off-Street	611	550	461	89
On-Street	561	505	307	198
<b>Total</b>	<b>1,172</b>	<b>1,055</b>	<b>768</b>	<b>287</b>

(1) Operational capacity based on 90% of inventory

Source: Walker Parking Consultants, 2017

APRIL 4, 2017

PROJECT # 14-4143-00

However, those figures and that statement include ADA spaces which are restricted to persons with disabilities, remote off-street parking lots like Lot G and H which are challenging from a walkability perspective, Lot I that is on private (church) property, and on-street spaces on Chestnut Street which is in residential neighborhoods. Additionally, the peripheral operational surplus includes parking facilities that are owned/operated jointly by the Town and County (Lot A1), or owed/operated by the County (Lot A2). Therefore, in addition to management strategies which push long-term parkers from core areas and pull them to reasonable off-street lots in the periphery, the Town needs to obtain long-term commitments from the County and the church so that strategies to improve the value and use of these facilities do not end up being temporary solutions.

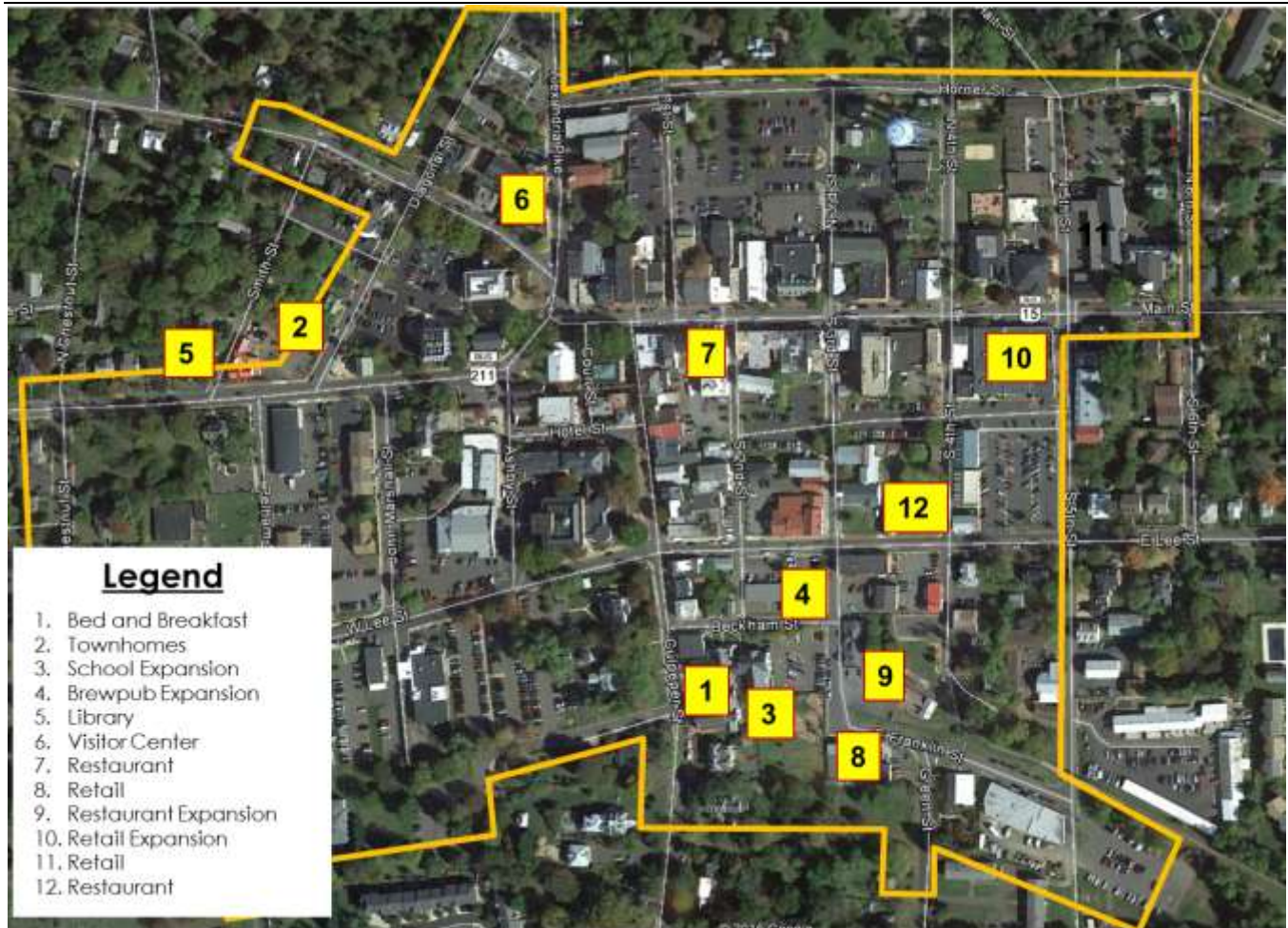
APRIL 4, 2017

PROJECT # 14-4143-00

**FUTURE PARKING CONDITIONS**

Recommendations to improve the effectiveness, efficiency, and overall performance of the public parking system will need to anticipate changing conditions, particularly as it relates to additional parking demand. In an effort to model a future with additional parking pressures, Town staff created a conceptual vision of future development which included the location, land use type, and density of new restaurants, shops, townhomes, a bed and breakfast inn, a new/expanded library, and school expansion. Exhibit 7 shows the location of known, proposed, and speculative future developments. It must be noted that this vision is purely speculative, as Town planners, administrators, and civic leaders have not committed to the vast majority of these projects, and their assessment is only for purposes of this parking study. Furthermore, as this is a study to recommended changes to parking operational and management and improve the parking system performance in the near term, any projections of future demand are simply in an effort to quantify, however roughly, increased stress on the Town's management program over time.

Exhibit 7: Site of Known, Proposed, and Speculative Developments



Source: Walker Parking Consultants, 2017

APRIL 4, 2017

PROJECT # 14-4143-00

**ESTIMATES OF PARKING DEMAND FROM KNOWN, PROPOSED & SPECULATIVE DEVELOPMENT**

The modelling of parking demand generated by future development activity is “tricky business” as a number of unknown conditions will ultimately determine the true impact. Those conditions include but are not limited to the speculative nature of development, timing or phasing, the actual number of tenants, employees, and/or visitors/shoppers, and the period when different land uses peak. Office land use activity peaks between 9AM to 5PM on a weekday, residential peaks between 5PM and 8AM when residents are home, and restaurants and retail activity generally see their greatest volume of patrons in the evenings and weekend. Therefore, a space used by an employee during the day could be used by residents and/or restaurant patrons in the evening. Ideally, estimates of future parking demand presented in this report would have been based on today’s relationship between current land use activity and field surveyed peak daytime parking occupancy. Unfortunately, there is, at present, no such database for Old Town Warrenton. Alternative, the parking demand estimate could have been based on ratios that are published by the Urban Land Institute (ULI) and/or Institute of Transportation Engineers (ITE). However, as opposed to using ULI or ITE ratios, which are based largely on suburban and auto-centric case studies, it was decided that the off-street parking requirements in the Town’s zoning ordinance should be used. Note that absent the land-use data and associated parking demand ratios, there is no evidence to suggest that the Town’s zoning requirements accurately predict parking demand. Therefore, it is recommended that the Town commit to an inventory of all existing buildings in Old Town to include density, land use type, and vacancy, and parcel location.

Table 4 shows how these developments were modeled. The quantity of parking space demand generated from the model is a suggested 553 spaces which far exceed the system-wide operational surplus of 287 spaces illustrated on Table 3. Note that this development impact analysis presumes that no on-site parking would be provided and that all land uses peak at the same time, between noon and 1PM on a weekday. Therefore, the operational parking deficit of 266 spaces (553 minus 287) as projected represents a “worst case scenario”.

**Table 4: Peak Weekday Parking Demand based on Town Zoning**

Map ID	Address	Land Use Type	Square Footage	Demand Ratio	Demand
1	97 Culpeper Street	Bed and Breakfast	4,157	1 per room plus 1 employee	<b>8</b>
2	67 Waterloo Street	Townhomes (10 units)	40,000	2.5 for each DU	<b>25</b>
3	73 Culpeper Street	Elementary School	10,000	1 per 25 seats plus 1 per employee	<b>10</b>
4	41 South 3rd Street	Brewpub Expansion	9,612	1 per 150 gsf	<b>64</b>
5	80-90 Waterloo Street	Library	30,000	1 per 2.5 patrons plus 1 per employee	<b>85</b>
6	11 Winchester Street	Visitor Center/ Admin Office	25,418	1 per 300 gsf	<b>85</b>
7	36 Main Street	Restaurant	9,072	1 per 150 gsf	<b>60</b>
8	60 Franklin Street	Retail	7,492	1 per 200 gsf	<b>37</b>
9	75 South 3rd Street	Restaurant	5,292	1 per 150 gsf	<b>35</b>
10	100 Main Street	Retail expansion	15,340	1 per 200 gsf	<b>77</b>
11	17 North 5th Street	Retail	4,706	1 per 200 gsf	<b>24</b>
12	79 East Lee Street	Restaurant	6,476	1 per 150 gsf	<b>43</b>
<b>Total</b>					<b>553</b>

Source: Walker Parking Consultants, 2017



APRIL 4, 2017

PROJECT # 14-4143-00

Under this vision, additional surface parking or a parking structure would be required. However, the scope of this parking management plan does not include the siting of such a facility. Cost associated with operating and maintaining parking is included and some discussion of design standards and structured parking operations follows.

APRIL 4, 2017

PROJECT # 14-4143-00

### STRUCTURED PARKING "101"

On a per space basis, and presuming some design efficiency, a parking structure could cost between \$20,000 and \$30,000 per space. Therefore, a modest 300-space structure could cost between \$6 million and \$9 million dollars, excluding land acquisition costs. Operationally, parking structures require much more attention than curbside or surface parking. In addition to utilities, cleaning/sweeping, access control equipment, and periodic maintenance, structured parking facilities require an annual sinking fund for long-term maintenance to ensure structural durability. That cost alone can be equal \$100 per space per year. Finally, parking structures demand a rather significant development footprint. A parking space should be 8.5 to 9.0 feet wide and 18 feet long, and the drive isle for two-way traffic requires 24-feet. This represents a 60-foot single bay of parking and two-bays are required for circulation and ramping. In terms of length, and again accounting for a ramp for access to supported levels, a parking structure wants to be, at minimum, 210 feet long. As a result, the development footprint and number of levels required for a 300-space parking structures is 130 feet wide (with retaining walls), 210 feet long, and 48 feet (four levels) tall. Exhibit 8 illustrates the function and layout of a parking structure that meets these dimensions.

Exhibit 8: Layout and Function of a Conceptual Parking Structure



Source: Walker Parking Consultants, 2017

APRIL 4, 2017

PROJECT # 14-4143-00

## **PARKING OPERATIONS, POLICIES & PROCEDURES REVIEW AND RECOMMENDATIONS**

### OVERVIEW OF EXISTING CONDITIONS

The following overview presents Walker's understanding of the Town of Warrenton's current role and approach to parking operations, management, enforcement, and adjudication. This understanding was gained through a review of available documentation and interviews with representatives from key departments. The following departments were involved in the discussions: Planning, Public Works, Police, and the Town Manager's office. From an organizational perspective, the Town's parking system responsibilities are decentralized and involve a range of departments. The enforcement of parking related codes and ordinances fall to the Police Department, Public Works is responsible for lot maintenance and signage fabrication/installation, and the Town Manager's office is involved in the development and promotion of parking policy. There is no single department or individual that is responsible for the coordination of all these activities.

### PUBLIC PARKING MANAGEMENT "101"

From a demand management perspective, on-street parking spaces serve high-turnover and short duration-of-stay patrons given space visibility, convenience, and proximity to core destinations. Off-street facilities (lots and structures) should be managed to meet a variety of short-term and long-term parking needs depending on the land use activity that they serve. Long-term parkers, unlike short-term, are more willing to accept longer walking distances as long as that walking distance is safe and reasonable. Given the limited supply of on-street parking and their convenience for short-term and long-term users, many municipalities employ methods to discourage long-term parking on-street and promote the reasonableness of more peripheral off-street facilities for these users. In Warrenton, the Town uses posted durations of 5, 15, 30 minutes, 1 hour and 2 hours to encourage appropriate on-street parking behavior. But without fee-based strategies (meters, payment kiosks, pay-by-cell phone service, etc.), Warrenton's on-street management program is totally dependent on enforcement and compliance.

From a financial perspective, and in an ideal situation, a parking system is self-supporting either through user fees, special tax districts, or some combination of the two. The logic being that those that don't use this particular public infrastructure need not be taxed through the general fund to pay for this service. By applying natural market forces which recognize the demand for parking, particularly curbside parking, a stream of revenue could/would be generated to fund its planning, construction, management, and maintenance. Like tickets to a baseball game, where the value of "behind home plate" seats are far greater than those in the bleachers, a municipality should price its on-street and off-street parking assets in a similar fashion.

However, this perspective does not suggest that the Town of Warrenton needs to create a parking department and/or a parking manager position particular given the relative small size of the public parking system. Nor does this suggest that the Town needs introduce a fee-based approach to parking management. Again, given the size of the parking system, capital and operational cost to purchase the required equipment, and the lack of a known market value for parking, it cannot be assumed that fee-based parking would solve the Town's current and



APRIL 4, 2017

PROJECT # 14-4143-00

future management and financial challenges. However, subsequent sections of this report will examine recommended staffing levels, roles and responsibility, “only as necessary” parking equipment/technology, and alternative funding strategies (including fee-based management) so that Town staff, political leadership, and, most importantly Old Town stakeholders can appreciate the true cost of an effective and efficient parking program.

### ON-STREET PARKING MANAGEMENT

Old Town Warrenton needs to simplify the on-street parking management program by replacing all one-hour parking spaces with two-hour durations. As noted previously, two-hour durations meet the needs of a larger volume of short-term diners, shoppers, business visitors, and tourists and it can be patrolled using a recommended parking enforcement aid (PEA) position. Unrestricted spaces on the east side of John Marshall Street should also be converted to two-hour durations so that they are in line with the two-hour restrictions on the west side of the street. The change on John Marshall Street would push what is likely long-term parkers (aka, employees) to Lot A2, which during the peak weekday period was only 31% occupied. The 5-, 15-, and 30-minute on-street spaces could remain for the time being. However, following the PEA’s experience patrolling these spaces, the Town manager may choose to also replace these with two-hour durations.

Note that parking spaces with two-hour durations could serve 5-, 10-, and 30-minute lengths of stay without fuss or confusion. Ideally, effective enforcement will cause these two-hour spaces to turn over rapidly during the course of the day. Meaning, a driver who spots a cute shop or interesting café and who sees an available curbside space may choose to stop, park, and frequent that shop or restaurant. This is termed “opportunity parking” and it reinforces the importance of on-street parking for short-term availability.

### OFF-STREET PARKING MANAGEMENT

Of the 611 public off-street parking spaces in Old Town Warrenton 115 are for one or two hour durations. When three-hour spaces are included that volume increases to 148. Therefore, nearly 25% of public off-street spaces are available for short durations of stay. While this might be appropriate for the three core parking lots B, C, and F just south of Main Street, it would not be for the more peripheral lots. For example, Lot E, with a capacity for 120 spaces and which has a mix of 2-hour (30 spaces), 3-hour (31 spaces), ADA (6), and unrestricted (51), the unrestricted spaces achieved 96% occupancy while the 2-hour and 3-hour achieved only 63% and 79%, respectively.

While not recommended at this time given the great administrative responsibility associated, the Town could consider as it converts some short-term off-street spaces to long-term (or unrestricted) an employee color coded permit program where each lot has a specific designation and employees obtain (or purchase) the applicable monthly hangtag or decal.

### SIGNAGE AND WAYFINDING

Parking orientation and directional wayfinding is always a challenge in a historic environment and careful consideration must be applied when balancing the need to have an effective

APRIL 4, 2017

PROJECT # 14-4143-00

signage program with the character of a street or sidewalk. It would appear that the Town has made a number of efforts to address this issue, but the effort seems disjointed and incomplete. The photos under Exhibit 12 illustrate two different parking directional signs posted back to back on the same poll.

Exhibit 12: Existing Examples of Parking Directional Signage



Source: Walker Parking Consultants, 2017

Signage that orients the parker to their parked destination (see Exhibit 13 below), on the other hand, is consistent. However, it is overwhelming and somewhat uninviting.

APRIL 4, 2017

PROJECT # 14-4143-00

Exhibit 13: Existing Lot Orientation Signage



Source: Walker Parking Consultants, 2017

The Town need not create parking directional signage that is in contrast with the nature of the area but it need to have consistent color coding, font dimension, and placement. The signage greeting drivers to the off-street lots themselves must be redesigned to create a welcoming atmosphere, using little text but extensive orientation graphics and icons. Included in the parking operations and management budget will be a line item for the hiring of a signage and wayfinding consultant who would develop the specification and placement guidelines for both the directional and lot orientation sign program.

**PARKING ENFORCEMENT**

Since 2011, the number of parking tickets issued by the Police and Parking Enforcement unit has declined from 2,923 to 1,488. Parking enforcement has declined due to a variety of factors with the primary issues being 1) enforcement is not a high priority given the demands on the Police Department, 2) current parking enforcement ordinance is overly complicated and too lenient, 3) personnel do not have access to “cutting edge” enforcement and citation tracking hardware, and 4) at present, there is no staff position dedicated to this effort.

Parking enforcement must be fair and consistent and parking ordinances must be easy to understand and compliable. It is recommended that the Town retain a part-time employee, or parking enforcement aid (PEA), who would work 24 hours per week exclusively on parking patrols. The hours dedicated to this effort should vary to avoid over familiarity and complacency by parkers and the PEA, but would be sufficient to patrol the entire public parking system every two hours from 8 AM to 4 PM. Given their presence, the PEA would also perform other downtown community outreach functions and work in coordination with community service/policing efforts by alerting different Town departments on the condition of sidewalks and street signs, identify areas of litter, and generally serve as a parking ambassador by responding to citizens' questions about parking, office locations, and a “good place to eat”.

APRIL 4, 2017

PROJECT # 14-4143-00

The PEA would be hired and directly supervised by the Police Department. But indirect supervision and advocacy would come from the Town Manager's office. Once a month, the Chief of Police, PEA, and Town Manager (or his/her representative) would meet to review past enforcement details, routes, and performance and modify those routes and details to address any issues that remain. For purposes of the financial analysis, a salary and benefits budget of \$30,000 will be referenced for this position.

Fines for parking violations, when issued, may not have the desired effect of discouraging repeat offenders (aka, scofflaws) as they are quite modest. The fine for overtime parking in Warrenton is only \$5.00 and second and third violations only increase to \$10 and \$25, respectively. Table 5 compares the fines for the most numerous parking violations in a number of comparable communities in Virginia. These communities were selected as 1) they're in the Commonwealth of Virginia, 2) are recognized historic districts, and 3) have high volumes of visitors/tourists.

**Table 5: Fines for Parking Violations in Comparable Communities**

Violation	Warrenton	Fredericksburg	Staunton	Williamsburg	Lynchburg
Overtime 1st Offense	\$5.00	Warning (1)	\$10.00	\$10.00	\$20.00
Overtime 2nd	\$10.00	\$15.00	\$25.00	\$30.00	\$20.00
Overtime 3rd	\$25.00	\$25.00	\$50.00	\$50.00	\$20.00
Overtime 4th	\$50.00	\$35.00	\$50.00	\$50.00	\$20.00
Overtime 5th	\$50.00	\$45.00	\$50.00	\$50.00	\$20.00
Prohibited Zone	\$10.00	\$25.00	\$20.00	\$10.00	\$30.00
Loading Zone	\$10.00	\$25.00	\$15.00	\$10.00	\$30.00
Handicapped Space	\$50.00	\$100.00	\$100.00	\$100.00	\$100.00

(1) Second overtime parking violation issued to same vehicle within six months results in issuance of a second offense. Overtime fine violations reset after six months.

Source: Walker Parking Consultants, 2017

Fredericksburg's fine structure for overtime parking includes a warning for first time offenders. A warning softens the negative impression that parking enforcement generally creates and it educates the parking "consumer" on appropriate parking behavior. Conversely, the second and subsequent fines for overtime parking become much more severe in an attempt to correct, once and for all, that behavior. Like an accelerated fine structure, the warning requires that the parking enforcement program records the violating vehicles license plate into a database for future reference. However, without appropriate field equipment and back office software, that effort becomes extremely cumbersome. For Warrenton, it is recommended that the fines for the overtime parking be increased \$10 for the first violations, \$25 for the second, \$50 for the third and all subsequent violations received by a single vehicle within a one-year period. After which the fine structure resets.

APRIL 4, 2017

PROJECT # 14-4143-00

In addition to personnel costs, the Town must invest in a handheld parking citation enforcement system and the following best management and operating practices are offered. Note that a detailed operating/performance specification or bidding document is not included in this assignment. Nonetheless, the Town will find the following valuable as it revisits this necessary technology. Key to this understanding is the fact that the enforcement devices themselves need not be expensive, heavy, and proprietary; as smartphones and associated software applications (“apps”) can easily (and cheaply) be employed. Note that the cost associated with new devices and software is included in the financial section of this report.

Handheld electronic ticketing device with Bluetooth printer: The enforcement software shall be loaded onto an “Android” mobile phone. The application will be online with the Parking Management Software and will communicate in real-time. The application must be able to:

1. Scan barcode parking passes and verify validity.
2. Capture high-resolution color photos, verbal comments, and GPS coordinates and connect this data to the ticket issued.
3. Integrate in real-time with Pay-by-Phone, Multi-space meters, and on-line single space meters.
4. Repeat violators and “hot list” vehicles will be automatically flagged when entering another ticket.
5. Real-time electronic chalking for time zone enforcement.

Parking Management Software: The parking management software must track the life of the ticket from issuance to payment or adjudication. It will be held on the manufacturers server and accessed through a web portal. The software is fully configurable to the owner’s choices: name, address and phone number of owner, fee rate, rate escalation, and time, etc.

1. Automated upload of mobile tickets.
2. Automated Permit Holder lookup.
3. Automatic fine escalation and late fees.
4. Electronic payment posting.
5. Repeat offender tracking.

Customer Web Portal: The Customer Web Portal is a self-service ecommerce module that connects in real-time to the Parking Management Software. Customers and violators can log in remotely from any browser, smartphone, or tablet and access their account or tickets.

1. Online violation payment.
2. Online violation appeal.
3. If parking permits are utilized, the customer can access their account, post payments, apply for permits, get on a waiting list, etc.

Estimated Costs:

1. Handheld application with Bluetooth printer: \$3,000 purchase per user with contract of \$750.00 per year.

APRIL 4, 2017

PROJECT # 14-4143-00

2. Parking Management Software: \$6,000 per user purchase and contract of \$1,200 per year.
  - a. \$10,000 one-time setup fee with annual contract of \$2,000.
3. Customer Web Portal: \$10,000 purchase.
  - a. \$3,000 one-time setup fee with annual contract of \$2,000.

Investing in these handheld ticket issuance devices would permit the Town to maintain its existing accelerated fine structure but also permit the creation of a first time warning which is ideal for a community with a high volume of “out of Town” visitors and tourists.

Finally, the Town should consider employing mobile license plate recognition (LPR) technology for parking enforcement. LPR has made the enforcement of parking restrictions and permit parking remarkably efficient and cost effective. Mobile LPR utilizes vehicle-mounted cameras that read and record license plate numbers as an enforcement vehicle is driven through the downtown streets, decks, and lots. The cameras are typically placed on the left and right side of the patrol vehicle and record the rear (and/or front) license plates of parked vehicles. The cameras use a series of algorithms to convert the photographic image of a license plate into text data. System software then compares the plate number to the previous enforcement session(s) and/or databases of paid or permitted license plates, to determine if the vehicle has overstayed the time limit, if it has paid, or otherwise has a right to park in that particular location at that particular time. Given that the cost to purchase and outfit a vehicle is approximately \$50,000, it is recommended that the Town delay the decision to purchase this technology until other improvements to the parking program have been initiated, measured, and formalized.

APRIL 4, 2017

PROJECT # 14-4143-00

**EXISTING AND FUTURE PARKING SYSTEM COSTS**

**PARKING MAINTENANCE AND REPAIR**

A visual condition survey of the Town's public parking lots was conducted and used to prepare the ten-year public parking lot repair plan (see Table 6 on the following page). While the majority of the lots were in fair condition requiring only periodic resurfacing and restriping, Lot A (in FY2019) and Lot H (FY2017) required more significant and immediate remediation (grading, milling, resurfacing, and restriping). Funding requirements by year vary from zero to \$264,600, with the total ten-year repair program equaling \$981,900. To fund that repair program and using a ten-year term and a rate of interest of 4.0%, the Town should include in its annual budget \$121,100 per year. This fund will be included in the overall financial analysis but would be in addition to estimates of annual per space operating and maintenance costs which would include utilities, signage installation/maintenance, sweeping, trash removal, and snow removal.

Table 6: Ten-Year Public Parking Lot Repair Plan

Lot	A	B	C	D	E	F	G	H	I	Total by Year
<b>Spaces</b>	129	32	38	87	120	33	75	50	47	<b>611</b>
<b>Sq. Ft.</b>	40,700	10,100	12,000	27,500	37,800	10,400	23,700	15,800	14,900	<b>192,900</b>
<b>2017</b>	\$0	\$6,600	\$7,800	\$17,900	\$0	\$6,800	\$0	\$102,700	\$9,700	<b>\$151,500</b>
<b>2018</b>	\$0	\$0	\$0	\$0	\$82,500	\$0	\$84,800	\$0	\$0	<b>\$167,300</b>
<b>2019</b>	\$264,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$264,600</b>
<b>2020</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>2021</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>2022</b>	\$0	\$9,595	\$11,400	\$34,375	\$0	\$0	\$0	\$10,270	\$18,625	<b>\$84,300</b>
<b>2023</b>	\$26,455	\$0	\$0	\$0	\$0	\$67,600	\$84,800	\$0	\$0	<b>\$178,900</b>
<b>2024</b>	\$0	\$0	\$0	\$0	\$135,135	\$0	\$0	\$0	\$0	<b>\$135,200</b>
<b>2025</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>2026</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Total by Lot</b>	<b>\$291,100</b>	<b>\$16,200</b>	<b>\$19,200</b>	<b>\$52,300</b>	<b>\$217,700</b>	<b>\$74,400</b>	<b>\$169,600</b>	<b>\$113,000</b>	<b>\$28,400</b>	<b>\$981,900</b>

Source: Walker Parking Consultants, 2017

**SYSTEM-WIDE OPERATIONS, MANAGEMENT & MAINTENANCE**

With the exception of municipalities that have a consolidated parking department, parking enterprise fund, or parking authority, organizational structures that require a business like accounting of all related costs and revenues, most municipalities are unaware of the total cost to finance, maintain, manage, enforce, and adjudicate their parking program. Unlike hard unit costs associated with lot repair and rehabilitation or the capital cost to build a space or purchase equipment, costs associated with staff hours dedicated to parking planning, operations, and enforcement are difficult to predict. Using industry guidelines as a base and noting the relative operational simplicity of the Old Town's parking infrastructure, a general annual cost of \$50 per space for on-street parking and \$50 per space for off-street lots will be

APRIL 4, 2017

PROJECT # 14-4143-00

used to estimate the system's overall operating and maintenance (O&M) costs. These costs typically include those items mentioned previously, plus surface maintenance (separate from repair costs), landscaping, landscaping maintenance, storm water mitigation, parking enforcement, ticket appeals/adjudication, employee and residential parking permit administration, related planning and community outreach, and program promotion/education (website and online parking information). Based on the size of the public parking program it is estimated that the annual cost to provide the 561 curbside spaces and 611 off-street spaces equals \$58,600. Recommended annual O&M costs of surface parking is higher and can equal between \$100 and \$150 per space per year but the repair and rehabilitation cost presented on Table 6 covers all anticipated preventive maintenance.

Table 7 presents a ten-year system-wide operating and maintenance cost summary. On-going but potentially unrecognized costs for planning, management, maintenance, and enforcement are combined with cost estimates for recommended parking enforcement staff, enforcement hardware and software, and changes to on- and off-street parking regulations and related signage and wayfinding. Presuming many of these improvements are implemented immediately, the FY2017 parking system O&M costs would equal \$264,050. Depending on the timing and acquisition of additional parking enforcement equipment and technology, those annual costs would vary between \$222,250 and \$276,950.

**Table 7: Ten-Year Parking Operations, Maintenance & Public Parking Lot Repair Plan**

	<b>Debt Payment &amp; Annual O &amp; M Costs</b>					
	<b>FY2017</b>	<b>FY2019</b>	<b>FY2021</b>	<b>FY2023</b>	<b>FY2025</b>	<b>FY2027</b>
<b>Capital / Equipment Amortization</b>						
Surface Lot Repair and Rehab	\$121,100	\$121,100	\$121,100	\$121,100	\$121,100	\$121,100
Parking Signage Fabrication & Installation	\$20,000	\$0	\$0	\$0	\$0	\$0
Handheld Enforcement Device & Software	\$27,950	\$5,950	\$5,950	\$5,950	\$5,950	\$5,950
Enforcement Vehicle & License Plate Recognition	\$0	\$0	\$50,000	\$5,000	\$5,000	\$5,000
<b>Total Capital / Equipment Amortization</b>	<b>\$169,050</b>	<b>\$127,050</b>	<b>\$177,050</b>	<b>\$132,050</b>	<b>\$132,050</b>	<b>\$132,050</b>
<b>Staffing and Benefits</b>						
Public Service Aid (0.6 FTE)	\$30,000	\$30,000	\$31,500	\$33,100	\$33,100	\$36,500
Administrative Assistant (0.2 FTE)	\$6,400	\$6,400	\$6,700	\$7,000	\$7,000	\$7,800
<b>Total Staffing and Benefits</b>	<b>\$36,400</b>	<b>\$36,400</b>	<b>\$38,200</b>	<b>\$40,100</b>	<b>\$40,100</b>	<b>\$44,300</b>
<b>Facility Operations &amp; Maintenance Costs</b>						
Surface Lots	\$30,550	\$43,650	\$45,800	\$48,100	\$48,100	\$53,000
Curbside Spaces	\$28,050	\$15,150	\$15,900	\$16,700	\$16,700	\$18,400
<b>Total Facility Operations &amp; Maintenance Costs</b>	<b>\$58,600</b>	<b>\$58,800</b>	<b>\$61,700</b>	<b>\$64,800</b>	<b>\$64,800</b>	<b>\$71,400</b>
<b>Total Parking Operating &amp; Maintenance Costs</b>	<b>\$264,050</b>	<b>\$222,250</b>	<b>\$276,950</b>	<b>\$236,950</b>	<b>\$236,950</b>	<b>\$247,750</b>
<b>O&amp;M Costs for a Conceptual 300-space Structure (\$25,000 per space)</b>						
Old Town Parking Structure	\$0	\$0	\$150,000	\$154,500	\$159,100	\$168,800
<b>Total O&amp;M Cost with 300-space Structure</b>	<b>\$0</b>	<b>\$0</b>	<b>\$426,950</b>	<b>\$391,450</b>	<b>\$396,050</b>	<b>\$416,550</b>

Source: Walker Parking Consultants, 2017

APRIL 4, 2017

PROJECT # 14-4143-00

Table 7 also includes annual operating and maintenance cost for a conceptual 300-space parking structure simply for purposes of a comprehensive parking O&M financial analysis. Using a recommended \$500 per space per year figure and a FY2021 operating data a new structure would increase O&M costs by \$150,000 with cost of living increases thereafter. Under this scenario, Warrenton's parking program would require annual fund of between \$391,450 and \$426,950. For illustration, the debt service costs for the new 300-space structure has been calculated. Using a \$7.5 million development cost, 4% interest rate, and 20-year term, the annual debt service payment for such a structure would equal \$551,900. Combined, the Old Town's parking program could cost nearly \$1 million annually to finance, operate, maintain, enforce, and adjudicate.

**FINANCIAL SOURCES TO MAINTAIN PARKING PROGRAM**

To ensure that the Old Town parking program will operate in an efficient, effective, and sustainable manner it is paramount that the Town recognize and then dedicate funding to support and maintain this program. A traditional strategy to improve the performance of public on- and off-street parking is also one which by default generates revenue. Fee-based parking management strategies, which include single and multi-space (kiosks) meters, pay-by-cell phone service, central pay stations, and access and revenue control gates and related equipment, when combined with effective planning and enforcement, have proven effective at achieving performance goals. Performance goals, as expressed earlier in the parking management "101" section, create high turnover, short-term activity on commercial streets by encouraging long-term parkers to utilize more peripheral off-street facilities. Conceptually, and using estimates of parking fees, vehicle per space turnover rates, and daily utilization percentages, Walker projected the parking revenue that could be generated by Old Town's core public parking facilities (see Table 8). At present, there are 91 on-street spaces and 190 off-street spaces and 113 of the off-street spaces are for all-day parking. Assuming that 33 spaces in Lot A2 and/or other peripheral facilities could be made "attractive" for long-term parkers then the supply of off-street core spaces would include 110 short-term, a.k.a. transient, and 80 long-term, a.k.a., monthly permit spaces. All periphery parking would remain complimentary.

**Table 8: Estimated Parking Revenue Assuming a Fee-based Management Program in the Core**

	Parking Inventory	Conceptual Performance			Annual Revenue
		Parking Rate	Veh./Space Turnover	10-hr. Utilization	
<b>On-Street</b>					
Transient	91	\$1.00 /hr.	5	80%	\$91,000
<b>Off-Street</b>					
Transient	110	\$0.50 /hr.	3	60%	\$24,750
Monthly	80	\$30.00 /mo.	1	100%	\$28,800
Subtotal	190	---	---	---	\$53,550
<b>Total</b>	<b>281</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>\$144,550</b>

Source: Walker Parking Consultants, 2017



APRIL 4, 2017

PROJECT # 14-4143-00

The \$144,550 annual revenue estimated below does not cover base O&M costs or cost including operating a new parking structure, but it does lessen the funding required from the general fund. More important is the fact that by pricing on- and off-street parking in the core, the spaces in the periphery would become more attractive.

It should be noted that the operating costs presented in Table 7 do not include the cost to purchase or maintain parking meters and/or off-street access and revenue control equipment. A multi-space meter which can manage eight to ten curbside spaces costs roughly \$9,000 each. In Warrenton, we estimate as many as sixty pieces of equipment would be required. Access and revenue control equipment (gates, ticket dispensers, payment stations) cost as much a \$50,000 per installation. That cost presumes full automation and, therefore, no cashiers or related staffing costs are included. Any program that collects coin and credit card revenue will also require staff and associated administrative cost for revenue collection, reconciliation, analysis, and reporting. Additionally, the Town would need to fund an annual equipment maintenance contract with a private equipment/service provider. In short, a full-time parking supervisor position, an 0.5 FTE for administrative assistant, and considerable time/effort from existing Public Works and Finance Department staff would be required. These are organizational changes, equipment acquisitions, and staffing expenditures that are not recommended at this time.

APRIL 4, 2017

PROJECT # 14-4143-00

## CONCLUSION

Old Town Warrenton's public parking program has, at present, a surplus of parking spaces. However, certain lots, curbside areas, and blocks do exhibit levels of stress associated with operational capacity and the ease (or lack of) at finding an available space. The demand for and utilization of "core" on-street and Town owned/operated off-street is particularly significant as an operational surplus of only six spaces was observed versus an operational surplus 281 spaces in peripheral locations. Future known, proposed, and speculative development would increase that stress dramatically and a parking structure with a capacity of 300-spaces would be required.

As this report focuses on parking operational and management recommendations, a site feasibility analysis wasn't included. Instead, the report focused on how current and near-term parking stress could be mitigated through management as opposed to additional supply strategies. The report outlines a number of management and enforcement tasks that, when implemented in a concerted way, would improve the efficiency and effectiveness of the Town's on- and off-street parking program.

Those strategies include but are not limited to replacement of curbside one-hour parking restrictions with two-hours, reducing the number of long-term spaces in core lots, expanding and concentrating the supply of long-term (employee and resident) spaces in peripheral parking lots, unifying the parking directional and wayfinding program, making lot identification and orientation signage more welcoming, and making parking enforcement consistent, fair, but effective through staffing and technology changes.

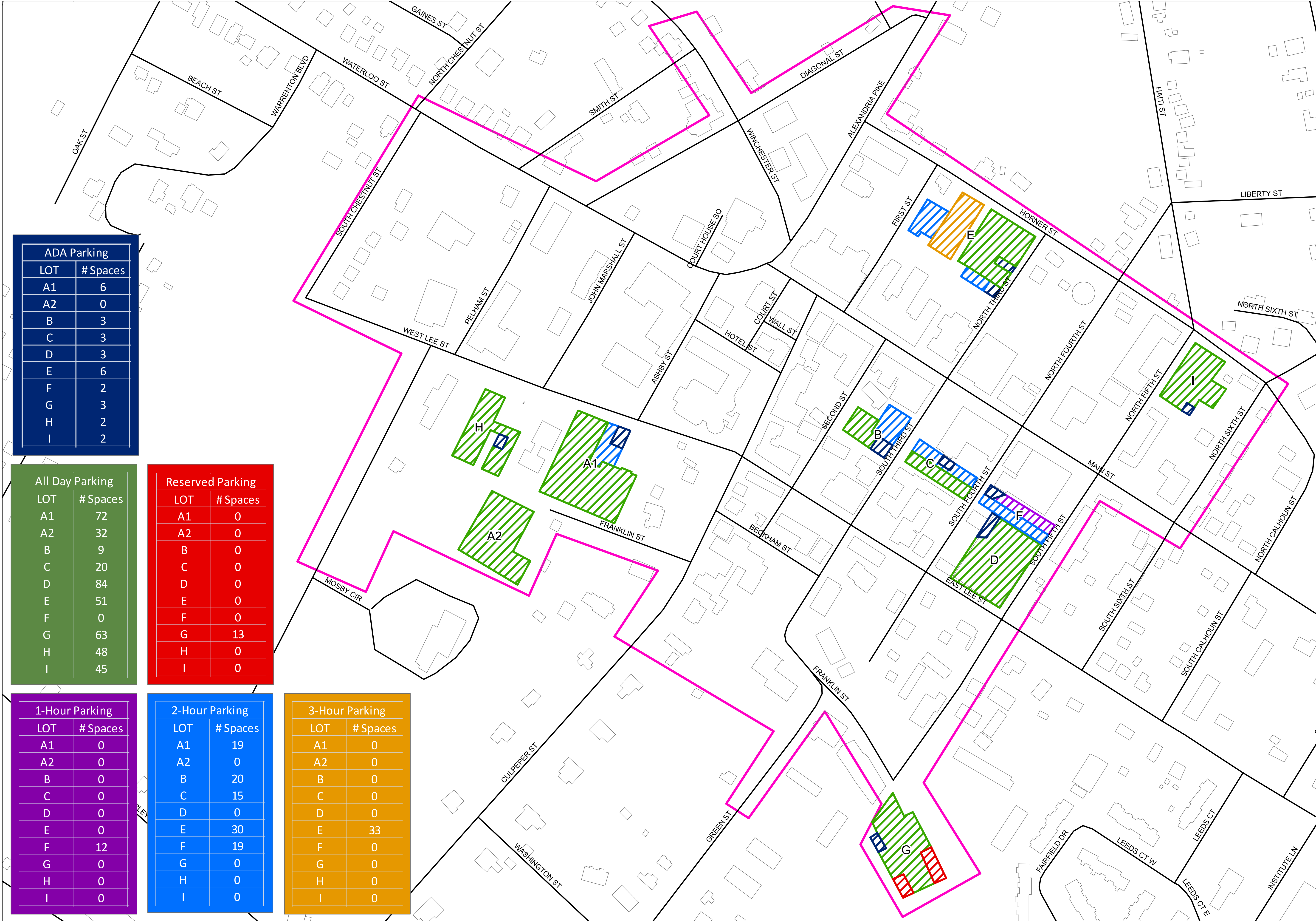
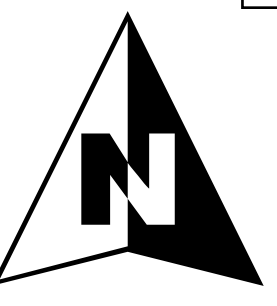
As Fauquier County owns and operations Lot A2 and is a partner with the Town on the ownership and operation Lot A1, it is also recommended that the Town formalize this relationship into a long-term agreement. This is critical given the cost estimate to rehabilitate and maintain those lots. Similarly, the lease agreement with the church for Lot I should also be made more permanent.

Additionally, considering what appears to be deferred maintenance of some of the Town and County's surface lots, the report includes a ten-year surface lot rehabilitation and improvement program. In total, and for the first full year these recommendations are in place, the parking system would cost \$264,050, which is a considerable sum in any environment. However, much of this figure is associated with roles and responsibilities that the Town has been engage in for some time but never quantified in a meaningful way. In comparison to the cost to simply provide more parking (between \$6 and 9 million for a 300-space facility), this annual operating and maintenance cost is modest. More importantly, the increasing complexity of parking needs in Old Town, which includes employees, visitors, residents, delivery vehicles, etc., requires that the Town elevate its parking management program to be as responsive and flexible as possible. This will require financial commitments from the Town's political leadership so as to avoid inefficiency and decay. While a cost neutral parking program would be ideal, the level of operational complexity or market forces behind parking demand are not so compelling in Old Town as to require fee-based management strategies.





# TOWN OF WARRENTON Parking Study



### Legend

- Parking Study Area
- ADA
- All Day
- Reserved
- 1-Hour Parking
- 2-Hour Parking
- 3-Hour Parking
- Building Footprint
- Street

ADA Parking	
LOT	# Spaces
A1	6
A2	0
B	3
C	3
D	3
E	6
F	2
G	3
H	2
I	2

All Day Parking	
LOT	# Spaces
A1	72
A2	32
B	9
C	20
D	84
E	51
F	0
G	63
H	48
I	45

Reserved Parking	
LOT	# Spaces
A1	0
A2	0
B	0
C	0
D	0
E	0
F	0
G	13
H	0
I	0

1-Hour Parking	
LOT	# Spaces
A1	0
A2	0
B	0
C	0
D	0
E	0
F	12
G	0
H	0
I	0

2-Hour Parking	
LOT	# Spaces
A1	19
A2	0
B	20
C	15
D	0
E	30
F	19
G	0
H	0
I	0

3-Hour Parking	
LOT	# Spaces
A1	0
A2	0
B	0
C	0
D	0
E	33
F	0
G	0
H	0
I	0

December 8, 2017

## Sec. 11.3 Number of Parking Spaces Required

All uses shall be subject to the minimum off-street parking requirements established in this section unless modified parking standards are included as a proffer or as a condition of the approval of a special exception or conditionally permitted use, or otherwise modified by provisions of this Zoning Ordinance. Pursuant to the process outlined in Section 3.18 of this ordinance, these parking requirements may be modified by the Town Council.

**Table 11.3 Parking Standards**

Type of Use	Minimum Number of Spaces Required
<b>Residential Uses</b>	
Single-Family Detached	2.0 per dwelling if access to the lot is onto a public street; 3.0 per dwelling if access to the lot is from a private access way.
Single-Family Attached	2.0 per dwelling units if access to the lot is onto a public street; 2.5 per dwelling if access to the lot is from a private access way. For townhouses with a single-car garage the garage shall not be counted as a parking space. For townhouses with a two-car garage, the two-car garage shall count as a single (one) parking space.
Duplex	2.0 per dwelling if access to the lot is onto a public street; 3.0 per dwelling if access to the lot is from a private access way.
Multi-Family	1.5 per dwelling for efficiency and one bedroom units; 2.0 per dwelling for two bedroom units; and 2.5 per dwelling for units with three or more bedrooms. B-1 District Only: 1.0 per dwelling for efficiency and one bedroom units; 1.5 per dwelling for two bedroom units; and 2.5 per dwelling for units with three or more bedrooms.
Housing for Elderly with Central Dining Facilities	1.0 per three dwelling units, plus 1.0 per employee, provided that <u>Zoning Administrator</u> may approve reduced requirements (to as low as 1 per 4 dwelling units) if the housing is provided within 1,320 feet of shopping, personal service and other necessary support services or if on-going vanpool service is provided to residents.
Housing for the Independent Elderly	2.0 per three dwelling units, plus 1.0 per employee.
Tourist Home or Bed and Breakfast	1.0 per sleeping room, plus 2.0 per permanent residence.
Assisted Living Residence	1.0 per three beds, plus 1.0 per employee.
<b>Institutional and Community Service Uses</b>	
Church or <u>Place of Worship</u>	1.0 per four seats design capacity of the principal place of worship; provided, however, that the number required may be provided on an <u>off-site public or private parking lot</u> which is accessory to another use which is not open or operating during the time of weekend services if such parking lot is within 500 feet of the place of worship and sufficient spaces are available without charge by permission of the owners of the lot.
Civic <u>Club</u> or Organization	1.0 per three members, based on maximum anticipated membership.
Hospital	1.0 per two beds, plus 1.0 per staff physician, plus 1.0 per other employee assigned to the major shift.
Library	1.0 per 2.5 patrons, based on the occupancy load, plus 1.0 per employee on the major shift.
Museum or Cultural Center	1.0 per 300 square feet of <u>gross floor area</u> .
Nursery School or <u>Child Care Center</u>	1.0 per staff member or employee, excluding required handicapped spaces.
Nursing Home or Specialized Care Facility	1.0 per four beds.
Park, dog	1.0 per each 1,000 square feet of area of the off-leash dog area.
Postal Service	1.0 per 2.5 patrons based on occupancy capacity, plus 1.0 per employee on the major shift and 1.0 per postal <u>vehicle</u> stored on site.
School, Elementary	1.0 per 25 classroom seats based on maximum design capacity, plus 10 reserved (visitor) parking spaces. <sup>[1]</sup>
School, High School	1.0 per 2.5 classroom seats based on maximum design capacity, plus 20 reserved (visitor) parking spaces. <sup>[1]</sup>
School, Middle	1.0 per 10 classroom seats based on maximum design capacity, plus 15 reserved (visitor) parking spaces. <sup>[1]</sup>
University, College or Similar Educational Institution	1.0 per 1.67 students based on maximum design capacity, plus 20 reserved (visitor) parking spaces. <sup>[1]</sup>
<b>Recreational Uses</b>	
Country Club	1.0 per 4 members, based on maximum anticipated membership.
Golf Course, Public	40 per nine holes, plus 1.0 per employee.
Health or Fitness Club	1.0 per 200 square feet gross floor area.
Swimming Pool	1 per 75 square feet of pool area, plus 1 per 100 square feet of seating area, plus 1 per 4 spectator seats.

[1] Should a school increase in capacity, by any reason including the addition of portable classrooms, additional parking shall be provided in accordance with this Ordinance.

**Table 11.3 Parking Standards**

Type of Use	Minimum Number of Spaces Required
Tennis or Racquet Club	4.0 per court.
<b>Commercial Uses</b>	
Appliance Sales	1.0 per 400 square feet gross floor area.
Auditorium	1.0 per 4 persons maximum occupancy.
Bank or Financial Center	1.0 per 250 square feet gross floor area.
Bowling Alley	4.0 per alley, plus additional spaces for any eating establishment.
Business Service or Supply	1.0 per 300 square feet gross floor area.
Car Wash	1.0 per employee, plus required stacking spaces.
Convenience Store	6.0 per 1,000 square feet gross floor area.
Eating Establishment, Carry Out Only	1.0 per 75 square feet gross floor area.
Eating Establishment, Fast Food	1.0 per 100 square feet gross floor area, plus one additional for every four outside seats. B-1 District Only: First 20 outdoor seats require no parking; thereafter 1.0 per every four outside seats.
Eating Establishment, Sit Down	1.0 per 150 square feet gross floor area.
Electronic Data Storage Center	1.0 per employee.
Funeral Home or Mortuary	1.0 per four seats, plus 1.0 per two employees, plus one reserved for each hearse, ambulance or company vehicle.
Furniture Sales	1.0 per 400 square feet gross floor area.
Hardware Sales	1.0 per 400 square feet gross floor area.
Hotel or Motel	1.0 per room, plus 1.0 per two employees, plus additional spaces for restaurants. B-1 District Only: 1.0 per room
Kennel or Animal Hospital	1.0 per 300 square feet gross floor area.
Landscaping, Lumber or Building Material Sales, Retail	1.0 per 400 square feet gross floor area for display area, plus 1.0 per 1,000 square feet of warehouse area, plus 1.0 per company vehicle.
Medical Clinic	4.0 per examination room, plus 1.0 per physician and employee.
Medical Office	1.0 per 300 square feet gross floor area. B-1 District Only: 1.0 per 400 square feet gross floor area.
Office, General	1.0 per 300 square feet gross floor area. B-1 District Only: 1.0 per 400 square feet gross floor area.
Outdoor Sales	1.0 per 500 square feet of sales area, plus 1.0 per employee.
Outdoor Seating Areas	First 20 outdoor seats are exempt; 1.0 per every four seats thereafter.
Personal Services Establishment	1.0 per 200 square feet gross floor area.
Radio or Television Station	1.0 per 300 square feet gross floor area, plus 1.0 per company vehicle.
Repair Services, Light	1.0 per 300 square feet gross floor area.
Retail Sales, General	1.0 per 200 square feet gross floor area for the first 10,000 square feet, plus 4.0 per each additional 1,000 square feet of gross floor area. B-1 District Only: 1.0 per 285 square feet gross floor area.
Service Station, Automotive	2.0 per service bay, plus 1.0 per employee, plus additional spaces, as required herein, for any auxiliary uses such as convenience food sales.
Shopping Center	Same as for general retail sales, plus additional space, as required herein, for offices, theatres and eating establishments.
Theatre, Indoor	1.0 per 3.0 seats.
Wholesale Trade Establishment	1.0 per 1,000 square feet gross floor area, plus 1.0 per company vehicle.
Vehicular Sales or Rental, Motorcycles	1.0 per 500 square feet enclosed sales areas, plus 1.0 per two (2) service bays, plus 1.0 per employee and 1.0 per 1,000 square feet of open sales area.
Vehicular Sales or Rental	1.0 per 500 square feet enclosed sales area, plus 2.0 per service bay, plus 1.0 per employee, plus 1.0 per 2,500 square feet of open sales area.
Vehicle Service Facility, Motorcycles	1.0 per 200 square feet enclosed sales areas, plus 1.0 per two (2) service bays, plus 1.0 per employee.
Vehicle Service Facility	1.0 per 200 square feet of sales area, plus 2.0 per service bay, plus 1.0 per employee.
<b>Industrial, Trade and Warehouse Uses</b>	
Building Contractors and Similar Trades and Services	1.0 per 500 square feet gross floor area, plus 1.0 per company vehicle.
Heavy Equipment Sales	1.0 per 500 square feet enclosed sales area, plus 2.0 per service bay, plus 1.0 per employee, plus 1.0 per 2,500 square feet of open sales area.
Mini-Warehouse Facility	4.0 per 1,000 square feet gross floor area of office space, plus 1.0 per employee, plus 2.0 for resident manager quarters.
Printing or Publishing, Major	1.0 per 1,000 square feet gross floor area, or 1.0 per employee, whichever is more.

[1] Should a school increase in capacity, by any reason including the addition of portable classrooms, additional parking shall be provided in accordance with this Ordinance.

**Table 11.3 Parking Standards**

Type of Use	Minimum Number of Spaces Required
Research & Development or Production Facility	1.0 per 1,000 square feet gross floor area, or 1.0 per employee, whichever is more.
Warehousing Facility or Freight Terminal	1.0 per 1,000 square feet gross floor area, or 1.0 per employee, whichever is more.
<b>Utility Uses</b>	
Utility Facility, Major	1.0 per employee, plus 1.0 per company vehicle.
Utility Facility, Minor	Adequate parking for the emergency maintenance of utility facility, minimum of 2.0 plus 1 loading space with maneuvering room for 50-foot vehicle.

[1] Should a school increase in capacity, by any reason including the addition of portable classrooms, additional parking shall be provided in accordance with this Ordinance.



# TOWN OF WARRENTON

Item 2.

POST OFFICE DRAWER 341  
WARRENTON, VIRGINIA 20188-0341  
www.warrentonva.gov  
TELEPHONE (540) 347-1101  
FAX (540) 349-2414

March 15, 2017

John McAuliff  
97 Culpeper St  
Warrenton, VA 20186

*Re: Special Use Permit (SUP 2016-06) Application for Bed and Breakfast at 97 Culpeper Street (GPIN 6984-32-7714-000)*

**Dear Mr. McAuliff:**

On March 14, 2017, the Town Council voted 4-1-2 (Mr. Burnett nay, Mr. Hamby and Mr. Polster absent) to approve Special Use Permit 2016-06, Bed and Breakfast at 97 Culpeper Street, per the attached conditions dated March 14, 2017.

As noted in the conditions, a fire safety inspection will be required prior to this issuance of a business license for the Bed and Breakfast. If you have any questions, please do not hesitate to contact me at 540-347-2405.

Respectfully,

**Brandie M. Schaeffer**  
Director of Community Development  
Zoning Administrator  
Town of Warrenton

Attachment: Conditions of Approval

CC: File

Conditions dated March 14, 2017

**PROPOSED CONDITIONS****Owner: Beatrice M. McDonnell Revocable Trust****Applicant: John C. McAuliff****Special Use Permit: SUP 2016-06****Address: 97 Culpeper Street****GPIN 6984-32-7714-000 (the "Property")****Special Use Permit Area: +/-0.91 acres****Zoning: R-6, Residential****Date: March 14, 2017**

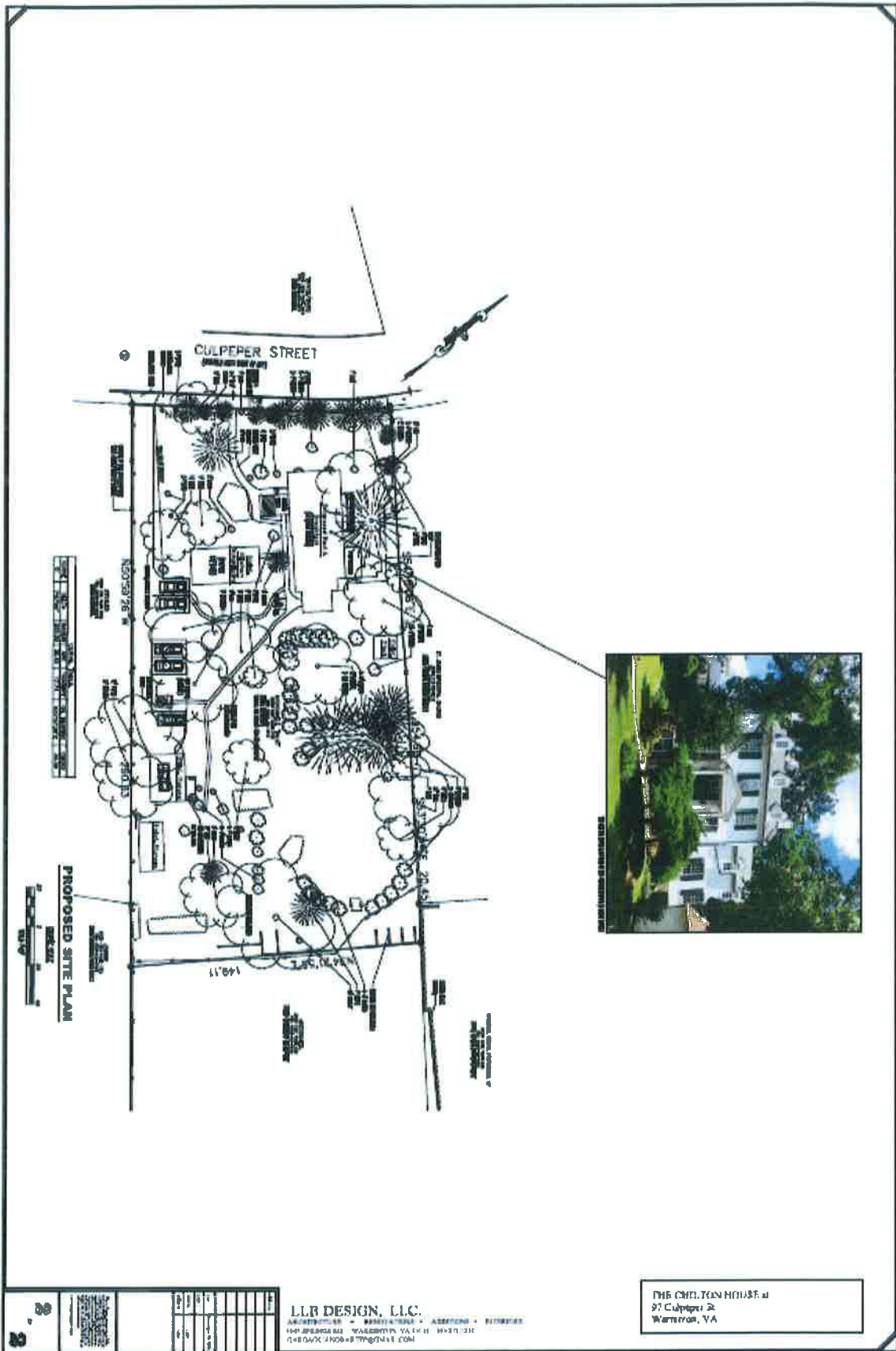
In approving a Special Use Permit, the Town Council may impose such conditions, safeguards and restrictions as may be necessary to avoid, minimize or mitigate any potentially adverse or injurious effect of such special uses upon other properties in the neighborhood, and to carry out the general purpose and intent of this Ordinance. The Council may require a guarantee or bond to ensure that conditions imposed will be complied with. All required conditions shall be set out in the documentation approving the Special Use Permit (SUP).

1. Site Development - The property shall be developed in substantial conformance with these conditions and the Chilton House Special Use Permit Plan, dated on December 13, 2016, prepared by LLB Design, LLC.
2. Use Parameters
  - a) Special Use Permit Area – The Special Use Permit shall apply to the entire +/-0.91 acre property.
  - b) Maximum Guest Rooms – The maximum number of rooms for paying guests shall not exceed four rooms.
  - c) Use Limitations – The owner of the premises shall reside in and manage the establishment, as per Article 9-5.1.1.
  - d) Noise – Property shall adhere to Article 9-14 Performance Standards for all Non-Residential Uses and Town Code provisions relating to disturbing the peace.
  - e) Review – There shall be an administrative review for compliance of SUP conditions every three years.
  - f) Ownership – The applicant shall provide proof of property ownership prior to issuance of a Business License or Certificate of Occupancy.
  - g) Events – There shall be no events. Events are gatherings open to the public, or for exchange of funds and/or services. No event or gathering shall occur that would not naturally occur in the R-6 use. This condition shall prevail when in conflict with other provisions or codes.

**Conditions dated March 14, 2017**

3. ADA Accessibility – The applicant shall provide a means of ingress and egress from the designated handicapped parking spot to an accessible point of entry into the Bed and Breakfast.
4. Refuse Storage Area – Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that prohibit viewing this area from adjoining properties and public rights-of-way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin.
5. Environment – All landscaping shall be native and drought-resistant, or other species as may be approved on the final site plan(s).
6. Lighting – Building mounted security lighting, which is full cut-off and directed toward the building and in compliance with the Zoning Ordinance, shall be permitted. Ground mounted lighting of the building shall be directionally shielded in accordance with the Zoning Ordinance, so as to minimize glare, sky glow and light trespass. Lighting should remain residential in nature when possible and not compromising safety.
7. Transportation – The applicant shall ensure that any vehicles associated with the use do not obstruct the travel ways, fire lanes, adjoining road network, landscaped areas, or parking spaces as shown on the Special Use Permit Plan.
8. Water – The fixtures shall remain residential. No flush valve toilets are permitted, only standard residential tank toilets. At time of building permit submission for additional fixtures, the owner shall submit a fixture count/Gallons Per Minute demand to assist in determining the need for an increased meter size. All cost associated with the request shall be borne by the owner.
9. Fire and Rescue – A fire safety inspection shall be performed and any concerns derived from the inspection shall be addressed before a business license is approved for the site. The applicant is encouraged to examine opportunities for fire safety compliance and monitoring systems.

# Attachment C – Special Use Permit Plan Dated December 13, 2016



May 19, 2026  
Planning Commission  
Public Hearing

**ZOTA-26-1 – A RESOLUTION TO RECOMMEND APPROVAL OF A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLE 3 TO ALLOW HOTELS OF UP TO 30 OR 40 ROOMS, AS WELL AS CLUBS AND LODGES, AS BY-RIGHT USES IN THE CENTRAL BUSINESS DISTRICT**

**WHEREAS**, Warrenton, VA (Hereinafter "the Town") is a municipal corporation located within the County of Fauquier; and

**WHEREAS**, the Warrenton Town Council (Hereinafter "Council") may, by ordinance, amend, supplement, or change the regulations of the Zoning Ordinance of the Town whenever the public necessity, convenience, general welfare or good zoning practice may require such an amendment; and

**WHEREAS**, such an amendment was initiated by resolution of Council in accord with the procedures and requirements of Section 11-3.9 of the Zoning Ordinance on April 14, 2026; and

**WHEREAS**, on April 21, 2026 the Town of Warrenton Planning Commission held a work session to discuss the text amendment to allow Hotels of up to 30 or 40 rooms as a Permitted Use (by-right) per Section 3-4.11.2 of the Zoning Ordinance; and

**WHEREAS**, on May 19, 2026 the Town of Warrenton Planning Commission held a public hearing on this matter; and

**WHEREAS**, the Town of Warrenton Planning Commission finds that per the Code of Virginia §15.2-2286(A)(7) this text amendment is in the best interest of public necessity, convenience, general welfare, and good zoning practice; now, therefore, be it

**RESOLVED**, by the Town of Warrenton Planning Commission on this 19<sup>th</sup> day of May, 2026, that the Commission hereby recommends APPROVAL of the following text amendment to Article 3 of the Town of Warrenton Zoning Ordinance as set forth herein.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Community Development Director,  
Town Attorney

**ATTEST:** \_\_\_\_\_  
Town Recorder

## Article 3 Zoning Districts and Map

Amended by Town Council: **March 11, 2008**  
**February 12, 2013**  
**April 12, 2016**  
**June 14, 2016**  
**August 9, 2016**  
**December 11, 2018**  
**August 11, 2020**  
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### Contents (Sections)

- 3-1 Zoning Districts Established
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  - 3-1.2 Overlay Districts
- 3-2 Zoning Map
- 3-3 Zoning District Boundaries
- 3-4 Requirements for Base Zoning Districts
  - 3-4.1 R-15 Residential District
  - 3-4.2 R-10 Residential District
  - 3-4.3 R-6 Residential District
  - 3-4.4 RT Residential Townhouse District
  - 3-4.5 RMF Residential Multifamily District
  - 3-4.6 R-40 Residential District
  - 3-4.7 R-E Residential District
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  - 3-4.9 PSP Public-Semi-Public Institutional District
  - 3-4.10 C Commercial District
  - 3-4.11 CBD Central Business District
  - 3-4.12 I Industrial District
- 3-5 Requirements for Overlay Zoning Districts
  - 3-5.1 FPD - Floodplain District
  - 3-5.2 PUD - Planned Unit Development District
  - 3-5.3 HD - Historic District

### 3-4.11.2 Permitted Uses (by-right)

- Accessory buildings
- Apartments
- Banks and other financial institutions, but not drive-in facilities
- Broadcasting stations
- Churches
- Cleaning and pressing shops limited to six (6) pressing machines, and four (4) dry cleaning machines
- Clinics - outpatient care only
- Clubs & Lodges
- Community buildings
- Historic shrines and museums
- Home Occupations
- Hotels of up to 30 or 40 rooms
- Institutional buildings
- Medical and dental offices/clinics
- Mixed Use structures
- Mobile Food Vendors subject to Article 9-24
- Offices for business or professional use
- Off-street parking and load subject to Article 7
- Open space subject to Article 9
- Parking lots, in accord with supplemental regulations in Article 9 and parking lot standards, Article 7
- Personal service stores not exceeding three thousand (3,000) square feet in gross area, or within an existing space legally used for such purposes within the previous five years.
- Restaurants, without drive-in facilities
- Retail service stores not exceeding three thousand (3,000) square feet in gross area, or within an existing space legally used for such purposes within the previous five years
- Signs subject to Article 6
- Single-family detached dwelling units
- Studios and Trade Schools
- Theaters
- Townhouses and duplexes
- Utilities related to and necessary service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution of communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit
- Vending machines

**3-4.11.3 Permissible Uses** (by special use permit upon approval of the Town Council)

- Active and passive recreation and recreational facilities
- Child care center, day care center, or nursery school
- ~~- Clubs and lodges~~
- Commercial parking lots and garages
- Commercial recreational establishments
- Drive-through facilities for banks and financial institutions
- Emergency housing
- Farmers markets
- Funeral homes
- Health and Fitness Facilities
- Hotels and motels, not exceeding seventy-five (75) rooms
- Hotels, Inns, Bed & Breakfasts, and Tourist Homes
- Medical centers and laboratories
- Parks and playgrounds.
- Printing establishments in excess of 3,000 square feet in gross area
- Rental service establishments, with no outside equipment storage.
- Retail, personal or business services, office, or restaurants in dwellings or apartment buildings
- Schools, including trade schools
- Small equipment sales and/or service operations
- Taxicab stands
- Water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, and substations, and cable television facilities and accessory buildings

May 19, 2026  
Planning Commission  
Public Hearing

**ZOTA-26-1 - A RESOLUTION TO RECOMMEND DENIAL OF A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLE 3 TO ALLOW HOTELS OF UP TO 30 OR 40 ROOMS, AS WELL AS CLUBS AND LODGES, AS BY-RIGHT USES IN THE CENTRAL BUSINESS DISTRICT**

**WHEREAS**, Warrenton, VA (Hereinafter "the Town") is a municipal corporation located within the County of Fauquier; and

**WHEREAS**, the Warrenton Town Council (Hereinafter "Council") may, by ordinance, amend, supplement, or change the regulations of the Zoning Ordinance of the Town whenever the public necessity, convenience, general welfare or good zoning practice may require such an amendment; and

**WHEREAS**, such an amendment was initiated by resolution of Council in accord with the procedures and requirements of Section 11-3.9 of the Zoning Ordinance on April 14, 2026; and

**WHEREAS**, on April 21, 2026 the Town of Warrenton Planning Commission held a work session to discuss the text amendment to allow Hotels of up to 30 or 40 rooms, Clubs and Lodges, as well as Inns, Bed and Breakfasts, and Tourist Homes as Permitted Uses (by-right) per Section 3-4.11.2 of the Zoning Ordinance; and

**WHEREAS**, on May 19, 2026 the Town of Warrenton Planning Commission held a public hearing on this matter; and

**WHEREAS**, the Town of Warrenton Planning Commission finds that per the Code of Virginia §15.2-2286(A)(7) this text amendment is not the best interest of public necessity, convenience, general welfare, and good zoning practice; now, therefore, be it

**RESOLVED**, by the Town of Warrenton Planning Commission on this 19<sup>th</sup> day of May, 2026, that the Commission hereby recommends DENIAL of text amendment ZOTA-26-1.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Community Development Director,  
Town Attorney

**ATTEST:** \_\_\_\_\_  
Town Recorder

May 19, 2026  
Planning Commission  
Public Hearing

**ZOTA-26-1 – A RESOLUTION TO RECOMMEND APPROVAL OF A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLE 3 TO ALLOW HOTELS OF UP TO 30 OR 40 ROOMS, CLUBS AND LODGES, AS WELL AS INNS, BED AND BREAKFASTS, AND TOURIST HOMES AS BY-RIGHT USES IN THE CENTRAL BUSINESS DISTRICT**

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**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

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**For Information:**

Community Development Director,  
Town Attorney

**ATTEST:** \_\_\_\_\_  
Town Recorder

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- Historic shrines and museums
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- Hotels of up to 30 or 40 rooms
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**3-4.11.3 Permissible Uses** (by special use permit upon approval of the Town Council)

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- Small equipment sales and/or service operations
- Taxicab stands
- Water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, and substations, and cable television facilities and accessory buildings



# ZOTA-26-1

## A Zoning Ordinance Text Amendment affecting Hotels, Clubs and Lodges in the Central Business District

Planning Commission Public Hearing  
May 19, 2026

# Text Amendment – ZOTA-26-1

A text amendment to allow as Permitted, by-right uses in the Central Business District (CBD):

- Hotels of up to 30 or 40 Rooms
- Clubs & Lodges

## Process:

- Initiated by Town Council on April 14, 2026
- Planning Commission Work Session April 28, 2026
- Planning Commission Public Hearing May 19, 2026

The Planning Commission must make a recommendation to Town Council by no later than 100 days after the first meeting.

100-day deadline:  
August 6, 2026

Potential Planning Commission meeting dates for final recommendation:  
Tuesday, July 21, 2026  
Tuesday, July 28, 2026

# Zoning Ordinance Regulations – Article 3

Item 2.

## Current Zoning Ordinance Provisions

### Section 3-4.11.3 Permissible Uses

Requires the approval of a Special Use Permit by Town Council

#### ➤ *A Legislative Approval Process*

- Clubs and Lodges
- Hotels and Motels, not exceeding 75 Rooms

## Proposed Zoning Ordinance Provisions

### Section 3-4.11.2 Permitted Uses

By-Right Uses - Requires Site Plan, Zoning & Building Permits

#### ➤ *An Administrative Approval Process*

- Clubs and Lodges
- Hotels of up to 30 or 40 Rooms

### Section 3-4.11.3 Permissible Uses

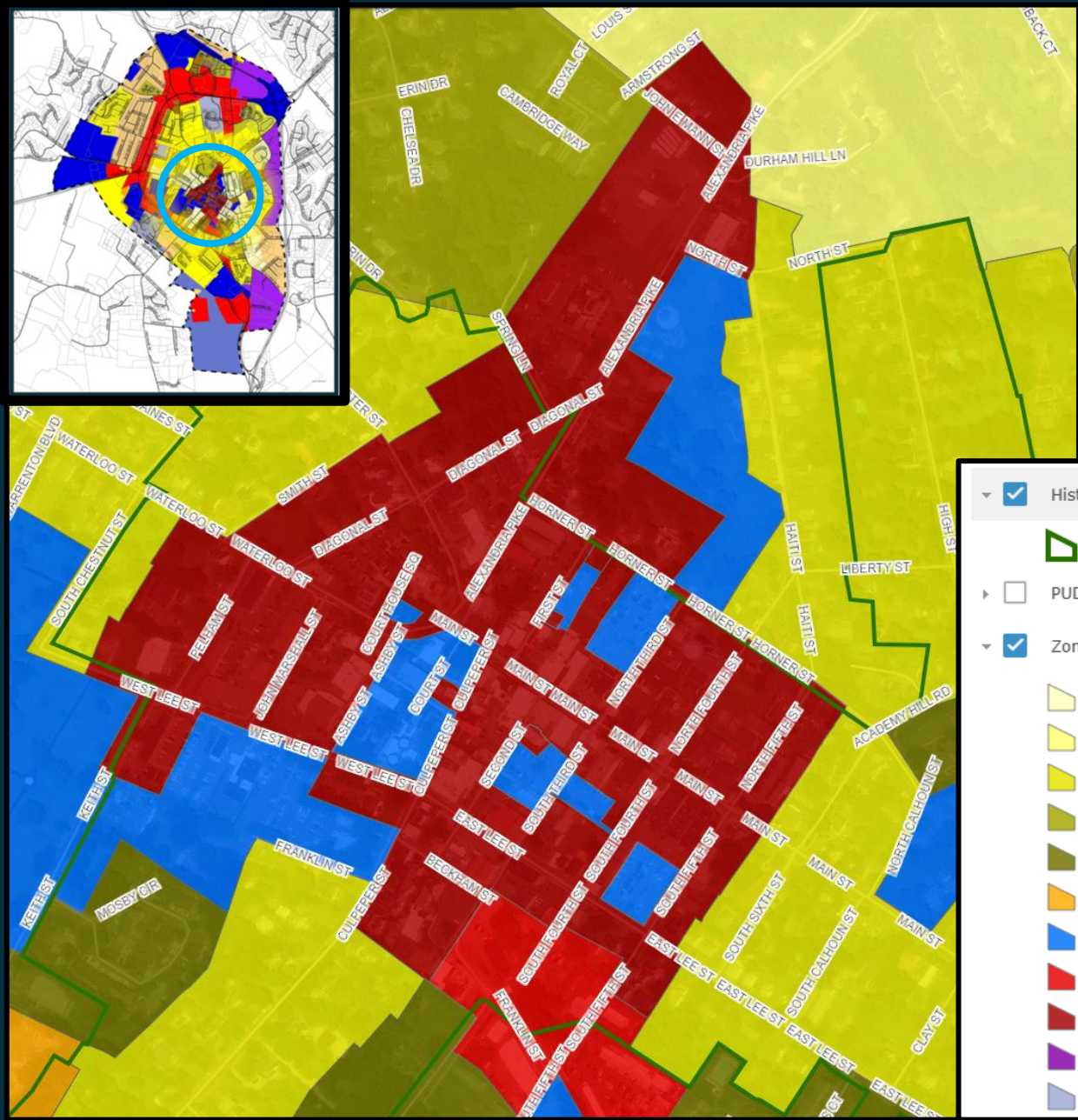
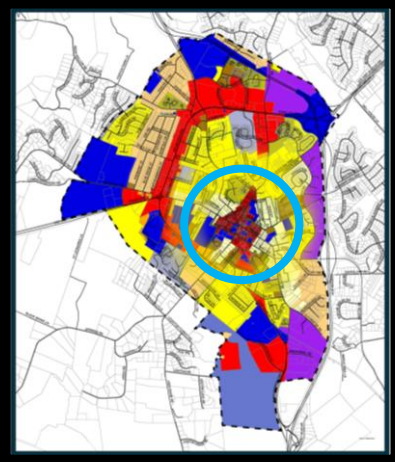
Requires the approval of a Special Use Permit by Town Council

#### ➤ *A Legislative Approval Process*

- Hotels and Motels, not exceeding 75 Rooms

# Central Business District

- ❖ 264 Parcels
- ❖ Established in 1976
- ❖ Most lots are within the Historic District



Historic District Overlay

PUD Overlay

Zoning Districts

- R-15
- R-10
- R-6
- RT
- RMF
- RO
- PSP
- C
- CBD
- I
- PUD

## Legislative Intent of the District Z.O. Section 3-4.11.1

- Re-Use of Existing Buildings
- Preservation of Character
- Pedestrian Environment
- Mixed Uses
- Design Uniformity
- Adequate Parking

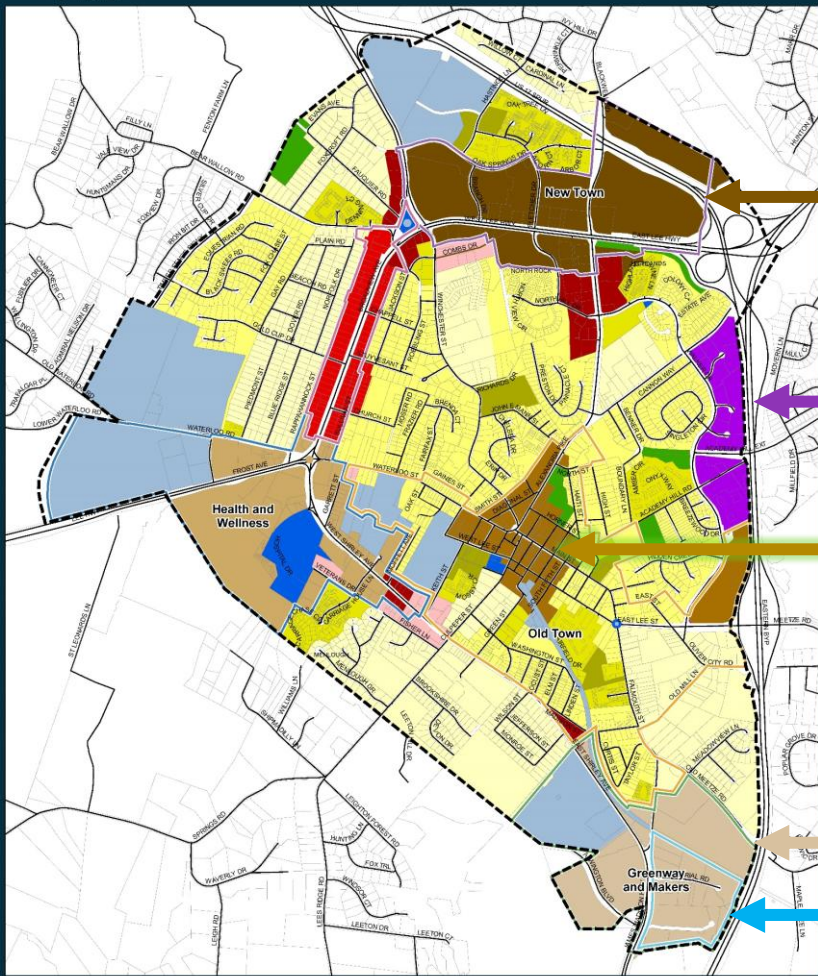
# Future Land Use Map

## Comprehensive Plan – Plan Warrenton 2040

Current Zoning Map – Industrial District

Future Land Use Map:

- New Town Character District/New Town Mixed Use
- Light Industrial
- **Old Town Character District/Old Town Mixed Use**
- Greenway & Makers Character District/Greenway and Wellness Mixed Use
- Makers Character District



<b>Legend</b>			
<b>Character Districts</b>	Makers District	Re-Planned Commercial	Park
Greenway and Makers District	<b>Future Land Use</b>	Commercial	Public/Semi-Public Non-Intensive
Health and Wellness District	Greenway and Wellness Mixed Use	Light Industrial	Public/Semi-Public Intensive
New Town District	Health and Wellness Mixed Use	Low Density Residential	<b>Other Features</b>
Old Town District	Old Town Mixed Use	Medium Density Residential	
<b>Overlay Districts</b>	New Town Mixed Use	High Density Residential	Street
Broadview Commercial District	Office	Live-Work Neighborhood	Town of Warrenton Boundary

July 6, 2021

Source:  
Town of Warrenton  
& Fauquier County



# Old Town Character District

## Comprehensive Plan – Plan Warrenton 2040



Warrenton will continue to promote Old Town as the signature, cultural, social, and historic hub. The Town will encourage infill housing and other adaptive reuse of structures to bring more foot traffic to Old Town, but maintain the historic character and scale.

# Zoning Ordinance Regulations – Article 3

Item 2.

## Current Zoning Ordinance Provisions

### Section 3-4.11.3 Permissible Uses

Requires the approval of a Special Use Permit by Town Council

#### ➤ *A Legislative Approval Process*

- Clubs and Lodges
- Hotels and Motels, not exceeding 75 Rooms

## Proposed Zoning Ordinance Provisions

### Section 3-4.11.2 Permitted Uses

By-Right Uses - Requires Site Plan, Zoning & Building Permits

#### ➤ *An Administrative Approval Process*

- Clubs and Lodges
- Hotels of up to 30 or 40 Rooms

### Section 3-4.11.3 Permissible Uses

Requires the approval of a Special Use Permit by Town Council

#### ➤ *A Legislative Approval Process*

- Hotels and Motels, not exceeding 75 Rooms

# Zoning Ordinance Regulations – Article 12

## Use Category Definitions

- **Hotel:** A facility offering transient lodging accommodations for ten or more individuals on a daily rate and providing additional services, such as restaurants, meeting rooms, and recreational facilities (also see Motel).
- **Motel:** A building or group of two (2) or more detached or semi-detached buildings containing rooms or apartments having separate entrances provided directly or closely in connection with automobile parking or storage space serving such rooms or apartments, which building or group of buildings is designed, intended, or used principally for the providing of sleeping accommodations for automobile travelers and is suitable for occupancy at all seasons of the year.
- **Club:** Buildings and/or facilities owned and operated by a corporation, association, or persons, which serves as a gathering place for a group of individuals organized for a common purpose to pursue common goals, interests, or activities and characterized by certain membership qualifications, payment of fees and dues, regular meetings, and a constitution of by-laws.
- **Lodge:** (see Club)

# Zoning Ordinance Regulations – Article 7

## Required Minimum Parking

### Minimum Number of Spaces are Based off of:

- Closest-Available Use Category; or
- Parking Demand Information Provided by Applicant; or
- Research by Staff

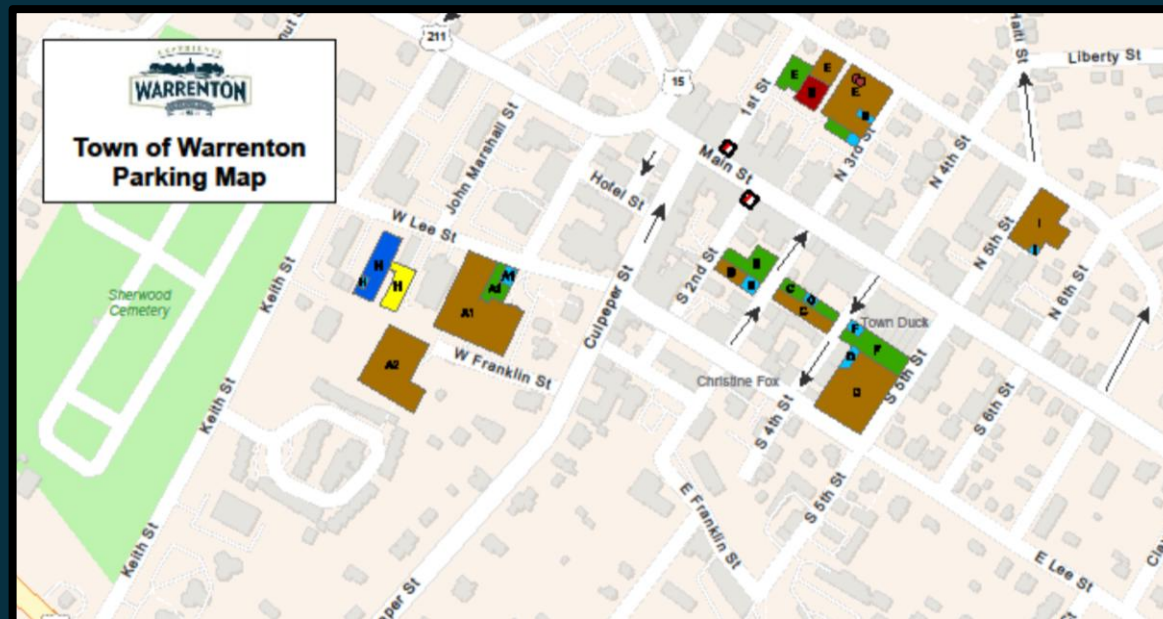
Use Category	Minimum Parking Requirement	Ordinance Section
Hotel or Motel	One (1) space per room, plus one (1) space for each employee calculated for the work period containing the largest number of employees, plus additional spaces for restaurants.	Sec. 7-6 Commercial Uses
Restaurants, Sit Down	One (1) space per two hundred fifty (250) square feet of gross floor area.	Sec. 7-6 Commercial Uses
Civic Club or Org.	One (1) space per four (4) members, based on the designed occupancy load.	Sec. 7-4 Institutional and Community Service Uses
Country Club	One (1) space per four (4) members, based on the designed occupancy load.	Sec. 7-5 Recreational Uses

# Zoning Ordinance Regulations – Article 7 Required Minimum Parking

## Special Parking Considerations for the Central Business District

- Section 7-9.1 – 25% Reduction if the use is within 500 feet of another off-site parking lot.
- Section 7-9.2 – 25% Reduction if the applicant contributes to the Downtown Parking Fund\*
- Section 7-13 – 100% Reduction if the use is within 300 feet of a Town-owned parking lot.

\* A parking fund is provided for in the Zoning Ordinance, but a fund has not been adopted by Town Council.



# Ordinance Comparison

## *Neighboring Towns*

### Town of Purcellville

- Hotels are permitted by-right in the mixed used and neighborhood scale districts (C-1, MC, C-4).

### Town of Culpeper

- Consumer Service – Indoor is permitted by-right in all mixed use districts (MX, NC, C)

### Town of Leesburg

- Hotels and Motels are permitted with the approval of a Special Exception in the Community (Downtown) Business District (B-1).

# Work Session Questions & Research Results

Item 2.

## **How was the Chilton House bed and breakfast approved? Have there been any complaints about the use?**

- The Chilton House, located at 97 Culpeper Street, was approved via Special Use Permit, case number SUP-16-06 on March 14, 2017. The approved use was for a Bed and Breakfast, with an approval condition that an owner/operator must reside on site. Currently, the business operates as the Chilton House Suites, with the main 'Manor' containing 5 bedrooms, and the 'Cottage' containing 2 bedrooms, each able to be rented out either separately or together. Per the business website, the business currently operates without an operator on-site, with no breakfast service, and all booking handled remotely. No records of complaints about this use were located.

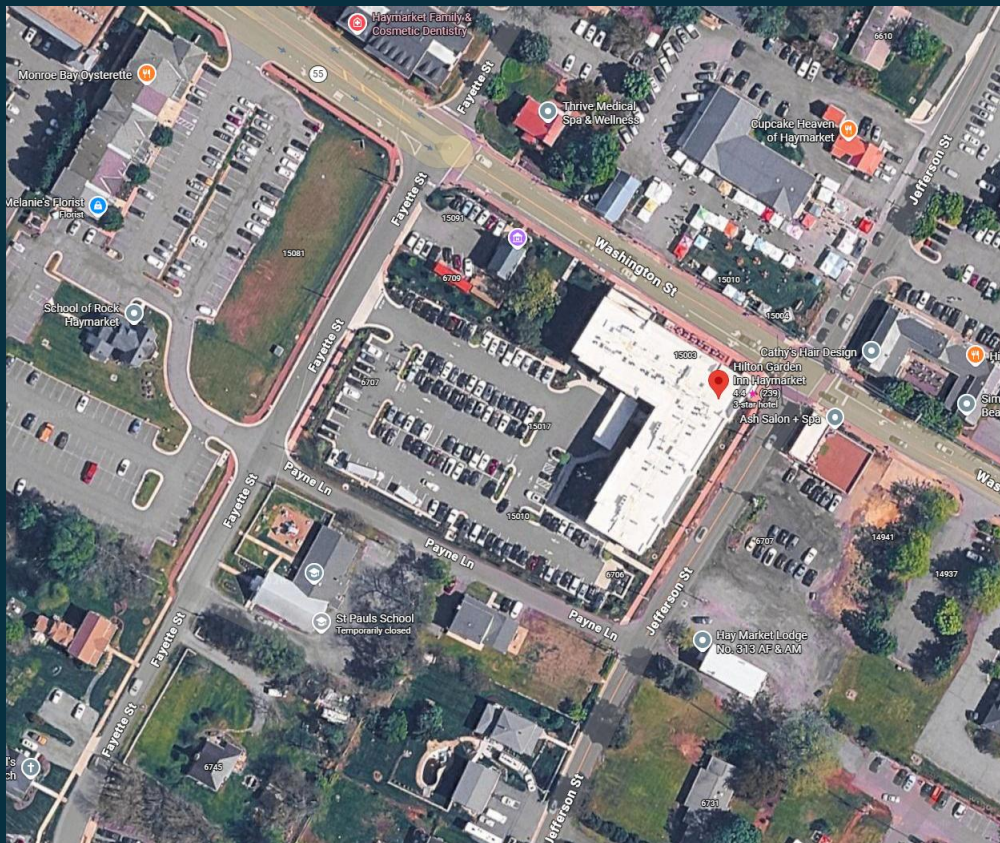
## **What is the small hotel located off of Davis Street in Culpeper?**

- The hotel is operated as 'Suites at 249', located at 249 East Davis Street, and includes 6 'suites' (one suite has two bedrooms). The business is advertised as a 'contactless' and 'concierge-less' 'boutique hotel', where all booking and inquiries are handled remotely, with no on-site operator. There are no designated parking spaces, except for the one 2-bedroom suite, which has 2 dedicated on-site parking spaces; all other guest parking uses the public parking spaces available in the East Davis Street area.

# Work Session Questions & Research Results

**There is a hotel located in Haymarket (Hilton Garden Inn), in the Haymarket area that is equivalent to the Town's Old Town/CBD district – does this hotel provide on-site parking?**

- The Hilton Garden Inn is located at 15001 Washington Street, adjacent to the Haymarket Museum. The 4-story hotel offers free parking on their website, and aerial maps show approximately 129 on-site parking spaces.



# Work Session Questions & Research Results

Item 2.

## **If someone were to construct a new hotel building in the CBD district, how tall could the building be?**

- The CBD district allows for new buildings to be constructed up to a maximum of 45 feet in height by-right; a building could be constructed up to 75 feet in height with the approval of a Special Use Permit from Town Council. Given that a non-residential floor is generally about 12 feet, this would allow a building of about 3 to 4 stories tall by-right, and up to 6 or 7 stories with approval of a SUP.

## **Are Town water and sewer utilities adequate for hotels? How is this determined by the Public Utilities staff? Would water and sewer use be different for hotels as compared to restaurants or offices?**

- Per the Public Utilities Director, Mr. Steven Friend, generally, each proposed use has to be looked at individually for the size/activity/intensity. However, the average water/sewer use for a hotel is calculated by staff at 100 gallons per day, per room/guest. Higher star hotels can use more daily, but the average amount used for estimation purposes is 100 gallons per day, per room/guest. Whether a hotel will use more or less water/sewer than a restaurant or office cannot be answered unless the size and type of the restaurant/office/hotel is known. However, as long as the proposed usage is not more than what the current usage amount is, there would be sufficient water/sewer capacity for one or more buildings converted into a hotel.

# Work Session Questions & Research Results

**Please provide the parking demand/availability study that was completed as a part of the CBD density text amendment.**

- In 2017 Walker Parking Consultants prepared a Parking Management Plan, that looked at both the “core” Old Town area, as well as a larger “periphery” area. The report found that currently there is a small operational surfeit of parking spaces in the core Old Town area during the peak use period of weekday “office hours”, 8am-5pm, with more open parking spaces during evening and weekend time periods. The report detailed that while there is currently a small operational surfeit during the current peak weekday hours, that full development/redevelopment of the old town area would generate more parking demand than is currently available, necessitating either the Town constructing additional parking facilities, or a greater reliance on privately-owned parking areas.

**What is the typical traffic generated by a restaurant or hotel?**

- According to the ITE Trip Generation Manual, 11<sup>th</sup> Edition, the time when the most vehicle trips are generated by either a hotel or a restaurant is in the afternoon and evening hours. There is a second morning peak, associated with hotel check-outs, however the larger traffic generator is during the late afternoon and evening for restaurant diners and hotel check-ins. Per the ITE Manual, restaurants and hotels typically generate the following vehicle trips:

Hotel = 0.59 vehicle trips per hour, per room

Fine Dining Restaurant = 7.8 vehicle trips per hour, per 1,000 square feet of gross floor area

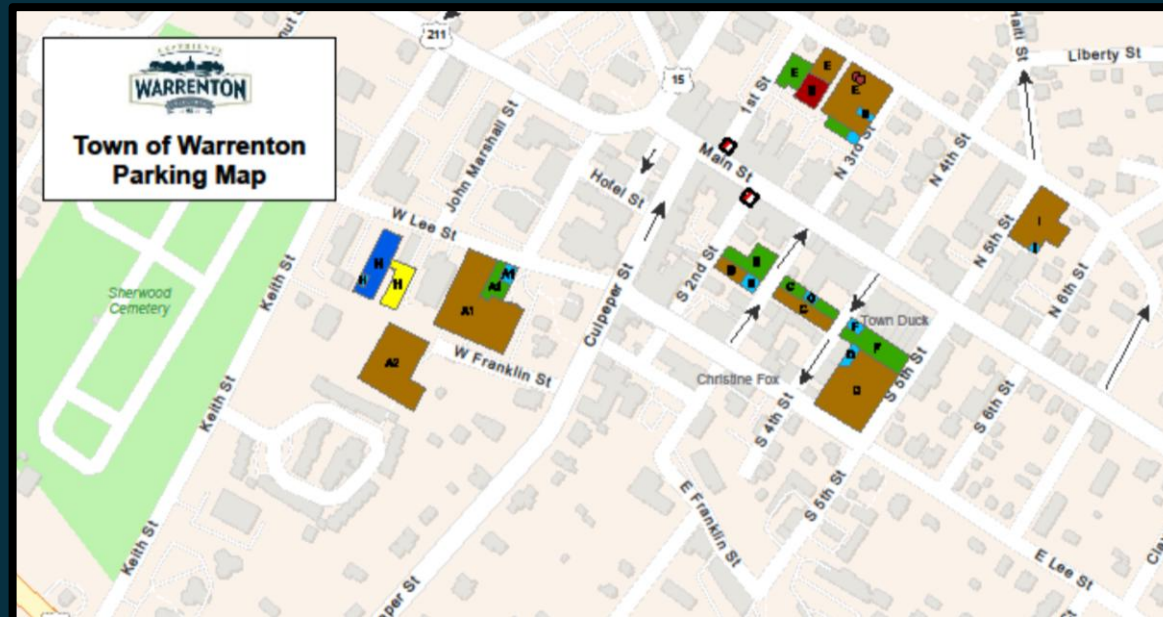
High Turnover (sit-down) Restaurant = 9.05 vehicle trips per hour, per 1,000 square feet of gross floor area

As an example, a hotel with 40 rooms would generate approximately 23.6 vehicle trips during the hour with the highest amount of traffic – usually during the late afternoon or evening check in period. This contrasts with the highest traffic volumes in Old Town, which were found to be during the morning clock-in and afternoon clock-out hours typical of office uses, as noted in the 2017 Waler Parking Consultants Parking Management Plan

# Work Session Questions & Research Results

## How many parking spaces are available in Old Town/CBD district?

- The 2017 parking study that was completed by the Town shows that there were 602 parking spaces in public parking lots, inclusive of all time-restricted, unrestricted, and handicapped parking spaces. After the Town purchased the new Town Hall, adding 39 parking spaces behind the former bank building, the total number of public parking spaces is now 641 spaces. A copy of the 2017 parking study map is attached that breaks down the number, type and location of parking spaces.



# Work Session Questions & Research Results

## Do other jurisdictions have specific standards for hotels?

- Local jurisdictions typically have general parking, loading, lighting, noise, and other performance standards that are applicable to all uses. In Albemarle County, there are appearance standards within their Entrance Corridor overlay districts that would apply to all businesses, including any new hotel development or redevelopment, which is similar to Warrenton’s Historic District, where exterior renovations or new construction must conform to the historic district standards to maintain the existing historic character.
- There are State regulations for hotels that pertain to public health and sanitation, as found in the Virginia Administrative Code, §12VAC-431, as enforced by the Virginia Department of Health.
- One instance of hotel-specific regulations was found in the Town of Leesburg, where in the Downtown B-1 District (similar to Warrenton’s CBD district), the maximum number of rooms is 40, and the use is called out as a “Commercial Inn”, which is a different use category than the general “Hotel” use category for that jurisdiction. In Leesburg, parking regulations are different in the B-1 district compared to other non-residential districts. In the B-1 district, a “Commercial Inn” must provide 1 parking space per room; outside of the B-1 district, a hotel must provide 1 space per room, plus 1 space for every 2 employees, plus additional parking if there is a restaurant, as copied from the Leesburg zoning ordinance (full parking ordinance attached):

<u>Hotel or Motel</u>	1.0 per room, plus 1.0 per two employees, plus additional spaces for restaurants. B-1 District Only: 1.0 per room
Eating Establishment, Sit Down	1.0 per 150 square feet gross floor area.

# Work Session Questions & Research Results

Item 2.

## Are there a minimum number of rooms that are required to be considered a hotel?

- The Code of Virginia includes regulations for hotels, in §35.1 – *Hotels, Restaurants, Summer Camps, and Campgrounds*. There is no minimum number of rooms required under State Code for a Hotel, however Bed and Breakfasts have both a minimum and a maximum number of rooms. These two uses are defined in State Code as:

“Bed-and-breakfast operation” means a residential-type establishment that provides (i) two or more rental accommodations for transient guests and food service to a maximum of 18 transient guests on any single day for five or more days in any calendar year or (ii) at least one rental accommodation for transient guests and food service to a maximum of 18 transient guests on any single day for 30 or more days in any calendar year.

"Hotel" means any place offering to the public for compensation transitory lodging or sleeping accommodations, overnight or otherwise, including facilities known by varying nomenclatures or designations as hotels, motels, travel lodges, **tourist homes\*\***, or hostels.

# Work Session Questions & Research Results

\*\* Please note that the State Code definition of a Hotel includes tourist homes, which are considered a separate use category under the Town zoning ordinance.

➤ The Town zoning ordinance provides the following definitions in Article 12:

**Hotel:** A facility offering transient lodging accommodations for ten or more individuals on a daily rate and providing additional services, such as restaurants, meeting rooms, and recreational facilities (also see Motel).

**Motel:** A building or a group of two (2) or more detached or semi-detached buildings containing rooms or apartments having separate entrances provided directly or closely in connection with automobile parking or storage space serving such rooms or apartments, which building or group of buildings is designed, intended, or used principally for the providing of sleeping accommodations for automobile travelers and is suitable for occupancy at all seasons of the year.

**Tourist Home:** A dwelling where only lodging is provided for compensation for up to five (5) persons (in contradistinction to hotels and boardinghouses) and open to transients.

**Bed and Breakfast Facility:** A private residence, or portion thereof, where short-term lodging is provided for compensation (no longer than 14 consecutive days) and meals may be provided, to guests only. The operator of the facility shall live on the premises or in an adjacent premises on the same lot. Up to four (4) guest rooms without cooking facilities may be provided. [also see Tourist Home; also see Inn]

**Inn:** A single-family dwelling, portion thereof, or accessory building to, where short-term lodging is provided for compensation to transient guests only. Additional services, such as restaurants, meeting and event space, and recreational facilities may also be provided. The operator may or may not live on the premises. Up to twelve (12) guest rooms may be provided.

**Is the text amendment able to include changes to all transient occupancy uses, such as hotels, motels, inns, bed and breakfast facilities, and tourist homes, so that each of these similar uses have the same approval process?**

- Per the Town Attorney, Mr. Strother, yes, the text amendment can make all lodging accommodations in the CBD district by-right uses, as long as these lodging uses are limited to 30 or 40 rooms to match the initiation passed by Town Council.

## **Transient Occupancy Uses Allowed in the CBD District**

### **Section 3-4.11.3 Permissible Uses – With the approval of a Special Use Permit by Town Council**

- Hotels and motels, not exceeding seventy-five (75) rooms
- Hotels, Inns, Bed & Breakfasts, and Tourist Homes

# Moving Forward

## Scenario A

### *As Initiated by Town Council*

- Allow Hotels of up to 30 or 40 rooms as a by-right Permitted use.
- Allow Clubs & Lodges as a by-right permitted use.
- Keep Hotels of up to 75 rooms as a Permissible use with a Special Use Permit.

## Scenario B

### *Maintain the Status Quo*

- Recommend denial of the text amendment, and keep all Hotels and Clubs & Lodges as Permissible uses that must obtain a Special Use Permit.

## Scenario C

### *Revise all Lodging Uses to Permitted Uses*

- Allow Hotels of up to 30 or 40 rooms as a by-right Permitted use.
- Allow Inns, Bed & Breakfasts, and Tourist Homes as a by-right Permitted use.
- Allow Clubs & Lodges as a by-right Permitted use.
- Keep Hotels of up to 75 rooms as a Permissible use with a Special Use Permit.

# Text Amendment – ZOTA-26-1

## Process:

- Initiated by Town Council on April 14, 2026
- Planning Commission Work Session April 28, 2026
- Planning Commission Public Hearing May 19, 2026
- Next Step:
  - Make a Recommendation of Approval or Denial.
  - Defer Action until the Next Regular Meeting on June 16<sup>th</sup>.
  - Close the Public Hearing or leave it open.

## Questions that Require Answers:

- What is the right number of rooms - 30 or 40?
- What should or should not be a Permitted by-right use?

The Planning Commission must make a recommendation to Town Council by no later than 100 days after the first meeting.

100-day deadline:  
August 6, 2026

Potential Planning Commission meeting dates for final recommendation:  
Tuesday, July 21, 2026  
Tuesday, July 28, 2026

# Zoning Ordinance Criteria for Consideration of Text Amendments

When there is a request for a zoning ordinance text amendment, the Planning Commission and Town Council shall consider the following matters:

### Section 11-3.9.13 Two Main Considerations for Text Amendments:

- 1. Whether the proposed text amendment is consistent with the Comprehensive Plan.
- 2. Whether the proposed text amendment is consistent with the intent and purpose of the Zoning Ordinance.

### Section 11-3.9.12 Fourteen Additional Considerations – Use only those that are Relevant to the Proposed Text Amendment

- 1. Does it further the public interest, and conforms with the goals, objectives, and policies of the Comprehensive Plan?
- 2. Is it consistent with the Future Land Use Plan and the established character and land use patterns?
- 3. Is it justified by changed/changing conditions?
- 4. Would it create an isolated district that is unrelated to adjacent districts?
- 5. Are there now, or could there be built, adequate infrastructure and utilities to serve the use?
- 6. Is it compatible with properties in the vicinity, and would have no adverse impact on these properties?
- 7. Are there adequate sites elsewhere in the Town for the use?
- 8. Would there be traffic impacts that cannot be mitigated?
- 9. Is there already a reasonable and viable economic use of the property?
- 10. Would it have a negative impact on natural resources that is not compatible with the Comprehensive Plan?
- 11. Does it encourage economic development in areas deigned suitable by the Comprehensive Plan, provides desirable employment and enlarges the tax base?
- 12. Does it consider the current and future needs of the community, as determined by population and economic studies?
- 13. Does it enhance the opportunity for moderate housing for residents of the Town?
- 14. Does it negatively effect natural, scenic, archaeological, or historic features of significant importance?

# Questions?